



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

---

**TO: PERSONNEL COMMITTEE:**

Mayor Van Dorp  
Mayor Pro Tem Gruppen  
Councilman Lam  
BPW Commissioner Chairperson Boerman  
BPW Commissioner Vice-Chair Cooney

**CC:** BPW General Manager Boatright  
Kevin Plockmeyer, Finance Dir./Assistant City Manager  
Melanie Hellenthal, HR Specialist  
Kristi DeVerney, City Clerk

**FROM:** Tim Klunder, City Manager

**DATE:** January 26, 2026

**RE:** Personnel Committee Agenda

**Wednesday, January 28, 2026**  
**12:00 p.m.**  
**Zeeland City Hall**  
**Main Floor Conference Room**

**AGENDA**

The agenda for the meeting is:

1. Approve Minutes of November 25, 2025, Personnel Committee Meeting
2. Employee Comments
3. Employee Handbook Amendments
4. Employee Appreciation Policy Amendment
5. FY '26/27 Budget Discussion
6. Fire/Rescue Chief Vacancy Update
7. Other

## MEMORANDUM OF MEETING

Personnel Committee

November 25, 2025 – 7:00 AM

City Hall Main Floor Conference Room

**PRESENT:** Mayor Klynstra, Mayor ProTem Gruppen, BPW Chair Boerman, BPW Vice Chair Cooney, Council Member/Mayor-Elect VanDorp

**Staff Present:** City Manager Klunder, Assistant City Manager/Finance Director Plockmeyer, and Administrative Assistant Moore

**Staff Absent:** BPW General Manager Boatright

**Also Present:** Three City of Zeeland Fire/Rescue Employees: Hugo Gomez, Damon Jones & Marty Vander Velde

Mayor Klynstra called the meeting to order at 7:00 AM

### Employee Comments

No employee comments.

### Approval of October 22, 2025, Meeting Minutes

*A motion was made by Cooney and seconded by Boerman to approve October 22, 2025, meeting minutes. All in favor, minutes approved.*

### 2026 Dental Insurance Recommendation

Klunder gave some background on dental insurance (put together by HR Specialist Melanie Hellenthal). The city received a quote from the current dental insurance provider, Delta Dental, for 2026 that had no increase, which is good however, staff have received more comments from employees that their dental provider is no longer accepting Delta due to their low reimbursement rates. Staff began looking into better options last year and are recommending switching to the ADN Pool Dental Network for 2026 (it operates the same way as the city's health insurance pool, and although not perfect, ADN does offer a good network of providers in the area). Coverage would be the same as current Delta Dental coverage, ADN's premiums would also be 7% lower for the city and ZBPW.

*Motion was made by Boerman and seconded by VanDorp to change over to ADN pool dental plan for 2026. All in favor, motion passed.*

### Update on Activities of HR Specialist

Klunder then provided an update on activities by the city's new HR Specialist, Melanie Hellenthal. She's been doing a really great job. Plockmeyer noted that her taking over the process of screening applications for a new Head Custodian has been very helpful.

### Fire/Rescue Chief Vacancy

Klunder informed committee members that Fire Rescue Chief Ross Tibbets had submitted his resignation, with his last day December 12, 2025. He has accepted the position of chief for the Holland Charter Township Fire Department. His position is appointed by the mayor (with City Council approval). Klunder

said Deputy Chief Mitch Harsevoort has been asked to step in as interim Fire Rescue Chief while the city searches for Chief Tibbet's replacement & this will be brought to the December 1, 2025, City Council meeting. Klunder is working with mayor-elect VanDorp to form a search committee, hoping to have this committee appointed on December 1, 2025, City Council meeting as well. Potential members include mayor-elect VanDorp, City Manager Klunder, Deputy Chief Harsevoort (who would have to recuse if he decided to pursue the position himself), Police Chief Tim Jungel, HR Specialist Melanie Hellenthal and potentially 1 city council member. At the second round of interview stage, staff may bring in a fire fighter from an outside department and meet with current COZ Fire Rescue staff. Boerman asked if this position is posted internally and Klunder responded that typically it's posted for a few days-a week internally then posted externally.

**Other**

Klunder noted the committee may need to meet one more time before the end of the year to address some various employee handbook items.

*Motion was made by Gruppen and seconded by Cooney to adjourn the meeting at 7:17 a.m. All in favor, meeting adjourned.*

---

Susan Moore, Administrative Assistant



21 South Elm Street • Zeeland, Michigan 49464 • (616) 772-6400 • FAX (616) 772-5352

---

## PERSONNEL COMMITTEE MEMORANDUM

---

TO: Personnel Committee Members

FROM: Tim Klunder, City Manager and Melanie Hellenthal, HR Specialist

SUBJECT: Employee Handbook

DATE: January 22, 2026

CC: January 28 Committee Agenda

**HIGHLIGHTS:** Below is a summary of recommended changes for the Employee Handbook.

- Overall: Updated terminology to replace City Clerk/Personnel Assistant with Human Resources
- Exemption Status: Clarified language to better define exempt vs non-exempt positions
- Promotions and Transfers: Removed requirement to send all open positions to each department for posting. Instead allow flexibility to post based on position and departmental needs.
- Paid Vacation:
  - Aligned with 2025 Union Contracts, adding 6 weeks of vacation for 29 years of service.
  - Clarified qualified overtime to align with tax changes for 2025-2028
  - Defined distribution of paid time off upon separation
- Alternate Paid Vacation: Added 6 weeks after 23 years of service, consistent with 2025 Union Contract changes.
- Paid Personal Leave: Reduced years of service required to receive an additional day, in line with 2025 Union contracts
- Holidays: Added holiday benefit guidelines for part-time employees
- Tuition Reimbursement Program: Updated approval process and adjusted reimbursement amount to match IRS standards.
- Longevity Pay: Increased amounts to align with 2025 Union Contracts
- When You Leave: Clarified that group insurance ends on the day active employment ends

FEEL THE ZEEL

- Travel Appendix F: Added guidance on carpooling for cost savings and developed guidelines outside of the policy for paid travel time
- Health Appendix G: Increasing the opt-out health amount from \$1,000 to \$2,500
- Fire Provisions Appendix H:
  - Updated to ensure employees attending required training or certification are paid for their time.
  - Adjusted work period to align with FLSA standards for overtime exemption.
  - Matched vacation benefits (6th week) to regular employees.

RECOMMENDATION: City leadership recommends that the Personnel Committee approve these updates to the Employee Handbook to provide clearer guidance on City policies and processes.



---

Timothy R. Klunder, City Manager

FEEL THE ZEEL



## *Working Together*

**Your Employee Handbook at City of Zeeland**

*Updated Feb 2026*

# Contents

|  |                      |
|--|----------------------|
| <i>Welcome to the City of Zeeland</i> .....                | 4                    |
| <i>What You Can Expect from Us</i> .....                   | 5                    |
| Orientation Period .....                                   | 5                    |
| You Will Be Paid Fairly and Accurately.....                | 5                    |
| Types of Employment Relationships.....                     | 5                    |
| Exemption Status .....                                     | 6                    |
| You Will Receive Performance Feedback.....                 | 6                    |
| Your Performance Matters .....                             | <a href="#">76</a>   |
| Promotions and Transfers.....                              | 7                    |
| Salary Increase Plan .....                                 | 7                    |
| Pay Goes Beyond Your Paycheck .....                        | 7                    |
| Paid Time Off and Unpaid Leaves .....                      | <a href="#">87</a>   |
| Paid Vacation Time .....                                   | <a href="#">87</a>   |
| Alternate Paid Vacation Schedule.....                      | 8                    |
| Paid Personal Leave Days.....                              | <a href="#">98</a>   |
| Paid Sick Leave (Earned Sick Time Act) .....               | 9                    |
| Holidays.....  | 10                   |
| Bereavement Leave .....                                    | <a href="#">110</a>  |
| Jury Duty .....  | 11                   |
| Family Medical Leave Act.....                              | 11                   |
| Unpaid Leave of Absence .....                              | <a href="#">1241</a> |
| Short-Term Disability .....                                | 12                   |
| Long-Term Disability .....                                 | <a href="#">1312</a> |
| Donation of Vacation and Personal Leave Time .....         | <a href="#">1312</a> |
| Child Adoption Benefit.....                                | 13                   |
| Tuition Reimbursement Program .....                        | 13                   |
| Longevity Pay .....  | <a href="#">1514</a> |
| Employee Assistant Program (EAP).....                      | <a href="#">1614</a> |
| Retirement Gift .....                                      | <a href="#">1615</a> |
| Benefits for Retired Employees .....                       | <a href="#">1715</a> |
| Inclement Weather and Facility Closures .....              | <a href="#">1715</a> |
| Equal Employment Opportunity .....                         | <a href="#">1715</a> |
| Harassment & Discrimination – Prevention & Reporting ..... | <a href="#">1716</a> |
| Complaint Procedure for Discrimination or Harassment.....  | <a href="#">1816</a> |
| Whistleblower Protection .....                             | <a href="#">1817</a> |
| Drug and Alcohol-Free Workplace .....                      | <a href="#">1817</a> |
| We May Ask You to Take a Substance Test .....              | <a href="#">1918</a> |
| We Strive to Provide a Healthy Work Environment.....       | <a href="#">1918</a> |
| Smoking and Vaping.....                                    | <a href="#">2018</a> |
| We Do Not Tolerate Weapons and Threats .....               | <a href="#">2019</a> |
| Safety & Security.....                                     | <a href="#">2019</a> |
| Hazardous Substances .....                                 | <a href="#">2120</a> |
| Honest and Direct Communications .....                     | <a href="#">2120</a> |
| Personnel Committee .....                                  | <a href="#">2220</a> |
| Personal Relationships in the Workplace .....              | <a href="#">2220</a> |
| What We Expect from You.....                               | <a href="#">2221</a> |
| Do Your Best Each Day.....                                 | <a href="#">2221</a> |
| Community Relations.....                                   | <a href="#">2221</a> |
| Employee Conduct .....                                     | <a href="#">2221</a> |
| Attendance Matters.....                                    | <a href="#">2422</a> |

|   |                      |
|---|----------------------|
| Telecommuting (Remote Work) Policy .....  | <a href="#">2423</a> |
| Use Technology Wisely .....   | <a href="#">2624</a> |
| Do Not Drive Distracted .....   | <a href="#">2625</a> |
| City-Provided Cell Phones .....   | <a href="#">2725</a> |
| Personal Cell Phones.....   | <a href="#">2726</a> |
| Respect City Property .....   | <a href="#">2726</a> |
| Respect City Vehicles - Including Rental Cars .....   | <a href="#">2726</a> |
| Use of Personal Vehicle .....   | <a href="#">2826</a> |
| Maintain a Positive Appearance .....  | <a href="#">2827</a> |
| Uniforms, Protective Clothing and Equipment .....   | <a href="#">2827</a> |
| Solicitation and Distribution .....   | <a href="#">2827</a> |
| Avoid Conflicts of Interest and Moonlighting .....  | <a href="#">2927</a> |
| Protect Confidential Information.....   | <a href="#">2928</a> |
| Maintain Your Personal Information .....  | <a href="#">2928</a> |
| Follow Our Workplace Accident, Injury, or Illness Process.....  | <a href="#">3028</a> |
| Travel and Expense Reimbursement .....  | <a href="#">3230</a> |
| Enjoy Your Break or Mealtime .....  | <a href="#">3230</a> |
| You May Need to Work Overtime.....  | <a href="#">3231</a> |
| Compensatory Time Off .....   | <a href="#">3331</a> |
| On-Call Procedure .....   | <a href="#">3332</a> |
| Staff Reductions.....   | <a href="#">3432</a> |
| When You Leave, Leave with Dignity .....  | <a href="#">3432</a> |
| Workplace Compliance Policies .....   | <a href="#">3433</a> |
| Pre-Employment Screenings .....   | <a href="#">3433</a> |
| Work Authorization .....  | <a href="#">3433</a> |
| Social Security Number Privacy .....  | <a href="#">3433</a> |
| Access to your HR File .....  | <a href="#">3533</a> |
| Electronic Signatures .....   | <a href="#">3533</a> |
| Michigan's Marijuana Laws.....  | <a href="#">3534</a> |
| Understanding Family Medical Leave Act (FMLA) Q&A .....   | <a href="#">3534</a> |
| Military Leave .....  | <a href="#">4038</a> |
| Americans with Disabilities Act & Michigan Persons with Disabilities Civil Rights Act .....             | <a href="#">4038</a> |
| Pregnant Workers Fairness Act.....  | <a href="#">4038</a> |
| PUMP Act .....  | <a href="#">4039</a> |
| NLRB.....   | <a href="#">4139</a> |
| Workers' Compensation .....   | <a href="#">4140</a> |
| Consolidated Omnibus Budget Reconciliation Act (COBRA).....   | <a href="#">4140</a> |
| Health Insurance Marketplace.....   | <a href="#">4240</a> |
| Appendix A – Dispute Resolution Procedure .....   | <a href="#">4341</a> |
| Appendix B – Prohibited Substances Policy .....   | <a href="#">4543</a> |
| Appendix C – Salary Increase Plan .....   | <a href="#">5048</a> |
| Appendix D – City of Zeeland / Zeeland Board of Public Works Retiree Benefit Policy Statement.....      | <a href="#">5149</a> |
| Appendix E – City of Zeeland Vehicle Use Policy .....   | <a href="#">5553</a> |
| Appendix F – Reimbursement Policy & Guidelines Travel & Other Out-of-Pocket Expenses May 15, 2017 ..... | <a href="#">5755</a> |
| Appendix G - Funding Policies for Full-Time Employee Health/Rx/Dental Coverage .....                    | <a href="#">5957</a> |
| Appendix H - Zeeland Fire/Rescue Pay Provisions .....   | <a href="#">6159</a> |

This Employee Handbook supersedes all previous Employee Handbooks and management memos, which may have been issued on subjects covered herein.

#### **RESERVATION OF RIGHTS CLAUSE**

The policies and procedures contained in this Handbook may be modified, amended, or cancelled by the City of Zeeland/Zeeland Board of Public Works at any time, and with or without notice.

# Welcome to the City of Zeeland

Welcome! We want to thank you for joining our team. People spend many hours at work, and we want you to understand that our goal is to create a place where you enjoy coming each day. One of our major goals is to communicate well in order to help you understand what to expect from us. We also want to share what we expect from you as a member of our team. We hope your time with us will provide exciting opportunities to learn and grow. We are excited to have you as a part of our team, and we hope you share this excitement in being here each day.

This Handbook is intended to be a guide for all employees. Throughout this Handbook, the word "City" refers to the City of Zeeland and the Zeeland Board of Public Works. The policies detailed or summarized in this Handbook, including the requirement to arbitrate all claims based on violations of State or Federal law, apply to employees represented by a union, unless there is specific language in the union contract to the contrary. This Handbook is written in plain English, without a lot of "legalese." We would like to emphasize that nothing in this Handbook is designed to, should be interpreted to, or will be enforced in such a way as to infringe upon any of your legal rights, which we respect and will protect regardless of any interpretation of the general language of this Handbook. This Handbook is not a contract, nor is it an exhaustive list of protocols or policy. There is simply no way any book can cover every situation and practice, so we are providing you this Handbook and a request for you to keep your line of communication with your supervisor open. The world and our business are always changing and evolving, and while we are committed to keeping our Handbook current, there may be situations where things change faster than this Handbook. We are all on the same team, so ask questions freely and without fear – you will learn more quickly that way.

By working together, we are confident that the future will be both productive and prosperous for all of us. Again, we want to thank you for joining our team and providing your time, dedication, and talent to our City and community.

Welcome and Feel the Zeel!

Tim Klunder  
Zeeland City Manager

Andrew Boatright  
General Manager  
Zeeland Board of Public Works

# What You Can Expect from Us

Working here is simple: come to work each day on time, be prepared, and provide your best effort. Throughout the day, focus on exceeding community expectations, work well with your co-workers, observe safety rules, and create the type of workplace we all enjoy. As one of our team, you can expect us to work hard to allow each person to strive to reach their potential, as we strive to meet the goals of the City. Here are some other things you can expect from us:

## Orientation Period

The first six (6) months of employment are considered a period of adjustment for both you and the City. It is a time for you to evaluate the job and the work environment and provides the City a time to evaluate your skills and performance. If upon completion of this six-month period, it is determined by management that additional time is needed for evaluation purposes, the City, as its discretion, may extend the orientation period for an additional six-month period. During this period, you have the right to terminate your employment and compensation with or without reason and with or without notice, at any time, and the City retains the same right.

## You Will Be Paid Fairly and Accurately

We will pay each person fairly for the work they perform on a regular schedule. It is our policy to be in compliance with Federal and State wage laws and we prohibit any improper deductions. Bring any discrepancies, questions, or lost checks to the Finance Department's attention as soon as possible. We will correct any improper deductions promptly and will take steps to ensure future compliance.

If your job requires completing timesheet reports, doing them on time and accurately is critical to being paid properly. Our payroll runs on a bi-weekly cycle with paydays on Thursday. Employees are paid two weeks in arrears. For overtime calculations, our workweek is defined as Sunday - Saturday. From time to time, on a discretionary basis, some or all employees may receive a performance incentive. All performance incentive payments are considered discretionary and will not be counted in overtime payment calculations.

Please note, any time away from work should be properly recorded on your timesheet and designated with approved paid or unpaid time off. Employees are required to record their time per the City's guidelines on a daily basis. If hours are not reported by the deadline, you may not have your check until a later date to ensure that it is correct.

We follow the law relating to payroll practices, meaning you will:

- Know if you are Regular Full-time, Regular Part-time, Seasonal, or Contract employee.
- Know your rate of pay and whether your job is eligible for overtime or not.
- Have access to pay statements that show all deductions (taxes, etc.), so please review your pay stubs to ensure accuracy.
- Have the ability to direct deposit your paychecks – it is faster and more efficient for everyone.
- Be held accountable for accuracy and timely submission of time reports.

## Types of Employment Relationships

We strive to staff the City for maximum efficiency and performance. We use different types of employment relationships to do so. We offer positions in the following employment statuses:

- Regular Full-time – Regularly scheduled 40+ hours per week and eligible for our benefits.
- Regular Full-time Fire Department, Hourly Non-Exempt – Regularly scheduled for the 9-hour shift. Eligibility and accrual for paid personal leave days, holidays, bereavement leave, vacation time, jury duty, and compensatory time off will be adjusted to align with the average hours worked per week. See your supervisor or Appendix H for details.
- Regular Part-time – Regularly scheduled less than 40 hours per week, not eligible for any benefits other than those specifically provided for them in this Employee Handbook.

- Seasonal Part-time – An employee typically hired for a specific duration, not eligible for our benefits other than those specifically provided for them in this Employee Handbook.
- Contractor – Not an employee, paid via contract for services, not eligible for our benefits, but must abide by our workplace guidelines.

## Exemption Status

We are committed to want to fairly compensating you fairly for the time you workyour time worked. Employees will receive pay from the City either on an hourly or a salary basis, depending on their classification. You may receive pay from the City based on the hours worked or on a salary basis. We have These classification – Exempt and Non-Exempt(Hourly)--two types of classifications: Exempt and Hourly Non-Exempt. These classifications determine whether or not you qualify for overtime pay under the Fair Labor Standards Act.

### Non-Exempt (Hourly) Employees

- Non-exempt employees are eligible for overtime pay at one and one-half times their regular hourly rate or compensatory time off for total hours that exceed 40 hours in a 7-day workweek.
- For payroll purposes, total hours include:
  - Actual time worked
  - Approved paid time off (such as sick leave, vacation, call-out, jury duty, and holidays).
  - Important: Only actual hours worked beyond 40 in a workweek qualify as overtime under FLSA. Paid time off does not count toward “qualifying overtime.”
- All time must be accurately recorded on the provided timecards to ensure proper payment or compensatory time off.

\*\*All Regular Full time Hourly Non-Exempt positions are paid overtime pay which is calculated at time and a half, or compensatory time off for actual hours worked (including approved time off on sick leave, vacation, call-out, jury duty, and holidays) that exceed 40 hours in a workweek or over 8 hours in one day. All other hourly employees authorized to work overtime are paid overtime pay which is calculated at time and a half, or compensatory time off for work performed (including approved time off on sick leave, vacation, call-out, jury duty, and holidays) in excess of forty (40) hours per workweek.

*Please note there is an exception for Hourly Non-Exempt Fire Department employees regarding overtime pay and full details can be found in Appendix H in this Employee Handbook.*

- If you think you need to work overtime, please talk to your supervisor first to get approval.
- On-call hours are not included as eligible time for overtime pay.

### Exempt (Salary) Employees

- Exempt employees are not eligible for overtime pay, regardless of hours worked in a workweek.
- Exempt status is determined by set criteria outlined by the Fair Labor Standards Act, if you are in an Exempt position, typically involving duties that require discretion, judgement and specialized knowledge.
- you will be paid your salary but are expected to maintain the agreed upon schedule. For payroll purposes, Exempt employees must complete a timecard indicating whether they worked or used approved leave.

*As a reminder, if you are a Non-Exempt employee, you will need to report hours worked over 40 in a work week for proper payment of overtime or for compensatory time off. On-call hours are not included as hours worked for overtime pay.*

## You Will Receive Performance Feedback

Feedback will come from your supervisor, co-workers, and community, so be ready. The best feedback is timely and acknowledges both your accomplishments and opportunities to improve. We encourage our leaders to provide their team members with feedback on a formal and informal basis. Informal feedback should be given throughout the day.

You should hear feedback from your supervisor in a formal process at a minimum of once per year. At that time you will set specific personal goals. You may have formal feedback sessions more often if you and your supervisor feel that it is a good investment of time.

If you feel you are not receiving enough feedback, it is appropriate to request more from your supervisor. Likewise, if you want to provide feedback to a co-worker or supervisor, ask them before you do. Set up a time to talk and share your feedback. You are always encouraged to take time to show appreciation in the form of a simple “thank you” or by providing a specific compliment.

## Your Performance Matters

We believe that job performance has many dimensions, including: our annual review, attendance, and working relationships with colleagues and the community. Your job performance matters. Many of the decisions that we will make during our working relationship will be based in some, or large part upon, your performance as a member of our team. This includes items such as determining pay raises, promotions, training opportunities, etc.

## Promotions and Transfers

The City offers employees the opportunity for career advancement within the City. Open positions will be made available through job postings sent to each department to give employees the opportunity to apply for any position they may be qualified to perform. As appropriate HR may send internal communication to all employees regarding new openings. Checking the City's HR website is also a good practice to review current openings. You should check the following for information concerning job openings:

- Bulletin Board
- City internet sites

Applications or information can be obtained from the Human Resource's office or on-line.

## Salary Increase Plan

A Salary Increase Plan has been established and approved for use within all departments. This plan provides a pay range for each position. The City Council reviews the pay plan annually and may make necessary adjustments based on economic conditions. Please refer to Appendix C for details of this policy.

## Pay Goes Beyond Your Paycheck

There are a lot of ways that we invest in your “pay” that go beyond what you see in your paycheck. For many employees, the value of these other forms of pay can be more than a third of what you are being paid – increasing your total compensation to a much higher level than you initially thought.

Based on your regular schedule, you may be eligible for benefits such as:

|   |   |
|---|---|
| Medical Insurance                               | <u>Deferred Compensation Plan (457)</u> |
| Dental Insurance                                | <u>Retirement Health Savings</u>        |
| Short-Term Disability Insurance                 | <u>401(a) Plan</u>                      |
| Long-Term Disability Insurance                  | <u>Employee Assistance Program</u>      |
| Life Insurance & AD&D                           | <u>Longevity Pay</u>                    |
| Health Savings Account (HSA)                    | <u>Child Adoption Benefit</u>           |
| Flexible Spending Account                       | <u>Tuition Reimbursement</u>            |
| Paid Vacation Time                              | <u>Paid Personal Time</u>               |
| Paid Sick Leave (Michigan Earned Sick Time Act) |   |

If you are a new hire, the details for which of these benefits apply are explained at the time of the offer. Some of these programs have legal documents that define how they work, and if present, a legal document is always the deciding factor

in how a Plan operates. We also make the Summary Plan Documents (SPDs) available to you – just contact the Human Resources and ask for them or if you have questions on how these Plans work.

## Paid Time Off and Unpaid Leaves

Whether it is for a much-needed beach trip, long weekend, family commitment, or illness, we know that everyone needs a little time away. We offer paid time off and unpaid time off as outlined below.

### Paid Vacation Time

Depending on your role and employment status, you may receive paid vacation time. The amount of paid vacation time you receive is explained at the time of offer and increases according to our Regular Full-time Employee Vacation schedule below:

|   |                |
|---|----------------|
| Upon Hire   | 2 Weeks        |
| Upon completion of six (6) years of service                 | 3 Weeks        |
| Upon completion of thirteen (13) years of service           | 4 Weeks        |
| Upon completion of twenty-three (23) years of service       | 5 Weeks        |
| <u>Upon completion of twenty-nine (29) years of service</u> | <u>6 Weeks</u> |

When you need time away from work, you need to obtain prior approval from your supervisor and properly record it on your timesheet for accurate record keeping. Please keep in mind we will make our best effort to accommodate requests, but your supervisor needs to balance other demands such as community needs and your co-worker's requests before final approval can be granted. There may be certain times when a "black-out" period may be necessary for certain departments in which vacation time may not be granted due to projects, events, or deadlines that need to be met.

For hourly employees, vacation time is paid at your straight time hourly rate at the time the vacation time is taken, excluding any premiums. For a salaried employee, vacation time is paid at their regular salary rate. Please note, vacation time is awarded each anniversary year for full-time employees. Up to 80 hours of paid vacation time can be rolled over into the next anniversary year for unique circumstances approved in advance by the City Manager or the Board of Public Works General Manager. Paid vacation time is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

When leaving employment, any earned and unused vacation time will be paid , provided that you give an official two-weeks' notice and work the full notice as scheduled without using any paid or unpaid leave during this period. For employees retiring, there is an option to receive the vacation payout as a lump sum on the final paycheck following the last scheduled workday, or to have the balance paid out over a period of time, not to exceed six weeks. Vacation accrual stops on your last scheduled workday. If you have a balance of earned and unused vacation time, t we will pay it out as long as you have given a proper 2 week working notice and were not let go. Paid vacation time is counted as hours worked for overtime and compensatory time off purposes.

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid vacation time.

### Alternate Paid Vacation Schedule

In the event that at the time of hire and based upon an individual's experience and competitive nature of the job market for a particular position, additional vacation upon hire up to 3 weeks in total may be granted by the City Manager or Board of Public Works General Manager.

During such instances, vacations will be awarded on an employee's anniversary date in accordance with the following schedule:

| Service Years Based on Anniversary Date                      | Number of Weeks |
|--|-----------------|
| Upon hire  | 3 Weeks         |
| Upon completion of seven (7) years of service                | 4 Weeks         |
| Upon completion of seventeen (17) years of service           | 5 Weeks         |
| <u>Upon completion of twenty-three (23) years of service</u> | <u>6 weeks</u>  |

## Paid Personal Leave Days

Regular Full-time employees are provided with four (4) paid personal leave days on their hire date and each successive anniversary of that date. Once a Regular Full-time employee completes five (5)ten (10) or more years with the City, they will be provided with one (1) additional paid personal leave day on their anniversary date. If these personal days are not used within the year that they are issued, they will be forfeited.

A full paid personal leave day is eight (8) hours per day at the employee's regular straight time hourly rate at the time the leave is taken, excluding any premiums. For a salaried employee, personal leave pay is at their regular salary rate. The use of personal leave days is flexible to the employee but subject to approval by the Department Head within the operational needs of the department. personal leave if you have a balance of earned and unused personal leave time, we will pay it out as long as you have given a proper 2 week working notice and were not let go. Paid personal leave is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

When leaving employment, any earned but unused personal leave will be paid , provided that you give an official two-weeks' notice and work the full notice as scheduled without using any paid or unpaid leave during this period. For employees retiring, there is an option to receive the personal leave payout as a lump sum on the final paycheck following the last scheduled workday, or to have the balance paid out over a period of time, not to exceed six weeks.

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid personal leave days.

## Paid Sick Leave (Earned Sick Time Act)

All employees earn paid sick leave at the rate of 1 hour per 30 hours worked each calendar year. For purposes of this policy, 'hours worked' includes time off on paid vacation, paid personal leave, paid sick leave, paid holidays, paid bereavement leave, and paid jury duty. This paid sick leave is to be used to cover eligible absences under Michigan's Earned Sick Time Act (ESTA). For planned absences, we ask that you call in or notify your supervisor within 7 days. For unplanned absences, we ask that you call in or notify your supervisor 30 minutes before the start of your shift or as soon as practicable.

Paid sick leave can be used for ESTA qualified absences in increments of no less than 15 minutes. ESTA qualified absences include:

- The employee's or the employee's \*family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or

- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.
- An employer shall not require an employee to search for or secure a replacement worker as a condition of using earned sick time.

*\*For purposes of ESTA, the definition of "family member" includes a biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis; a biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child. Family members also include grandparents, grandchildren, biological, foster, and adopted siblings. Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.*

Regular Full-time employees roll over earned and unused paid sick leave into their paid sick leave bank at the end of the calendar year, however the rollover balance cannot exceed 144 hours in a calendar year. Regular Part-time employees roll over earned and unused paid sick leave into their paid sick leave bank at the end of the calendar year, however the rollover balance cannot exceed 72 hours in a calendar year. All employees may use the amount of paid sick leave earned plus their available paid sick leave roll over balance.

Paid sick leave is paid at the employee's regular straight time hourly rate at the time the sick leave is taken, excluding any premiums. For a salaried employee, sick leave pay is at their regular salary rate. Time taken on authorized sick leave will first be deducted from available sick leave credits. An employee who has used all their sick leave may use accumulated vacation leave with approval for sick leave purposes. All new hires will begin to accrue paid sick leave upon hire. It is important to note that Seasonal employees have a 120-day wait period before they are eligible to use paid sick leave. Paid sick leave is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

For sick leave over 3 consecutive days, we may request documentation. If documentation is requested, employees have up to 15 days to comply. We will comply with all ESTA requirements. Upon employment separation, earned and unused paid sick leave is forfeited, and no payout is provided. If an employee is rehired within 2 months, their paid sick leave balance at the time of employment separation will be restored.

We prohibit retaliation against employees for using Paid Sick Leave for ESTA qualified reasons. This includes up to 72 hours of ESTA protected leave for Regular Full-time employees and a prorated amount for all other employees based on actual hours worked. This policy is designed to comply with the Michigan Earned Sick Time Act. We reserve the right to modify this policy to ensure continued compliance with changing regulations. Full details of ESTA can be found on our workplace Labor Law posters, which are located in the employee common areas of each facility. See your supervisor for additional details.

## Holidays

We celebrate holidays and grant holiday time off to employees on the following holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

Generally, if a holiday falls on a Saturday, the holiday will be observed on the preceding Friday. If the holiday falls on a Sunday, the holiday will be observed on the following Monday. However, at the beginning of each calendar year, the City will assign the dates when New Year's Day, Independence Day, Christmas Eve and Christmas Day will be observed if they happen to fall on a weekend.

Regular Full-time employees will receive 8 hours of holiday pay that will be calculated based on the employee's straight time pay rate. Regular Full-time employees will be paid 8 hours of holiday pay. To be eligible you must work or be on approved paid time off the scheduled workday before and after the holiday to receive holiday pay.

If you are on layoff or unpaid leave of absence you are not eligible for holiday pay. Holiday time does count towards the calculation of overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

Regular Full-time, Hourly employees who are scheduled to work on a paid holiday will receive one-and-a-half (1.5) times their regular rate for all hours worked. In addition, they will receive 8 hours of straight holiday pay at their regular rate. Regular Part-time, Hourly employees who are authorized to work on a holiday will receive two-and-a-half (2.5) times their regular rate for all hours worked. All time worked on a recognized holiday must be approved in advance by the Department Head.

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid holiday time.

## Bereavement Leave

This is paid time off for the loss of your immediate family member. Regular Full-time employees may request to take up to 3 consecutive workdays of paid bereavement leave. Compensation is based on your straight time pay up to eight hours per day. For paid bereavement time off, "immediate family member" is defined as current spouse, child, mother, father, brother, sister, grandparent, grandchild, and any dependent residing in your home (this includes any stepfamily members or family in-law members under these designations). You may also use bereavement leave to attend the funeral or memorial service of a coworker. Time off on bereavement leave must be properly recorded on your timesheet. If the person doesn't fall into this category, you can request to take available paid time off or request unpaid leave.

Bereavement leave is counted as hours worked for overtime and compensatory time off purposes. However, it is not considered "qualified overtime" under the Fair Labor Standards Act (FLSA).

Regular Full-time, Hourly Non-Exempt Fire Department employees should refer to Appendix H in this Employee Handbook for specific details regarding their paid bereavement leave.

## Jury Duty

We support our community by providing time off when you are summoned for Jury Duty. We offer paid Jury Duty leave for our Regular Full-time employees and Regular Part-time employees. Should you be called to serve, please provide your supervisor with a copy of the summons as soon as you become aware of the request to serve so we can begin making scheduling arrangements. We will pay the difference between your normal base wages (based on your normal work schedule) and jury duty pay. You will need to provide your supervisor with documentation of your compensation received for performing jury duty. The total number of days for which jury duty is payable will be determined by the City on a case-by-case basis. If a portion of your jury duty does not conflict with work hours, you are expected to report to work for the remainder of your shift. If you are in a key role that it would be a hardship to accommodate your absence, we will submit a letter on your behalf to seek a postponement of your civic duty. Jury Duty is counted as hours worked for overtime and compensatory purposes.

## Family Medical Leave Act

The Family and Medical Leave Act (FMLA) allows eligible employees to take unpaid FMLA for:

- A personal serious health condition, childbirth, or to care for the employee's newborn child, newly adopted child, newly placed foster child, or a child, parent, or spouse with a serious health condition. This is referred to in this policy and the FMLA Q & A Section as "Regular FMLA."
- Family members of military personnel under certain qualifying circumstances. This is referred to in this policy and the FMLA Q&A Section as "Servicemember FMLA."

You are eligible for FMLA if you have worked for the City for at least one year and you worked at least 1,250 hours during the 12-month period before the commencement of your leave. Of course, the circumstances requiring your absence from work must also fall within the scope of this policy. In our Workplace Compliance section, we have an FMLA Q & A Section to address some common questions and definitions. If you have questions on FMLA, please contact the Human Resources . Please note that FMLA and Earned Sick Time Act (ESTA) have different documentation and reporting requirements. Generally, if you are using FMLA, it also qualifies as ESTA. There are situations where you can use ESTA, but it does not qualify for FMLA job protected leave. In all cases where FMLA applies, you must work with the Human Resources to accurately determine eligibility and properly record usage.

## Unpaid Leave of Absence

We understand there are situations that may arise in which you wish to take time away from work without pay. We offer an unpaid leave of absence which is approved unpaid time away for medical, personal, military, or crime victim reasons. There is no waiting period for a medical related unpaid leave of absence request. However, if the reason for the unpaid leave of absence request is not related to a medical issue, the employee needs to have completed one year of continuous service with the City to be eligible to request an unpaid leave of absence for non-medical related reasons. All employees may be required to use earned and unused vacation time, paid personal leave days, or paid sick leave days to cover their absence before using an unpaid leave of absence. Please note, employees who are on military service-related leave are not required to use available paid time off.

Please submit your request in writing with the dates of leave and reasons for the necessity of the leave to Human Resources for review. If the request is medical related, we will require additional documentation. Approval of an unpaid leave of absence may be subject to several factors like anticipated workload requirements and staffing considerations. Generally, the City will normally only consider up to six weeks of leave. Additional leave will need to be requested and approved as reasonable accommodation for a qualified individual with a disability. Keep in mind, during your leave you will not accrue benefits such as paid time off or holiday pay. Upon return to active employment, you will resume the accrual of benefits in accordance with our policies.

If you are participating in the group insurance plans, keep in mind all benefits are subject to the terms, conditions, and limitations of the applicable Plans. This means in some cases the insurance company may not allow you to remain enrolled in the plan while you are on your leave of absence. In this type of situation, COBRA will be offered to you. If you are participating in the group insurance plans and have available paid time off to use for your leave of absence, we will deduct your portion of elected benefit premiums as a regular payroll deduction. If your leave of absence is unpaid, you must contact Human Resources to arrange your portion of the benefits premium payment to maintain your benefits.

Upon return from medical related leave, we will require a signed release from a qualified primary care physician or specialist letting us know you can safely perform your essential duties of your position. Even when your leave of absence is approved, we may not always be able to return you to the same position. We will attempt to return you to a similar position in which you are qualified. Unfortunately, we cannot guarantee reinstatement in all cases. If you fail to return at the end of your approved leave of absence, we will consider this job abandonment and a voluntary resignation. Once an employee resigns or fails to return to work, the benefits will end effective on their termination date.

## Short-Term Disability

We provide Regular Full-time employees with Short-Term Disability coverage. Note: Any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan control regardless of any statement contained in this manual.

## Long-Term Disability

We provide Regular Full-time employees with Long-Term Disability coverage with a 180-day elimination period at the rate of sixty percent (60%) of weekly earnings not to exceed four thousand five hundred dollars (\$4,500) per month. Note: Any situation where insurance or other benefits are provided, the terms of the insurance policy or benefit plan control regardless of any statement contained in this manual.

## Donation of Vacation and Personal Leave Time

We recognize that employees may experience a medically related emergency, either personally or with an immediate family member that results in a need for additional time off from work in excess of their available vacation, sick leave, or personal leave. To address this need, employees may voluntarily donate accrued and unused paid vacation or personal leave time from their unused balances to their co-workers who need additional paid time off.

A medical related emergency is defined as a medical condition of the employee or an immediate family member that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all paid leave available. An immediate family member is defined as a current spouse, or child. The value of the vacation or personal leave time donation will be based on the receiving employee's regular straight time wage at the time of the leave. Employees who receive donated vacation or personal leave time may receive no more than 240 hours (6 weeks) within a rolling 12-month period.

Employees who would like to voluntarily donate their vacation or personal leave time must complete the Donation of Vacation/Personal Leave Time Request Form and submit the form to the City Manager or Board of Public Works Generalist Manager for review and approval.

The minimum number of vacation or personal leave hours that an employee may donate is eight (8) hours. Employees who are currently on approved leave of absence cannot donate their vacation or personal leave time. Employees cannot borrow against future vacation or personal leave time to donate.

## Child Adoption Benefit

Regular Full-time employees who have satisfactorily completed twelve (12) months of employment immediately prior to taking a child into their care are eligible to receive an adoption benefit of up to \$1,500 per child. The amount payable will be made to a state licensed adoption agency or reimbursed to the employee upon submittal of documentation that the employee paid the State licensed adoption agency in full.

The reimbursement request must be made within 30 days of adoption. Employees wishing to utilize this benefit shall inform the City in writing at the start of the adoption process.

## Tuition Reimbursement Program

The City of Zeeland offers a tuition assistance benefit to employees who wish to continue their education or training. This program is designed to support professional development and career growth within the City.

### Eligibility and Approval

- Tuition reimbursement is available to full-time employees
- Prior to enrolling the approval process must be completed
  - Employee must first submit the Request for Tuition Reimbursement Form, available from Human Resources, to their supervisor and Department Head for overview of the coursework.
  - The Department Head should then review the request with Human Resources. The Human Resource representative will review the request and submit to the City Manager or Board of Public Works General Manager for final approval.
- Coursework must:
  - Be aligned with the employee's career path within the City

- Be offered by an accredited institution
- This policy applies to tuition costs only. Books, fees and other expenses are not covered unless specifically recommended for approval by HR and then approved by the City Manager or Board of Public Works General Manager.
- Successful completion of courses of study under this Tuition Reimbursement Program must not be construed as a guarantee of advancement or as a guarantee of wage increment.

#### Reimbursement Guidelines

Reimbursement amounts cannot exceed the IRS limits in a calendar year. Employees receiving tuition reimbursement by signing the Request for Tuition Reimbursement Form will agree to a repayment schedule. If an employee voluntarily ends employment with the City of Zeeland before three years from the date of the training completion, must return a proportionate amount of their reimbursement, as follows:

- Full reimbursement to the City for less than one year
- 2/3 reimbursement for less than two years
- 1/3 reimbursement for less than three years

Reimbursement will be provided upon submission of:

- Invoice for the course
- Proof of grade (official transcript or other acceptable documentation)
- All required documentation provided to Human Resources within 30 days of course completion or grade assignment

Reimbursement amounts are based on the final grade received:

- A: 100% reimbursement
- B,B+,B-: 90% reimbursement
- C,C+,C-: 75% reimbursement
- Below C-: No reimbursement

Human Resources will issue a check request to the Finance department once all documentation has been received and reimbursement amount has been determined.

The Tuition Reimbursement Program is designed to offer all employees of the City, regardless of the operating segment in which they are employed opportunities to improve job capabilities by reimbursement of tuition expenses incurred while taking additional training. The major premise of this program is that only the training programs offering direct benefit to the City, as determined by the Review Committee, will qualify for reimbursement.

The procedure is as follows:

- The program is limited to full time employees with at least one full year of active service to the city.
- Selected courses or training programs must relate to the employee's present position or foreseeable future position, as determined by the Review Committee. The Review Committee consists of the employee's Department Head, the City Manager/Board of Public Works General Manager, and the Mayor/Board of Public Works Board Chair. The Department Head is in the best position to determine the training that will best benefit his or her department. Through periodic meetings of the committee, the scope of training allowable within the department and throughout the City may be kept uniform.
- Types of training included under this program:
  - Courses not required by the employer, yet directly beneficial to the employee's work capabilities.
  - Training approved by the Review Committee to prepare the employee for new or higher levels of responsibility.

○

The Review Committee, after consulting with the Department Head, may allow additional types of training to meet the special needs of the department.

- The training program or educational institution must be accredited by the North Central Association of Colleges and Schools of Higher Learning Commission, an accredited high school, a nationally recognized professional group offering training leading to a diploma, license, or certificate of completion, recognized correspondence school, trade or technical school, or adult education courses.

- Courses are to be taken on the employee's own time. For training that would conflict with the employee's working hours, it will be the responsibility of the Review Committee to determine whether the proposed training is necessary enough to come under the category of "employer requested training". The present program provides only for reimbursement of tuition expenses. Travel expenses and other costs incidental to the training do not qualify for reimbursement.
- Training taken by the employee at the employer's request, such as (but not limited to) police and fire training, will not qualify for this program. Employer requested training includes such activities as conferences, workshops, and meetings of professional organizations in which participation is authorized through the budgetary process.
- Employees who take advantage of this program and subsequently terminate employment with the City before three years from the date of the training completion, must return a proportionate amount of their reimbursement, as follows: full reimbursement to the City for less than one year, 2/3 reimbursement for less than two years, and 1/3 reimbursement for less than three years.
- A formal request for financial assistance must be submitted to the Department Head in advance of actual course work. The Department Head will then submit in writing his or her rationale supporting the employee's request to the rest of the Review Committee. After consultation with the Department Head, the committee will act upon the employee's request. Department Head disapproval of an employee's request may be appealed by the employee in writing directly to the Review Committee.

The formal request should include:

- Employee's name and department.
- Educational institution he or she wishes to attend.
- Description of course desired.
- Beginning and completion date of training.
- Statement of how the training will benefit the employer and the employee's performance.
- Cost of tuition.

- Upon satisfactory completion of the course, the employee must furnish a copy of the receipt of full payment as well as a copy of his or final grade or certificate of completion. Grade of "B" or better (3.0 or better on a scale of 4.0) at 75% of tuition expenses. Grade of "C" or better (2.0 or better on a scale of 4.0) at 50% of tuition expenses. Anything less than a grade of "C" or satisfactory work will not qualify for reimbursement.
- Total tuition reimbursement may not exceed \$1,350.00 per individual per fiscal year.
- Employees who are receiving, or are eligible to receive, any other financial assistance for education (e.g. scholarships, G.L Bill) are not eligible for dual benefits for the same course by virtue of this program. However, supplemental benefits will be considered.
- Successful completion of courses of study under this Tuition Reimbursement Program must not be construed as a guarantee of advancement or as a guarantee of wage increment.
- Employees wishing to take more than one course of training in relation to the attainment of a degree, license, certificate, or advancement of position, must submit an outline of future training courses for the approval of the Review Committee. In this way, the committee can inform the employee in advance whether the course he or she wishes to take will qualify in the program. The emphasis of the program is on compensating the employee for training he or she takes on his or her own time which results in direct benefits to the City.
- The Review Committee will administer the allocation of tuition reimbursement monies so that all interested employees and departments of the City will have the opportunity to share equitably in the program and in these funds, subject to budgetary limitations established for this program.
- The Treasurer/Finance Department shall maintain the necessary records to monitor the financial status of the Tuition Reimbursement Program.

## Longevity Pay

In recognition of your length of service to the City, the City will pay Regular Full-time employees as follows:

### Schedule Plan Amount

| 1-4 Years | 5-9 Years | 10-14 Years | 15-19 Years | 20-24 Years | 25+ Years  |
|-----------|-----------|-------------|-------------|-------------|------------|
| \$0       | \$750500  | \$1,75000   | \$1,250000  | \$1,500250  | \$1,750500 |

- Longevity pay will be distributed to employees in a single check, once a year during the month of December.
- Calculation of years of service will be based upon service through December 31st of each year.
- Employees who obtain a leave of absence or terminate their employment with the City, shall receive longevity pay pro-rated on the number of weeks worked in that partial year.
- For employees who obtain a leave of absence. The anniversary date of employment shall be extended by all leave of absence time for the purpose of computing years of service. The date of record for calculating longevity shall be an employee's most recent hire date.

## Employee Assistant Program (EAP)

The City of Zeeland Employee Assistance Program (EAP) is a completely confidential program which provides assistance to employees and their families for personal problems of a medical, emotional, financial, family or substance abuse nature, or other personal problems which may cause or lead to poor performance on the job. These services may be accessed by the employee or a member of the employee's family.

The City pays a fee amount per employee each year to the EAP provider who administers the program. Each employee or family member is entitled to two free consultations per year for this fee paid by the City. If the employee elects to have the services proceed beyond these initial consultations, he or she must pay for them on a fee for service basis. Again, it should be stressed that any of the services provided at an employee's request are completely confidential. No one else will have access to names or any other data about employees using the program.

As an employee, you will receive a membership card containing information on accessing the program along with a seven day a week, 24 hours phone number to call if you wish to utilize the program. If you have questions, please contact the Human Resources' Office.

## Retirement Gift

In the interest of uniformity, the following guidelines will be observed regarding parting gifts for retirees:

- Upon retirement, a ten (10) year full-time employee or part-time employee with 20 years will receive a check or gift certificate in the amount of 312.5% of the Allowable Rate in the City Council's Employee Appreciation Policy Directive.
- In addition to the check or gift certificate noted above, retiring full-time employees having worked for the City less than thirty (30) years and more than ten (10) years or part-time employees working more than 20 years, will be entitled to an open house/reception at the City's expense. The Department Head along with Human Resources and the City Manager or Board of Public Works General Manager will plan the event, which will include cake, cookies, ice cream, coffee, punch, napkins, table cover, plates, cups, utensils, mints, nuts, and decorations. An internal department luncheon will be funded by the department. The expenditure limit for meals shall be the number of participants in the event times 40% of the Allowable Rate in the City Council Employee Appreciation Policy Directive. A budget will be formulated each fiscal year by Management to accommodate the events.
- Full-time employees retiring after thirty (30) or more years of continuous service will be entitled to an open house/reception (noted above) and a retirement dinner (instead of an internal department luncheon). Expenditure limit for the dinner shall be the number of participants in the event times 60% of the Allowable Rate in the City Council Employee Appreciation Policy Directive. Additionally, the retiree will receive a gift (selected by the City Council or Board of Public Works) in an amount not to exceed 800% of the Allowable Rate in City Council's Employee Appreciation Policy Directive. This gift is in addition to the check/gift certificate noted above.
- The Human Resources department~~The City Manager or Board of Public Works General Manager~~ will coordinate and monitor the application of these guidelines to ensure their consistent and reasonable use on an ongoing basis.

## Benefits for Retired Employees

The City may provide post-retirement benefits to its retirees at its discretion and is not obligated in any manner to provide any post-retirement benefits in addition to the pension plan benefits. The post-retirement benefits currently provided by the City are set forth in the City of Zeeland/Zeeland Board of Public Works Retiree Benefit Policy Statement. The City reserves the right to amend or terminate these benefits at any time.

## Inclement Weather and Facility Closures

We understand that there may be situations that arise such as severe weather, power outages, or police advisories in which we may decide to close a facility. Should a situation occur where we feel the safety of our employees is at risk, the City Manager and/or the Board of Public Works General Manager will make the decision to close the facility. In this case, we will notify all employees of the closure. If the facility that you work at is closed before the start of the workday, you will not receive pay for the day of closure since no work was performed.

## Equal Employment Opportunity

Because of our high standards and continual strides for excellence in service and performance, it is most important that we are staffed with the best qualified individuals for each position. In keeping with these high standards, it is our policy to grant equal employment opportunity to all qualified persons based on merit and qualifications, without regard to sex (including sexual orientation, gender identity or expression, or pregnancy), race, color, religion, national origin, age, height, weight, marital status, disability, veteran status, genetic information (including family history), or any other classification, characteristic, or activity protected by applicable law. Reach out to your supervisor if you witness or experience activities that do not align with our EEO policy.

## Harassment & Discrimination – Prevention & Reporting

We expect all our employees to conduct themselves with dignity and respect for fellow employees, visitors to the workplace, the public and others. Each employee has the right to work in an environment free from harassment and discrimination in any form, from any source. Harassing anyone, including but not limited to unlawful harassment such as sexual or racial harassment, will not be tolerated. Unlawful harassment is serious or pervasive unwelcomed conduct, whether verbal, physical or visual, that is based on a person's race, color, religion, sex (including sexual orientation, gender identity or expression, or pregnancy), Sage, national origin, height, weight, marital status, veteran status, disability, genetic information (including family history), or other protected category, characteristic, or activity protected by applicable law.

Harassment includes:

1. **Sexual Harassment** – Making unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature and has explicit or implied impact on decisions related to an individuals' relationship with us.
2. **Hostile Environment Harassment** – When such behavior impacts the work environment, where individuals feel intimidated or offended, we consider that contributing to a hostile work environment and therefore is not acceptable behavior. Do not use or share comments, gestures, jokes, pictures, or materials that make a negative impression of protected categories or characteristics. These behaviors are not aligned with our core Values and are not workplace appropriate.

We believe it is important that all employees feel comfortable, valued, and respected in the workplace and experience a work culture that is free of harassment and discrimination. If you witness or encounter unacceptable behavior from a co-worker, leader, vendor, etc. and you feel comfortable discussing it with them, we encourage you to inform the harasser directly that the conduct is unwelcome and must stop. While we strive to foster positive and respectful relationships and encourage open communication with one another, we also recognize and support that there may be situations in which you do not feel comfortable going directly to the harasser, or the situation does not improve, so we have established an

effective complaint process, which is outlined below. This policy applies to interactions with our team, vendors, and others who conduct business with us. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

## Complaint Procedure for Discrimination or Harassment

We hope that these guidelines help prevent discrimination and harassment. In the situation where you personally have been subjected to or witness discrimination or harassment, we ask that you report it immediately to your supervisor. If the supervisor is the source of the alleged discrimination or harassment, or the employee is otherwise uncomfortable reporting it to your supervisor, the employee should report the problem to your Department Head.

If you feel this line of reporting is not appropriate under the circumstances, you should contact Human Resources. Regardless it is always an option to report concerns to the City Manager if you work for the City, and if you work for the Board of Public Works, contact the Board of Public Works General Manager, or the Chair Person of the City's Personnel Committee. We will give serious consideration to any report and investigate thoroughly, promptly, and as confidentially as practicable. Prompt and appropriate remedial action will be taken to eliminate harassment or discrimination from the workplace.

No employee will be retaliated against for expressing concerns or making good faith complaints. Anyone found to be engaging in any type of harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

## Whistleblower Protection

Protecting Whistleblowers is an essential component of an ethical and open work environment. Whistleblower protection should be viewed as a way to improve transparency, by protecting whistleblowers from retaliation and a mechanism for giving management the opportunity to learn about unethical or unlawful practices directly from their employees. Effective Whistleblower protection helps foster a work environment in which all employees are held accountable, thereby improving performance and empowering employees.

If you reasonably believe that some policy, practice, or activity of the City is in violation of law, you may file a written complaint with Human Resources along with either the Board of Public Works General Manager or City Manager. It is the intent of the City to adhere to all laws and regulations that apply to the City's goal of legal compliance. The support of all employees is necessary to achieve compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Human Resources or either the Board of Public Works General Manager or City Manager and provides a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The City will not retaliate against an employee who, in good faith, has raised a complaint against some practice of the City, or of another individual or entity which whom the City had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

The City will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice of the City that the employee believes is in violation of law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning health, safety, welfare, or protection of the environment.

## Drug and Alcohol-Free Workplace

Part of our commitment to a safe and healthy workplace is our commitment to a drug and alcohol-free workplace. We expect your commitment to this important effort and insist you report to work fit for duty and free of any adverse effects of illegal drugs, alcohol, marijuana, or cannabis derived substances. Whenever you are working, are operating a City

vehicle or personal vehicle for City business, are present on City property, or conducting work on behalf of the City offsite, you are prohibited from:

- Being impaired by alcohol or a controlled substance. This includes the licensed use of marijuana, recreational marijuana, or cannabis derived substance, or other prescribed substances.
- Using, possessing, buying, distributing, storing, or selling a controlled substance.
- Having a detectable level of alcohol, marijuana, or a controlled substance in your system or having the odor of alcohol, marijuana, or a controlled substance on your body.

No prescription medication may be brought upon City property or offsite work location by any person other than the person for whom the drug is prescribed by a licensed medical practitioner, and such drug shall be used only in the manner and quantity prescribed. Bringing marijuana, alcohol, and illegal drugs is never acceptable. If you use prescription or over-the-counter medication that may produce work restrictions or affect your ability to perform your job safely and effectively, you must report this to their supervisor and be prepared to produce the original container if asked. Such reports will be treated as confidential. If you have any questions regarding the use of any medication while working, see your supervisor.

The City has established a Prohibited Substances Policy regarding the unauthorized use of prohibited substances. This policy is attached as Appendix B.

## We May Ask You to Take a Substance Test

You may be asked to submit to a test for alcohol or substances at our expense, for random screenings, pre-employment, if we suspect you have used or have metabolites present in your system, including following an on-the-job incident that compromised our safety standards. If your conduct or behavior causes reasonable suspicion, you will be directed to take a substance test, including post-accident situations or near miss incidents, whether or not they reported an injury or illness. You may also be required to submit to a test if required under a Federal or State law or regulation. If you fail or refuse to cooperate fully, or you substitute or adulterate any sample related to our request for testing, we will treat the test results as positive and may terminate your employment.

The City maintains an Employee Assistance Program which provides help to employees who seek assistance for alcohol and/or substance abuse and other personal or emotional issues. We may also, at our discretion, look for other alternative correction actions such as rehabilitation, final warnings, etc. Please refer to the additional guidelines that are outlined in Appendix B of this Employee Handbook. Appendix B also includes DOT compliance related information.

## We Strive to Provide a Healthy Work Environment

We strive to provide a healthy environment. We perform routine cleaning of our facility to provide a clean work environment and ask all employees to take proactive steps to help us maintain a clean & healthy work environment. Employees are expected to engage in good hygiene practices while at work. Some general items include frequent handwashing with soap and water, wipe and disinfect your work area, and cover your mouth whenever you cough or sneeze, monitor your temperature when you are not feeling well, and discard used tissues properly in waste baskets.

The health and wellbeing of our employees is very important to us. There may be situations where there is a public health pandemic that could impact our workplace. As such, we want to take precautionary steps to prevent the spread of communicable diseases that can be prevented. There may be points in time in which we may require masks, social distancing, remote work, and limiting travel depending on the specific circumstance that our workplace and/or community is experiencing. Some positions may require the use of Personal Protection Equipment (PPE), it is expected that you will follow the established procedures.

Should you become unwell, please take your personal health and the health of others into consideration before coming into the workplace. Should you be displaying symptoms of a potential health pandemic, we ask that you call your supervisor before coming into work. We will work with you to better understand your situation (including vaccination

status) and take into consideration if there are any CDC, OSHA, and local health department guidelines to guide next steps.

Please note, we reserve the right to request a formal test and results for any unplanned absences that are related to pandemic health symptoms. If you test positive to a highly contagious virus that could be transferable in the workplace, we ask that you disclose this information to us so that we can follow our internal prevention and communication protocols and properly account for the time away from work. Unless otherwise notified, our normal attendance and leave policies will remain in place. We will work with you to guide you through how the time away from work will be handled.

Your point of contact for handling an infectious disease-related absence will be your immediate Supervisor, or Department Head, who will consult with Human Resources along with the City Manager if you work for the City or the Board of Public Works General Manager if you work for the Board of Public Works.

## Smoking and Vaping

To help create a healthy environment for our employees and members of the community, you should avoid consuming any form of tobacco in all enclosed areas where members of the public are invited or permitted. This includes:

- common work areas, lobbies, conference, and meeting rooms
- employee lounges, restrooms, cafeterias, hallways, stairs, and elevators
- auditoriums and classrooms
- medical facilities
- private offices
- vehicles owned or leased by the City and occupied by more than one employee or the public
- all other enclosed areas or facilities under the City's control

"No Smoking Areas" include the area within 25 feet of any entrance, operable window, and ventilation system of all locations where smoking is prohibited under this policy. Smoking is prohibited in No Smoking Areas, and receptacles for smoking materials shall not be used or placed within No Smoking Areas. "Smoking" or "Tobacco" includes, but is not limited to, cigarettes, chewing tobacco, E-Cigarettes, Vapors, etc. If you need to identify a designated smoking area, please check with your supervisor.

Keep in mind, drugs of any kind are not allowed. Do not attempt to smoke or vape controlled substances. If you are in violation of this policy, you may subject to discipline and to civil fines or penalties under the Michigan Clean Indoor Air Act and the Ottawa County Smoke-Free Indoor Air regulation.

## We Do Not Tolerate Weapons and Threats

Under no circumstance may you bring any type of weapon or threat of violence to the workplace. We have a zero-tolerance policy. This includes City property, City work sites, or any location where you are performing work. Personal vehicles used for business purposes are considered a work location for the purposes of this policy. This applies to all employees, including individuals with a Concealed Pistol License, with the exception of certified Police Officers. If you are aware of any violations of this guideline, we expect you to immediately notify your supervisor.

Keeping our workplace free from weapons and threats of violence is a responsibility that we all share. All reports of weapons or threats will be fully investigated.

## Safety & Security

We reserve the right to search any City or employee property when there is a reason to suspect improper activity. At our facilities, we may search or inspect desks, lockers, computers, employees' cars, purses, bags, backpacks, or any item we deem necessary to protect the employees and the City. We will not search an employee's personal property without the employee's permission. If an employee refuses such a request, however, the employee will be subject to disciplinary action. Depending on your position or the facility you work at, you may be issued an ID badge, and it is expected that you

will wear this ID badge in the required areas. Video surveillance may also be used throughout the City's facilities and City property including, but not limited to work areas, warehouses, parks, entrances, parking areas, and vehicles to detect, or prevent, illegal or inappropriate activity on City property.

You may not enter into or remain in restricted access areas except when on duty or reporting for work, unless approved by the City. Similarly, you may not allow visitors (including your family members) to enter restricted access areas unless authorized by the City. Some of our facilities may require any guest, non-employee, or family member to sign in upon arrival. At all times, if you have a visitor, the non-employee must be accompanied by you or another employee.

Employees must perform their jobs in a safe and conscientious manner. Safety guidelines based on common sense and State and Federal guidelines have been established. Creating safety risks or potential accident situations will not be tolerated. Safe conduct is expected at all times. For positions that fall under DOT regulations, it is expected that employees are aware of and follow established DOT guidelines as defined in your department's safety manual for their position. If you have any questions, contact your supervisor.

More specific safety and security policies and guidance are contained in the City's Safety, Loss, and Risk Management Manual and appropriate Department Building and Security Booklets. Employees are expected to be aware of and follow the guidelines provided in these booklets.

## Hazardous Substances

We have established a procedure to inform employees about hazardous substances used in the workplace, to comply with State and Federal laws. A Material Safety Data Sheet is published for each substance. The "MSDS" outlines proper handling, storage, labeling and emergency requirements. MSDS's are available to you.

If you would like to review the MSDS, please see your supervisor. If you have a chemical safety concern, please discuss this with your supervisor.

## Honest and Direct Communications

When there are disagreements in the workplace, we commit to treating you like an adult and working directly with you on the open issue. We believe in honest feedback on performance and an open exchange of ideas when there are differences of opinion in the workplace. When this occurs, our approach is direct and based on establishing a clear set of expectations for you. You should not be surprised by feedback, and we expect you to listen well and take advantage of these learning and coaching moments.

Your supervisor is normally the first person with whom you will want to consult whether the matter is a problem or complaint, or an idea or suggestion. You are also encouraged to discuss any matter of concern with the Department Head. If it is not practical or appropriate to discuss the matter with your supervisor or with the Department Head, you are encouraged to speak directly to the City Manager if you work for the City or the Board of Public Works General Manager if you work for the Board of Public Works, along with Human Resources.

Our disciplinary processes are fair, and we strive to understand the cause of performance or behavior outside of our accepted norms. If a situation arises, we may take corrective action with you that could include anything from a simple coaching conversation, a written warning, or up to and including termination of your employment.

The type of disciplinary action taken will be aligned with each situation, and the disciplinary actions are not necessarily "steps" of a process.

All employees who have successfully completed their orientation period and who are covered by this handbook have access to the Dispute Resolution Procedure which is attached as Appendix A. This is the exclusive means of resolving employee-employer disputes. Should you believe that you were disciplined or terminated for insufficient reasons, you are entitled to use the Dispute Resolution Procedure to obtain a review of your discipline or termination. That procedure is your exclusive remedy and the Personnel Committee's decision on whether or not to uphold, modify or overturn any discipline or termination decision is final and binding.

## Personnel Committee

The Personnel Committee is a committee appointed by the Mayor and approved by the Council. The Personnel Committee consists of members from the City Council and Board of Public Works. The committee has responsibility for oversight of policies and procedures related to employee-employer relations.

The Personnel Committee meets periodically to discuss personnel policies, procedures, wages, benefits, and related matters. The date and time of meetings are posted. To permit employees to attend and participate in discussion of matters that do not require confidentiality, a standing agenda item will be "Employee Comment." This time shall not include matters that should be dealt with as part of the Dispute Resolution Procedure.

## Personal Relationships in the Workplace

We are committed to hiring the most qualified employees, and we welcome and appreciate employee referrals. However, mixing work with relatives or other close personal relationships can get complicated. We want to provide a positive working environment for all employees. This means that employees involved in close personal relationships may not work in the same department, or report directly, or indirectly to each other, without approval. If the relationship is established after employment, we will review the reporting structure to identify if there is a potential conflict of interest, and if necessary, try to reassign one of the employees involved. However, if a conflict of interest is confirmed and we are unable to provide a reassignment, we may need to terminate the employment of one of the individuals. You must notify your supervisor promptly of any relationships with employees or potential employees, to avoid any possible conflicts of interest.

## What We Expect from You

Most of what we expect from you mirrors what you can expect from us. We believe that our success requires dedication to our City, our community, and you. In short, we expect you to honor those commitments and do your part to create a great place to work.

## Do Your Best Each Day

The only way for all of us to succeed is for each of us to put forth our best effort each day. Focus on doing your job and following the guidelines and rules we have set forth. Work intelligently, safely, and collaboratively. Focus on goals and accomplishments, not blame when things do not go as planned. Our time is our most valuable asset, please use your time wisely to ensure maximum benefit to the City and the community for their investment.

## Community Relations

All employees are responsible for promoting the very best relationships with the people we serve. To achieve this end, you must keep the needs of our constituents in mind and always project a professional and businesslike image. If situations arise beyond your ability to handle, consult with your supervisor.

## Employee Conduct

In any successful City organization, there is a need for guidelines and expectations to be followed by all employees. You are expected to conduct yourself at all times in a manner consistent with respect for fellow employees, the City, vendors, and our constituency, and in a manner consistent with efficient and safe operations. Any employee's actions which are inconsistent with these standards cannot be tolerated if our City is to be successful and therefore will not be tolerated. Please note that protections under Title VII, and ADA, FMLA, ESTA, and other applicable federal, state or local law that applies to individuals with a disability or a serious health condition are also reviewed and taken into consideration when determining the course of action for each situation. We would like to reiterate that nothing in this policy and handbook is designed to, should be interpreted to, or will be enforced in such a way as to infringe upon any of your legal rights, which we respect and will protect regardless of any interpretation of the general language of this policy and handbook. If you

have questions related to discipline or termination, please refer to the Honest and Direct Communications policy in the Employee Handbook.

The lists below are for example purposes and are not all-inclusive since it is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The City has the right to discipline or terminate employees for reasons considered by the City as warranting discipline or termination.

Examples for discipline and/or termination include, but are not limited to:

- Incompetent, unable to perform job duties as directed, even with assistance, guidance, instructions, or training
- Performance which consistently falls below expectations despite efforts to improve through a performance improvement plan or continuous feedback
- Insubordination, refusal or failure to follow reasonable instructions or perform job duties, sometimes paired with aggressive or disagreeable language or behavior, or other disrespectful conduct
- Regularly arrives late to work, returns late or leaves early for breaks, takes more days off than allowed, leaves the workplace without authorization from a supervisor, walks off the job, fails to call in properly when late or missing work (two days of no call – no show is treated as a voluntary resignation of employment).
- Theft or inappropriate removal or possession of property
- Falsifying of City related records or documents, tampering with or unauthorized removal or disposal of City-related records, or sharing confidential information with others who are not privy of the information
- Sexual harassment or discrimination acts towards City employees, constituents, or vendors
- Fighting or any act or threat of violence towards City employees, constituents, or vendors
- Threatening, bullying, intimidating, coercing, or interfering with others
- Possession, distribution, sale, transfer, or use of alcohol, marijuana, or illegal drugs on City premises, while on duty, operating equipment, or operating a personal or City-owned vehicle for City business purposes
- Negligence, improper conduct, or misuse leading to damage or destruction of City-owned property or to employee-owned property or equipment used for work purposes
- Falsifying of timekeeping records including improper recording of time, or having another employee completing someone else's timecard or logging someone else in/out for work
- Using workplace resources for personal benefit without proper approval
- Failure to meet orientation period requirements
- Unauthorized possession or use of weapons or other dangerous materials such as explosives or firearms on City time, property, or vehicles
- Engaging in immoral, indecent, or illegal acts
- Restricting or interfering with production or influencing another to do so
- Operating City-owned or rented vehicles without authorization
- Violation of safety or health rules or safety practices, or causing hazardous or unsafe working conditions
- Providing false information regarding work-related accidents, injuries, or illnesses
- Violation of City's Drug and Alcohol-Free Workplace Policy and Prohibited Substances Policy
- Violation of City's Protect Confidential Information Policy
- Violation of City's Smoking or Vaping Policy

Other types of conduct may also lead to termination based on the severity and frequency of the unacceptable action or behavior. Depending on the situation and circumstances, the City may decide to impose discipline less than discharge, at its discretion. Some examples are as follows:

- Gambling on City time or property
- Removal or defacing of any material on City bulletin boards; posting of unauthorized materials
- Failure to observe parking or traffic regulations
- Unauthorized use of City-owned technology, (computers, phones, mail system, or other City-owned equipment)
- Loafing or sleeping on the job outside of approved emergency response situations
- Sloppy or non-quality work; failure to work efficiently and in a productive manner

- Failure to report to your supervisor all accidents or injuries at work
- Unauthorized entry into City-owned facilities or premises during non-working hours or accessing other unauthorized, restricted, or prohibited City-owned areas
- Violation of City's Solicitation and Distribution policy
- Failure to properly complete timecard or records
- Refusal or failure to accept overtime assignments or working overtime without proper authorization
- Failure to cooperate in a City-related investigation
- Failure to maintain and keep equipment, vehicles, and work areas in a clean and organized manner
- Personal actions or comments towards others that are made in a defamatory nature, such as untrue statements, gossip, or rumors
- Other violations of policies, conduct or behavior deemed by supervision as unacceptable or inappropriate

## Attendance Matters

Being on time and ready to work each day is critical. While your schedule may vary, our daily business operations run from 8:00 AM – 5:00 PM. When you are tardy or absent from work unexcused, it creates challenges for your coworkers and leaders as adjustments to staffing and schedules must be made. To minimize this disruption, we expect that you will have an excellent attendance record. When you are forced to miss work, you need to make sure you have communicated (via phone call or text) to your supervisor regarding what is causing your absence at least 30 minutes before your expected start time. If you are going to be late, you need to communicate with your supervisor by the start of your scheduled shift what is causing your delay. Please note, if your reason for missing work is due to reasons that may be covered under another policy or leave provision, you must still follow any established call-in process with reason for absence. Refer to the Paid Sick Leave policy in this Employee Handbook for specific notification requirements for reasons that qualify as Earned Sick Time Act.

If you do not have available paid time off to cover your absence, you will be subject to disciplinary action. The City may request a written statement from your physician confirming your inability to work. If you develop a pattern of missing work or being late for situations that are not protected under applicable handbook policies, you can expect a conversation regarding what you can do to eliminate this problem. Failure to correct poor attendance is not acceptable. Should you stop coming to work and fail to call us for two consecutive workdays to let us know, we consider this to be job abandonment and your resignation of employment, unless there is an extreme circumstance that prevented you from providing notice (i.e., employee is incapacitated and unable to give notice).

## Telecommuting (Remote Work) Policy

Telecommuting allows employees to temporarily work at home, on the road or in a satellite location for all or part of their workweek. The City/Board of Public Works considers telecommuting to be a viable, flexible work option when both the employee and the job are suited to such an arrangement. Telecommuting is not an entitlement, it is not a city-wide benefit, and it in no way changes the terms and conditions of employment with the City of Zeeland or Zeeland Board of Public Works.

In the event of an emergency such as a weather disaster, pandemic, medical related issue, or some other unique circumstance identified by the City Manager or Board of Public Works' General Manager, the City/Board of Public Works may enable or require employees to temporarily work from home to comply with Federal, State, County orders and/or to ensure business continuity. Please refer to the City's Covid19 Preparedness Plan and Pandemic Illness Response Plan for guidance on the potential requirement of remote work during things such as a public health emergency.

### Scope:

This policy applies to all City of Zeeland/ Board of Public Works' employees whose position with the City/Board of Public Works has job responsibilities that are appropriate for a temporary telecommuting arrangement and can be performed from a home office environment. Telecommuting may be appropriate for some employees and jobs but not for others. Telecommuting is not designed to be a replacement for appropriate childcare. Although an individual employee's

schedule may be modified to accommodate childcare needs, the focus of the arrangement must remain on job performance and meeting business demands.

**Procedure:**

When it is mutually beneficial to the City/Board of Public Works and the employee, and approved by the employees' direct manager, the City of Zeeland/Board of Public Works may approve the option to temporarily work remotely. Final approval shall be granted by the City Manager/Board of Public Works' General Manager or their designee (employees' direct manager). Preparations should be made by employees and managers in advance to allow for remote work in emergency circumstances. This may include appropriate equipment needs, such as hardware, software, phone, and data lines. Equipment supplied by the City/Board of Public Works will be maintained by the City/Board of Public Works. Equipment supplied by the employee, if deemed appropriate by the organization, will be maintained by the employee. The City/Board of Public Works accepts no responsibility for damage or repairs to employee-owned equipment. The City/Board of Public Works will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only and only by the employee.

The City Manager/ Board of Public Works' General Manager and IT staff are available to review equipment needs with the employee's manager to provide support to employees in advance of telework situations. The employee will establish an appropriate, designated work environment within his or her home for work purposes. The City/ Board of Public Works will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space.

**Security:**

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary City/Board of Public Works and customer information accessible from their home office. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

**Safety:**

Employees are expected to maintain their home workspace in a safe manner, free from safety hazards. Injuries sustained by the employee in a home office location and in conjunction with his or her regular work duties are normally covered by the City's workers' compensation policy.

Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to his or her home worksite. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members prior to entering a trial period.

**Time Worked:**

All telecommuting employees will be required to accurately record all hours worked using the City's timekeeping system. For non-exempt (hourly employees) personnel, hours worked in excess of those scheduled per day and per workweek require the advance approval of the employee's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.

**Requirements and Conditions:**

While telecommuting, employees shall:

- Remain accessible at any time during their work schedule.
- Check in with their supervisor to discuss status and open issues.
- Be available for teleconferences, phone calls, and meetings as scheduled.
- Be available to come into the office if a business need arises.
- Request supervisor approval to use vacation, sick, or other leave in the same manner as when working at the employee's regular work location.

Employees should not assume any specified period of time for telework arrangements, and the City/Board of Public Works may require employees to return to regular, in-office work at any time. The supervisor reserves the right to assign work as necessary at any time. The employee's duties, obligations, job responsibilities, and standards of performance remain the same as when working at the regular work location. Employees understand that all terms and conditions of employment with the City/Board of Public Works remain unchanged, except those specifically addressed in this policy.

Failure to comply with these requirements may result in disciplinary action up to and including discharge from employment and/or loss of telecommuting privileges. Upon termination of employment with the City/Board of Public Works, the employee shall return all City/ Board of Public Works' equipment and documents within five days of termination of employment.

## Use Technology Wisely

Whether it is the City email, a cell phone, computer, portable device including storage devices, a blog, tweet, or whatever, we expect you to be aware that when you are using our technology, it is intended to be for business purposes and is owned by the City or may have licensing and usage restrictions. Non-job-related use must be reasonable and must occur during non-working time. You should have no expectation of privacy when using our systems or networks, as we retain the right to monitor activity and access any stored information.

We take pride in our City and expect that you will as well. When referencing the City or identifying yourself as an employee, we appreciate it if you make it clear that your opinions are yours alone, and that you are not speaking on our behalf. Also make certain that you do not disclose information which is confidential or proprietary (e.g., information regarding products, pricing, technology, business strategies, etc.). Do not use our technology to threaten, harass or defame the City, your colleagues, or our community or to otherwise violate any of the policies set forth in this Handbook.

Be safe with the technology we assign to you as well as your personal devices that are used for work. Computers, phones, and tablets are all expensive and can be a source of distraction. Make sure you maintain these items well, use passwords to protect our information, and avoid leaving devices unattended in public places or vehicles. Report any lost, damaged, or stolen items immediately to your supervisor, including if it was your personal device that you use for work. Additional policy details regarding the use of technology can be found at City/BPW Network "T" Drive> HR Resources> Policies> Information Technology or you may obtain them from your supervisor. It is also expected that employees will review and adhere to these additional policy guidelines. When driving for City-related business purposes, learn and obey the laws related to using mobile electronic devices and driving. Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and other mobile electronic devices when driving for City-related business purposes. Nothing in this policy is designed to, should be interpreted to, or will be enforced in such a way as to infringe upon employee rights protected by law.

## Do Not Drive Distracted

All employees are expected to learn and obey the laws regarding the use of cell phones and mobile electronic devices while operating a vehicle. Michigan law requires that you may not hold or physically support a mobile electronic device while operating a vehicle to do any task, including, but not limited to the following:

- Send or receive a phone call.
- Send, receive, or read a text or email message.
- View, record, or transmit a video.
- Access, read, or post to a social media/networking site.
- Browse or use the internet.
- Enter information into GPS or navigation system.

Do not do anything that requires you to physically support a cell phone or mobile electronic device while operating a vehicle. Holding a cell phone or mobile electronic device also includes physically supporting it with "any part of your hands, arms, or shoulders." In addition, do not attempt to do any of these items while being stopped at a red light or stop sign. Instead, pull off the road completely, come to a complete stop in a safe location, and put the vehicle in "Park" or turn it off so that you can safely perform the task.

Please note that on-duty first responders, such as police, firefighters, and emergency medical technicians are exempt from Michigan's distracted driving law. While first responders are exempt from Michigan Distracted Driving Laws, we still encourage limiting the use of mobile electronic devices to only when necessary to perform your emergency responder duties. Please note in the event of an emergency, there is an exception for everyone if you need to call or text 911 to report an emergency or seek help.

You may use your GPS or mobile electronic device for navigation purposes or to make phone calls, but only if you are using a hands-free mode, such as mounting it to the vehicle's dashboard and using voice commands to control the device or connecting your mobile electronic device to the touch screen that is built into your vehicle. Always give your full attention and drive with caution when operating a vehicle. Driving is a visual task and non-driving activities that draw your eyes away from the roadway should always be avoided. If you receive a citation while driving for City-related business, you are responsible for any fines or fees related to the incident. Should your position be subject to DOT regulations, you may be subject to additional guidelines. If your role requires you to use a mobile electronic device while operating a vehicle and you have questions or need assistance with how to comply with vehicle connectivity, see your supervisor. Full details regarding Michigan's Distracted Driving law can be found at <https://www.michigan.gov/msp/divisions/ohsp/distracted-driving>.

## City-Provided Cell Phones

Employees who serve in positions that require close contact with the City throughout the day may be required to be available by cell phone. As a result, designated employees will either be provided with a City-owned cell phone or receive a cell phone stipend for a portion of their personal cell phone plan. Your supervisor will let you know if your job duties regularly require you to be accessible on short notice, have expanded work hours, or other job-related factors that require you to routinely utilize a cell phone to enhance your ability to perform your job duties.

If your responsibilities require you to drive while working, you are expected to learn and obey the laws related to using mobile electronic devices and driving. It is also expected that you adhere to the "Do Not Drive Distracted" policy in this Employee Handbook. Additional policy details regarding the use of city-provided cell phones can be found at City/BPW Network "T" Drive> HR Resources> Policies> Information Technology or you may obtain them from your supervisor. It is also expected that employees will review and adhere to these additional policy guidelines. Should your position be subject to DOT regulations, you may be subject to additional guidelines.

## Personal Cell Phones

We expect your full attention while you are working. Although you may occasionally have to take care of personal matters during the workday, you should try to conduct such personal business before or after the workday, or on your scheduled break. Regardless of when any personal call or text is made, it should be infrequent and kept short. Cell phones should never be used while operating any equipment. While in the Office area, cell phones must be kept on silent or vibrate and must not be a distraction. Having personal cell phones is a privilege that can be revoked if abused. The City is not responsible for the loss, theft or damage of personal cell phones.

## Respect City Property

Our facilities and equipment are an extension of who we are. Take pride in them and help maintain them. Keep your work area and desks clean and clean up after yourself in the common areas including the kitchen and bathrooms. Our electronic files are valuable assets to the City. Keep all files saved in the appropriate folders. Delete old versions that don't have long term value to maximize computer file storage space.

## Respect City Vehicles - Including Rental Cars

Some jobs require the use of City-owned vehicles as a regular part of your job, while others will only use them occasionally. Whether the vehicle is owned by us, or we rent it while on work related travel or business, we expect vehicles to be respected. Keep the vehicles clean, never smoke in them, and avoid aggressive driving. Anyone operating a City-owned vehicle must have the proper and valid driver's license. City policies and state law mandates that seat belts be

used at all times when driving or riding in a city-owned vehicle. Also, employee driving records are subject to evaluation at any time by the City. If you have accumulated 5 points or more, you are required to notify your supervisor and driving of a city-owned vehicle may be suspended. If your driver's license has been suspended, revoked, or denied, you are required to notify the City immediately and you may not drive.

While driving on City-related business, employees are expected to observe all safety, traffic, and criminal laws. If you receive a citation while driving on City-related business, you are responsible for any fines or fees related to the incident. Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and mobile electronic devices when driving. More specific safety rules, along with general vehicle use guidelines are contained in Appendix E of this Employee Handbook.

## Use of Personal Vehicle

The City cannot be responsible for injuries or property damage resulting from accidents or mishaps that occur when employees use their own automobiles for City-related business. It is the employee's responsibility to carry the minimum level of automobile insurance, and to maintain and carry a valid driver's license. While driving on City related business, employees are expected to observe all safety, traffic, and criminal laws. If you receive a citation while driving on City related business, you are responsible for any fines or fees related to the incident.

Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and mobile electronic devices when driving for City-related business. If you will be driving with a community or City member in your car for work purposes, make sure it is clean and presentable.

## Maintain a Positive Appearance

We expect you to arrive at work in appropriate attire that is safe and appropriate for your job. You are expected to present a neat, clean and tasteful appearance. We expect you to use good judgement in selecting your attire and recommend you err on the side of being more dressed up than not. If you are dressed outside of these guidelines, you should expect your, or any other supervisor, to send you home without pay to change.

You should never:

- Wear provocative, revealing, ripped or damaged clothing.
- Wear clothing with offensive language that may be perceived as threatening, discriminatory, or in poor taste.
- Wear workout clothes such as athletic shoes, shorts, tank tops, yoga pants, spandex, sweatshirts / sweatpants, T-shirts, or any other workout attire.

Some departments may allow denim to be worn. If you are allowed to wear denim, you need to make sure you still look appropriate and your denim is in good shape (no fading, rips, frayed, etc.) and fits appropriately.

## Uniforms, Protective Clothing and Equipment

Certain positions and departments require uniforms, protective clothing, and equipment. You must follow these guidelines at all times. Please see your supervisor to confirm requirements for your position. Upon separation of employment, uniforms must be returned in good condition.

## Solicitation and Distribution

While you are working, we ask that you refrain from soliciting your coworkers on behalf of any individual, organization, club or cause, except in connection with a City approved or sponsored event. This policy includes handing out literature or posting information during employees' working times, in areas that are designated for employees only, inviting non-employees into employee only areas or using the City's email for personal reasons. Please notify your supervisor if you observe any questionable or unauthorized solicitation or distribution taking place on City property.

In keeping with our City's values and belief in good stewardship, the sole exceptions to this policy are charitable and community activities supported by the City and City-sponsored programs related to our services, such as time authorized by the City to solicit funds for the United Way.

## Avoid Conflicts of Interest and Moonlighting

One of the challenges with conflicts of interest is knowing when one exists. Here is a simple test: if it appears that there could be a conflict of interest between what you do for us as an employee and some other interest, there is a conflict of interest. If one of these or similar situations arises, we expect you to bring it to your supervisor's attention.

Some simple examples to be mindful of:

- Working directly for community members in any capacity
- Having a relationship with a relative (spouse, brother, in-law, etc.) where the relationship can influence business such as purchasing, contracting, etc.
- Having a seat on a board or agency that could impact the City

“Moonlighting” (having a second job outside of your job with us) can also provide a conflict of interest. Some City operations are considered essential services, such as utility, street maintenance and public safety. Due to the nature of these services, secondary employment which unreasonably interferes with an employee’s ability to carry out these services is not permitted unless authorized. In order to minimize any potential conflict of interest, the City provides the following guidelines:

- City employees of departments providing essential services shall receive Department Head approval regarding secondary employment.
- Full-time employees shall give primary commitment to their work responsibilities for the City when secondary job responsibilities cause a conflict of interest.

If these conditions cannot be met and maintained, the employee will be asked to resign either City employment or secondary employment.

## Protect Confidential Information

In your role, you will undoubtedly come across confidential information and personal identifying information (PII). This could include information such as pricing data, trade secrets, patents, employee data, community member data, software, legal documents and correspondence, social security numbers, credit references, personal identification numbers, medical documentation, government-issued cards, banking information, etc. We expect you to realize the sensitive nature of this information and protect its confidential nature by refraining from keeping or distributing any of this information outside of the City.

All printed confidential information and PII must be kept in locked, confidential files. If you have confidential data printed, make sure you dispose of it properly by shredding any paper documents. All electronic files with social security numbers and PII must be password protected. Except as required by necessary and legitimate business purposes, no employee is permitted to have access to SSNs or PII (including documents that contain any SSNs or PII) or to keep, view, use, copy, disclose, or distribute another person’s SSN or PII, or in any other way disclose another’s SSN or PII. If you have access to social security numbers and PII, you may not share or transmit to others unless there is a reasonable, necessary legitimate business purpose. If you have questions regarding the confidential nature of data, contact your supervisor for additional support.

## Maintain Your Personal Information

We expect that you will help us manage your personal data. You are required to complete the Employee Change of Status Form and submit to the Human Resources within 30 days of any change of personal data, including but not limited to, name, marital status, address, phone, change in dependents, emergency contacts, and other items that affect

employment status, benefit eligibility, or emergency situations. All such information should be kept up to date for benefit purposes or emergency situations.

## Follow Our Workplace Accident, Injury, or Illness Process

We are dedicated to providing a safe working environment for you but realize that occasionally a work-related accident, injury, or illness may occur. Injuries and illnesses that arise out of, or in the course of employment will be covered under the provisions of the Workers' Compensation Act. Injuries caused by intentional or willful misconduct will not be compensated through Workers' Compensation.

### **Reporting an Injury or Illness:**

- If you have sustained a work-related injury or illness (no matter how minor) you must report it promptly to your supervisor.
- You and your supervisor will complete an Employee Accident Reporting Form as soon as possible after the accident.

### **Seeking Medical Treatment:**

If medical treatment is necessary, your supervisor may provide minor first aid or direct you to the appropriate medical facility. Avoid using a hospital emergency department for nonemergency cases. Instead, any non-critical or minor medical attention should be initially handled through our designated Occupational Health Center.

Currently, we utilize Corewell Health Zeeland Community Hospital for all work-related injuries/illnesses, whenever possible.

#### Non-emergency, Non-critical or Minor Treatment:

Corewell Health Occupational Health Zeeland Community Hospital

8333 Felch St, Suite 100A, Zeeland, MI 49464

Hours: Monday – Friday 7:00am – 5:00pm

Call 616-391-2778 to schedule or schedule online appointment at <https://www.clockwisemd.com/groups/240>

#### After Hours/Weekend/Urgent Care Level of Treatment:

Corewell Health Occupational Health Urgent Care Zeeland Community Hospital

8333 Felch St, Suite 100A, Zeeland, MI 49464

Phone: (616) 772-7562

Hours: Monday – Sunday 8:00am – 8:00pm

#### Emergency Department Level of Care Treatment:

Corewell Health Emergency Department Zeeland Community Hospital

8333 Felch St

Zeeland, MI 49464

Phone: (616) 772-4644

Hours: 24/7

#### 1. Life-Threatening Injuries

If the injury is severe or life threatening, 911 must be contacted immediately for emergency medical services.

The employee's supervisor shall be notified and shall coordinate a City representative to go with the employee to the hospital and provide any information the hospital may require. The City of Zeeland/ Zeeland Board of Public Works will also contact the employee's emergency contact if the employee is unable to do so on their own.

#### 2. When a workplace injury occurs, please use your best judgement in seeking the safest method of care for the employee. We have provided the chart below to help provide you with some examples to assist with determining the appropriate method of care and transportation based on the nature of the presenting injury:

| Employee Transport to a Medical Facility | Calling 911                              |
|--|--|
| Minor Soft Tissue Injury                 | Head Injury/ Loss of Consciousness       |
| Minor Joint/ Back Injury                 | Amputation                               |
| Minor Laceration                         | Severe Laceration/ Uncontrolled Bleeding |
| Minor Poisonous Plant Exposure           | Compound Fracture                        |
| Minor Potential Fracture                 | AED/ CPR Use                             |

3. Following the initial incident write-up, the employee's supervisor shall further review the Employee Accident Report, include any witnesses and their statements, document root causes and corrective actions.
4. If the employee is unable to fill out the Employee Accident Report on the date of the injury, the employee's supervisor shall complete the Employee Accident Report with as much information as possible.
5. Failure to immediately report an incident, injury, or suspected injury, and complete the Employee Accident Report may result in counseling or discipline, as well as potential denial of related claims by the City of Zeeland/ Zeeland Board of Public Works workers' compensation insurance company.

#### **Denial of Medical Treatment**

Any employee who denies initial medical treatment, regardless of perceived level of trauma, is subject to a fitness for duty examination. The employee's supervisor shall organize this fitness for duty examination with the City of Zeeland/ Zeeland Board of Public Works' facility.

If an employee denies a fitness for duty examination, they will not be medically cleared to perform any type of work, and the failure to perform their essential duties will result in discipline or termination.

#### **Reporting of Occupational Injuries and Illness to MIOSHA**

1. The City of Zeeland/ Zeeland Board of Public Works is required to report any work-related incidents that result in an amputation, loss of an eye, or in-patient hospitalization of any employee within **24 hours** of the incident. To make a report, the City of Zeeland/ Zeeland Board of Public Works will complete the Employee Injury/Illness Incident Report Form online at <https://forms.leo.state.mi.us/miosha-incident-report>. Questions regarding the form are to be directed to 844-464-6742. Once the form is submitted, an email response from MIOSHA will be sent to the Human Resources with the report number. An alternative reporting method is to call the MIOSHA Severe Injury Report Line at 844-464-6742, Monday through Friday, 8:00am – 5:00pm or leave a message after hours. Employers can call the MIOSHA Information Systems Section at 517-284-7788 for information about recording injuries and illnesses.
2. The City of Zeeland/ Zeeland Board of Public Works must report all work-related fatalities/catastrophes within **8 hours** after the death to the current MIOSHA fatality line of 800-858-0397.

#### **Your Responsibility for Treatment:**

- If you have ongoing treatment, report to your supervisor after each appointment with the treating physician to provide a status report to Human Resources along with any medical documentation and billing information.
- It is your responsibility to comply with all written instructions given by the treating physician both at work and at home. Failure to do so could result in discontinuation of any Workers' Compensation benefits.
- You should schedule your doctors' appointments either before or after work hours if possible. Employees must notify their supervisor in advance of any appointments scheduled during work hours.

#### **Return to Work:**

- We will consider opportunities to accommodate work restrictions ordered by the employee's treating physician or primary care physician (PCP). Only written work restrictions provided by the treating physician or PCP will be considered. The written work restrictions must be provided to the supervisor prior to the employee returning to work so the supervisor can review the restrictions and determine if they can be accommodated.
- The employee must provide their supervisor with notice of "No Restrictions" from the treating physician or PCP in order to be allowed to return to full duty work. We may require a Fitness for Duty form completed by the treating physician or PCP validating that the employee is cleared to return to work without any restrictions.

## Travel and Expense Reimbursement

We will reimburse you for expenses incurred on behalf of the City and for reasonable travel expenses. Please use good judgement when selecting flights (booking early, selecting lowest fares) and when selecting restaurants. If you use a personal vehicle for business purposes, you will be reimbursed for mileage at the IRS standard reimbursement rate. If carpooling is an option, every effort must be made to reasonably reduce expenses for multiple travelers. Commuting is not considered a reimbursable travel expense. Alcohol is not considered an approved expense.

Detailed receipts for all expenses are required and your supervisor is required to sign off on your City of Zeeland Expense Form submission. Expenses must be submitted within a reasonable timeframe. If you have any questions about these guidelines, ask your supervisor prior to travel or entertaining. Failure to follow these common-sense guidelines may result in you losing your ability to travel or entertain for work, which may impact your ability to perform your job. Additional details may be found in Appendix F included in this Employee Handbook.

## Enjoy Your Break or Mealtime

Being able to take a break or break for a meal during the workday is important. These breaks allow you to rest and return to your job with renewed focus. We are committed to providing employees with reasonable break periods that conform to legal rules as well as the focus of the City. This includes providing reasonable break times and designated location for nursing mothers. When working on individual tasks, we request you manage your breaks to allow you to meet your work objectives. Breaks may not be added to your lunch or dinner hour or accumulated in any manner, unless you have obtained approval from your supervisor.

If you work a shift of eight hours or more, you will be provided with one 15-minute paid break in the first half of your shift and one 15-minute paid break in the second half of your shift. Due to the nature of your position, from time to time, your paid break time may be disrupted in order to assist or help provide service. An unpaid lunch break may also be provided depending on your position. Your supervisor is responsible for scheduling your break periods. Unpaid breaks should not be considered hours worked for purposes of time entry or payroll.

## You May Need to Work Overtime

On occasion, we must work overtime to complete a job to meet internal or external workload requirements. Therefore, you are expected to work overtime when required. For Hourly or other Non-exempt employees, overtime work should be authorized in advance by your supervisor. We strive to provide you with as much advance notice as possible regarding upcoming overtime. Overtime compensation or compensatory time off is paid to Non-exempt employees in accordance with Federal and State Wage and Hour laws. Overtime pay and compensatory time off is based on actual hours worked. All hourly employees authorized to work overtime are paid overtime pay which is calculated at time-and-a-half, or compensatory time off for worked performed (including approved time off on paid sick leave, vacation, call-out, jury duty, bereavement leave, personal leave, and holidays) in excess of forty (40) hours per work week. On-call hours are not included as hours worked for overtime pay or compensatory time off. Please note there is an exception for Hourly Non-Exempt Fire Department employees regarding overtime pay and full details can be found in Appendix H in this Employee Handbook.

Exempt employees are not eligible for overtime, though they may be required to work some weeks in excess of 40 hours. Supervisors are not typically paid overtime compensation; however, should there be an abnormal situation over an extended period of time, as determined by the Board of Public Works General Manager for those exempt employees working for the electric or water utilities, or by the City Manager of all other exempt employees, then additional compensation may be paid in addition to the exempt employees' salary. No additional compensation shall be paid unless approved in writing by the Board of Public Works General Manager or the City Manager.

## Compensatory Time Off

Regular Full-time Hourly employees may upon agreement receive compensatory time off in lieu of overtime pay for any hours worked that qualify for overtime as defined in the “You May Need to Work Overtime” policy. The decision to allow employees to receive compensatory time off shall be made by each Department Head or supervisor. All arrangements to receive compensatory time off are subject to the following limitations and procedures:

- You must document Compensatory time on your payroll time sheet. Your immediate supervisor, Board of Public Works General Manager or City Manager, as applicable, shall approve any compensatory time prior to its entry into the payroll system. The Finance Department shall be responsible for maintaining a uniform system to account for compensatory time and shall have the authority to prescribe the methods utilized on the time sheets.
- For each one (1) hour of overtime worked, one and one-half (1.5) hours of compensatory time will be credited up to a maximum of 40 credited hours (26.5 hours worked equals 40 hours compensatory time) at any one time during a single fiscal year. Any hours accumulated in excess of 40 hours shall be paid in cash at your regular rate of pay during the appropriate pay period so that the accumulated amount of compensatory time does not exceed 40 hours. Please note there is an exception for Hourly Non-Exempt Fire Department employees and full details can be found in Appendix H in this Employee Handbook.
- Accumulated compensatory time will not be carried over from one fiscal year to the next. All accumulated compensatory time available at the end of the fiscal year (June 30) shall be paid at your regular rate of pay. This payment shall occur at the last regularly scheduled payroll period for the fiscal year.
- Upon promotion, termination, resignation, or retirement, you will be paid for all accrued compensatory time, at the higher of:
  - your final regular rate of pay, or
  - The average regular rate of pay received by you during the last three years of your employment.
- If you desire to use accrued compensatory time to be absent from work, you must request from your supervisor, the Board of Public Works General Manager or City Manager, as applicable, at least two working days in advance of the requested time off. Requests will be approved unless it is determined that your absence during the requested time off would unduly disrupt the operations of your department.
- Please note that not all compensatory time will be considered “qualified overtime” under the Fair Labor Standards Act (FLSA). Beginning January 1, 2026, all compensatory time earned will be coded as “qualified” or “unqualified” for payroll purposes. This coding will determine whether the time qualifies as overtime for tax purposes FLSA rules.
  - The FLSA mandates that non-exempt employees receive overtime pay at a rate of at least one and one-half (1.5) times their regular pay for all hours worked over 40 in a standard workweek. Departments with fluctuating “work periods” from 7 to 28 days (ie. Police and Fire) will follow separate guidelines established by the U.S. Department of Labor.

## On-Call Procedure

When a Regular Full-time Hourly employee is placed “on-call” at a time other than their scheduled work shift, or is “on-call” during a holiday, the employee shall receive two (2) hours of pay at time and one-half of their regular straight time rate for each Friday, Saturday, Sunday or holiday on standby or one (1) hour of pay at a time and one-half of their regular straight time rate for each Monday, Tuesday, Wednesday or Thursday on standby. There will be no duplication of payments or pyramiding of overtime.

A Regular Part-time Hourly employee placed “on-call” shall receive two (2) hours of pay at regular straight time for each Friday, Saturday, Sunday or holiday on standby or one (1) hour of pay at regular straight time rate for each Monday, Tuesday, Wednesday or Thursday on standby.

An “on-call” employee agrees to be available for special calls outside their regularly scheduled working hours by remaining at their residence, or if elsewhere, by leaving word with their immediate supervisor as to where they may be reached. Time spent “on-call” shall not be considered hours worked or accrued hours for the Earned Sick Time Act.

If called out, Regular Full-time Hourly employees “on-call” will receive, in addition to standby pay provided above, a minimum of two (2) hours pay at overtime rate for each such call or for actual hours whichever is greater. Two (2) or more consecutive call outs may be considered as one call out within the meaning of this provision, providing in such case the time intervening between the separate calls shall be considered and paid as time worked. If called out, Regular Part-time Hourly employees “on-call” will receive, in addition to standby pay provided above, regular straight time pay for the actual hours worked as a result of the call out. Failure of an “on-call” employee to be available for a call out will result in forfeiture of standby pay described above for that day. In addition, the employee will be subject to discipline if the employee lacks sufficient reason for the failure to be available.

## Staff Reductions

Budgetary circumstances may result in a temporary or permanent reduction in the size of the workforce. Making such decisions is not easy. However, the City will attempt to identify employees who are the most qualified to perform the work available based on qualifications, productivity, attendance, general performance record and other factors the City considers relevant in each case.

## When You Leave, Leave with Dignity

Your employment with us may end either by your choice or ours since we are an “at-will” employer, which means our employment relationship can stop anytime with or without notice and with or without reason. We remain committed to managing the activities around the end of your time with us with dignity and respect, regardless of the circumstances that led up to the ending of employment. The end of your employment with us is either a:

- Voluntary Resignation – you provide us with written notice of your decision to leave our employment (including retirement). We ask that you provide us with a minimum of two weeks’ working notice. We will work with you to establish your last day of active employment based on the City’s current needs.
- Involuntary Termination – the decision to end your employment is made by the City and is typically effective immediately upon notification.

When you leave the City, you are required to return all City property (uniforms, keys, key card, computers, cell phones, etc.). You will receive communication from us that outlines how your final pay will be processed and any other benefit information that applies under the applicable law. [Regular group insurance ends on the day active employment ends.](#)

## Workplace Compliance Policies

We strive to be a great employer that complies with the applicable state and federal employment laws. This section reviews the ones that apply to our City and are a basis of what to expect from us.

## Pre-Employment Screenings

We conduct criminal background checks and social security number verification for all employees as a condition of employment. Criminal background checks include County, State, and Multi-State criminal record checks. As required by position, employees may also be subject to Employment Credit Checks as permitted by State law. Individuals that drive for us as a requirement of their position are subject to a Motor Vehicle Record check. Pre-employment physicals or drug screens may also be required as a condition of employment for certain positions.

## Work Authorization

It is our intention of to only hire individuals who are US citizens or aliens authorized to work in the United States. We therefore make reasonable, good faith efforts to verify that all applications are properly authorized for employment.

## Social Security Number Privacy

You are required to have a Social Security Number (SSN) to be employed by us so that we can make adequate tax reporting. We take each employee’s privacy very seriously and maintain a strict policy to protect the confidentiality of

SSNs that are obtained by, or provided to us and/or our employees, members, contractors, agents, and representatives in the course of their employment, activities, or services performed on behalf of the City. Employees with access to social security numbers must not share or transmit to others unless there is a reasonable, necessary legitimate business purpose. All electronic files with social security numbers must be password protected, and any printed documents must be kept in a locked and confidential location. When documents containing SSNs are no longer needed and are to be discarded, such documents must be disposed of in a manner that ensures the confidentiality of the SSNs. The City of Zeeland has developed a practice for shredding, electronically deleting, or otherwise disposing of confidential records, including documents containing SSNs.

## Access to your HR File

Should you want to review or need a copy of your HR file, please put your request in writing and submit it to the Human Resources . We will make a copy for you. We may ask you for reimbursement of copy expenses.

## Electronic Signatures

We strive to reduce paper usage and encourage workflows that efficiently use technology to send, receive, and obtain signatures on City related documents. Your electronic signature provides the same full legal effect under federal and state law, so whenever you use the electronic signature method, you are still responsible to take the time to review, understand, and ask questions about any document before signing electronically. Once a document has been electronically signed, you will have access to the document by contacting your supervisor and requesting a copy of the signed document. If you prefer to “opt out” of using the electronic signature method and sign documents in a traditional fashion, please see your supervisor for details.

## Michigan's Marijuana Laws

At our workplace, we follow Federal law and do not recognize the Michigan State law regarding use of marijuana for recreational or medical uses. We are a drug free workplace and employees may be subject to random, pre-employment, reasonable suspicion, and post incident drug testing.

## Understanding Family Medical Leave Act (FMLA) Q&A

### ***When can I take FMLA?***

Eligible employees may use FMLA for one or more of the following reasons:

- The birth of a child and care for a newborn child;
- To care for a newly adopted child or a child recently placed in the employee's home for foster care;
- To care for a spouse, child, or parent (but not an in-law) who has a serious health condition;
- The employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of his or her job;
- When there is a qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on covered active duty (or has been notified of an impending call to covered active duty) in the Armed Forces; or
- To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank, or rating.
- Family leave to care for a newborn child, or for the adoption or foster care placement of a child, must be completed within 12 months of the birth, adoption, or placement of the child.

### ***Definitions***

#### Regular FMLA

“Serious health condition” – An illness, injury, impairment or physical or mental condition that involves (1) inpatient care; (2) a period of incapacity requiring continuing treatment by a health care provider; (3) a period of incapacity due to pregnancy or for prenatal care; (4) a period of incapacity or treatment for chronic or permanent/long-term conditions; or

(5) a period of absence to receive multiple treatments by a health care provider for a non-chronic condition that, if left untreated, could result in a period of incapacity of more than three consecutive calendar days.

By way of example, “continuing treatment by a health care provider” includes a period of incapacity of more than three consecutive calendar days (including subsequent treatments or periods of incapacity relating to the same condition) that requires treatment two or more times by a health care provider or treatment once by a health care provider that results in a regimen of continuing treatment under the supervision of a health care provider.

Unless complications arise, the common cold, flu, upset stomachs, headaches, earaches, routine dental problems, and cosmetic treatments are not “serious health conditions.”

#### Servicemember FMLA

“Covered servicemember” is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy; is otherwise in outpatient status; or is otherwise on the temporary disability retired list, for a serious injury or illness. A “covered servicemember” is also a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Outpatient status” – the status of a member of the Armed Forces assigned to (a) a military medical treatment facility as an outpatient; or (b) a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Serious injury or illness” – in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating. In the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves), at any time during the period of 5 years preceding the date on which the veteran undergoes medical treatment, recuperation, or therapy, means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

“Veteran” means a person who served in the active military, naval, or air service, and who was discharged or released therefrom under conditions other than dishonorable. “Covered active duty” means (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed forces to a foreign country; and (b) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law.

#### ***How much leave is available under the FMLA policy?***

When leave is due to a “Regular FMLA” leave of any kind, an eligible employee may take up to 12 weeks of unpaid leave during any 12-month period for a purpose, which qualifies for a leave under the FMLA Policy. The 12-month period is calculated backwards from the date the requested leave commences.

When leave is due to a qualifying exigency under the “Servicemember FMLA,” an eligible employee may take up to 12 weeks of unpaid leave during any 12-month period for a purpose, which qualifies for a leave under the FMLA Policy. The 12-month period is calculated backwards from the date the requested leave commences. When leave is to care for an injured or ill Servicemember under the “Servicemember FMLA,” an eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the Servicemember. Leave under this paragraph will be available only during a single twelve-month period. Combined leave under this paragraph may not exceed 26 weeks in a single 12-month period. The 12-month period is calculated backwards from the date the requested leave commences.

If spouses are both employed by the City and both are eligible for FMLA, spouses may take up to a combined total of 12 weeks of FMLA in a 12-month period due to qualifying exigencies under the “Servicemember FMLA” or for the birth and

care of a newborn child, the placement of a child in the spouses' home for adoption or foster care, or the care of a seriously ill parent under the "Regular FMLA." When leave is to care for an injured or ill Servicemember under the "Servicemember FMLA," and both spouses are eligible for FMLA, spouses may take a maximum combined total (with other FMLA-qualifying leave) of 26 weeks in any 12-month period. These limitations do not apply to the care of a spouse or child with a serious health condition or to the employee's own serious health condition.

***Do I need to take FMLA all at once, or can I use it intermittently?***

FMLA necessitated by a serious health condition or the treatment of a serious health condition may be taken intermittently or on a reduced-schedule basis (e.g., by taking leave in separate blocks of time, or working fewer hours in a day or days in a week), but only if such a schedule is needed for medical reasons (including the employee's own serious health condition or the care of and psychological comfort to a parent, child or spouse suffering from a serious health condition or needing treatment for a serious health condition). Employees are required to provide notice of the need for absence as soon as possible. Appointments/treatments, where possible, should be scheduled during non-work hours. Employees should give advance notice of treatment dates as soon as the appointment is scheduled with the physician. Employees are required to meet the attendance policy notice requirements on days when they will be late or absent due to FMLA covered reasons when taking intermittent leave.

In the case of caring for a newborn, adopted or foster child, intermittent FMLA or a reduced schedule leave requires prior approval by the City. The City's consideration of such requests will include several factors, such as the length of the requested leave, the nature of your job, your existing and proposed work schedule, and the City's business needs.

If FMLA is requested on an intermittent or reduced-schedule basis, the City may require an employee to transfer temporarily to an alternative position with equivalent pay and benefits that better accommodate recurring periods of absence, or to a part-time schedule.

***When should I give notice of my need for FMLA?***

If the need for FMLA is foreseeable, you must give at least 30 days' notice of your intent to use the leave (i.e., for the birth of a child, adoption, foster placement or planned medical treatment for yourself or a family member).

When the need for FMLA is unexpected, you must provide notice as soon as possible after the need for the leave is known – within two (2) days unless extraordinary circumstances make giving such notice impossible.

When requesting leave, you must supply sufficient information to the Human Resources to be aware that FMLA may apply to the leave request, as well as information regarding the anticipated timing and duration of leave.

Finally, you must cooperate with all requests from the Human Resources for information regarding whether absences are FMLA-qualifying. Failure to comply may result in leave being delayed or denied. Notice for leave due to the active duty of a family member must be provided as soon as reasonable and practicable.

***What kind of documents do I need to provide the City?***

Certification Related to Medical Reasons

If you are requesting Regular or Servicemember FMLA due to a serious health condition or to care for a parent, child, or spouse, you will be required to provide medical certification from a health care provider of the health condition involved and, if applicable, verification that you are needed to care for the ill family member and for how long. You must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Human Resources or your request for FMLA may be delayed or denied.

The certification must contain the following information:

- The date on which the serious health condition began;
- The probable duration of the condition;
- The medical facts regarding the condition;
- A statement that the employee is unable to perform the essential functions of their work, what work, if any, the employee can perform, or that the employee is needed to care for a spouse, parent, or child;
- An estimate of the time required to recover or care for a spouse, parent, or child; and

- **In the case of intermittent leave:** the date and duration of treatment, whether a reduced schedule is required, for how long the leave is needed, the frequency of the incapacity, the estimated number of treatments, the treatment dates, and the expected recovery period. After you submit the required medical certification, the City may require -- at its option and its own expense -- that a medical certification be obtained from a health care provider of the City's own choosing to verify the need for the requested FMLA. If the first and second medical certifications differ, the City may require, at its option and its own expense, that a third certification be obtained from a third health care provider who is jointly selected by the prior two health care providers. The third medical certification will be final and binding on both parties. The City may also require periodic medical recertifications at its own expense. Failure to provide updated medical certification may result in your leave being denied and/or your FMLA being terminated.

#### ***Certification Related to Covered Active Duty***

If you request Servicemember FMLA leave for a qualifying exigency, you may be required to provide appropriate documentation from authorized military personnel verifying that you are needed to assist the Servicemember, and the duration of leave required.

#### ***Is ESTA & FMLA the same?***

No, the Earned Sick Time Act (ESTA) has different eligibility requirements, documentation requirements, and is not job protected leave. ESTA is time away using earned paid sick leave and can be limited to 72 hours per year and absences and usage increments are subject to handbook policy rules. Family Medical Leave Act (FMLA) goes through a different request, eligibility, and tracking process as outlined in this section. If you are unsure of what type of leave to request, please seek guidance from the Human Resources .

#### ***Is FMLA paid or unpaid?***

All leaves under FMLA are unpaid. If you are eligible for FMLA, the City may require you to use any unused vacation, personal leave, sick leave, and any other leave recognized by the City concurrently with your FMLA. If FMLA continues after you exhaust your available paid time off, the remainder of the leave will be unpaid.

All leaves recognized by the City, including but not limited to workers' compensation, vacation, disability, sick leave, personal leave, Earned Sick Time Act (ESTA) purposes, or other general leaves of absence run concurrently with FMLA.

#### ***What happens to my benefits when I'm on FMLA?***

During the period of approved FMLA, your health insurance will continue uninterrupted, but if you contribute toward your coverage, you must make arrangements to continue your contributions during the term of your leave.

You may request that the City cover the cost of your contribution if you have no income during the period of your leave; however, all such payments made by the City on your behalf must be repaid at the conclusion of your leave. Basic life, short-term, and long-term disability insurance will also be continued during the term of FMLA. If you are purchasing any supplemental insurance under the group policy, you must make arrangements to continue your contributions for these benefits to continue your coverage during the term of your leave. The Human Resources will provide you with specific information regarding all necessary arrangements when you request FMLA. Service is considered uninterrupted for purposes of calculating eligibility for vacation, personal leave, or sick leave upon your return from FMLA.

#### ***Should I expect to communicate with the City during my FMLA?***

Yes. The City may send notices and forms to you via email and may contact you over the phone to determine your status and your intention to return to work. Once the City receives notice that the employee "read" the email, the employee will be considered to have received the information. While on FMLA, you are required to report to the Human Resources regarding your status and your intention to return to work.

#### ***What happens when I return to work?***

When you return from FMLA, you will be reinstated in your prior job or to an equivalent position with equivalent pay, employment benefits and other terms and conditions of employment. If you are on FMLA due to your own serious health condition, you will be required to provide a fitness-for-work certification upon your return. This requirement applies to you at the time you request FMLA.

If you fail to return to work on the first business day after your FMLA has expired, you will be considered to have voluntarily quit. In addition, if you do not return to work upon the completion of approved FMLA for reasons other than the onset, continuation, or recurrence of a serious health condition of yourself or your parent, child or spouse or other circumstances beyond your control, the City will require repayment of the City contribution to your insurance premiums paid during the FMLA leave. This includes not only amounts paid to cover your co-pay contribution, but also the share ordinarily paid by the City.

Acceptance of another job while on FMLA without the prior written approval of the City Manager or the Board of Public Works General Manager will result in the cancellation of the leave and the termination of the employee's employment.

***In what situations could an FMLA leave be terminated?***

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

- The employment relationship would have terminated if the employee had not taken FMLA leave;
- The employee informs the City of an intent not to return from leave;
- The employee fails to return a medical certification as required;
- The City honestly believes that the employee fraudulently obtains FMLA leave or misuses FMLA leave;
- The employee fails to return to work at the end of an approved FMLA leave and is not approved for additional leave;
- The employee continues on unapproved leave after exhausting his or her FMLA leave entitlement;
- While on FMLA leave, the employee engages in conduct that is inconsistent with the need for leave; or
- The employee begins employment with another employer or engages in self-employment without the City's approval during FMLA leave.

***What should I do if I feel that my FMLA rights have been violated?***

Please report this immediately to the Human Resources . Any complaint will be investigated thoroughly and promptly. No employee will be retaliated against for making a good faith complaint.

***What happens if my leave needs to extend past what is allowed under FMLA?***

If you have exhausted your FMLA entitlement and cannot return to work due to your medical condition, you may request additional non-FMLA leave. Such a request must be made as soon you are aware that additional leave will be required. Upon receiving such a request, the City will work with you to determine whether the request is reasonable. Such determinations will be made on a case-by-case basis and will involve factors such as the length of leave, the clarity of the return date, and the operational needs of the City. Neither re-employment nor reinstatement to your previous position is guaranteed.

***What if I am off on a workers' compensation leave?***

If you have a work-related illness or injury that qualifies as a "serious health condition" under this policy, time away from the job for which you receive Workers' Compensation payments will be considered an FMLA leave and will reduce your entitlement accordingly.

***Should I disclose genetic information when I provide information pursuant to this policy?***

No! If the City requests health-related information pursuant to FMLA, it is not requesting information regarding the employee's or a covered family member's genetic information. For these purposes, "genetic information" includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

## Military Leave

Armed Forces of the United States, the National Guard and/or Reserve will be granted unpaid leaves of absence in accordance with federal and state laws governing such leaves. Please let your Department Head know as soon as possible if you have a military service obligation. Should you be called to service, your employment with us will not be impacted. Your absence will be handled under our Unpaid Leave of Absence policy.

## Americans with Disabilities Act & Michigan Persons with Disabilities Civil Rights Act

We are committed to complying with all applicable provisions of the Americans with Disabilities Act and the Michigan Persons with Disabilities Civil Rights Act. It is our policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability, so long as you can perform the essential functions of the job with or without accommodation. If an employee believes that accommodation of a disability is necessary to perform the essential functions of a position, employees must notify us of this need as soon as the employee knows or reasonably should have known of the need for accommodation. Michigan law requires that all requests for accommodation are put in writing within 182 days. All requests for reasonable accommodation must be referred to the City Manager or the Board of Public Works General Manager.

In accordance with State and Federal law, we may not always provide the specific accommodation required by an employee if alternate reasonable accommodation is available and effective. We may also decline to provide accommodation where it would be unreasonable, would present a direct threat to health or safety, or where it would impose an undue hardship on the City or other employees.

## Pregnant Workers Fairness Act

We comply with the Pregnant Workers Fairness Act by providing approved reasonable accommodations to an employee's known physical or mental limitation related to pregnancy, childbirth, or related medical conditions.

If you need to request accommodation related to pregnancy, childbirth, or a pregnancy-related medical condition, please contact the City Manager or the Board of Public Works General Manager. As part of the accommodation request process, we will evaluate your request based on your specific situation. There may be situations where we request that you provide us with additional information (medical information, etc.) regarding the need and nature of your possible accommodation. Your participation and timely cooperation in the accommodation request process is important and appreciated.

We may decline to make an accommodation if it is considered to be unreasonable, would present a direct threat to health or safety, or where it would impose an undue hardship on us as the employer, or to our customers or other employees. Please direct all inquiries to the City Manager or the Board of Public Works General Manager.

## PUMP Act

We comply with the PUMP Act by accommodating breastfeeding employees who need to express breast milk for their nursing child during their workday. Beginning after the birth of the nursing child and continuing until the child's first birthday, we will provide you with reasonable unpaid break times to express breast milk as well as provide you with a designated private area for this purpose.

When using your designated paid break times provided by the company to express breast milk, you will be compensated in the same way that other employees are compensated for break times. It is important to note that if you are an employee who is paid based on hours worked, and you extend your break beyond the designated break time or need to take additional breaks to express breast milk, the additional break time is unpaid time if you are completely relieved of your work duties. If applicable, we will notify you if breaks for breast milk expression must be recorded on timesheets.

Onsite refrigeration is available for the storage of breast milk. Breast milk must be labeled with your name and the expiration date of the breast milk before it is stored in the refrigerator, or we may dispose of it. When using the provided refrigeration, you also assume all responsibility for the safety of the milk.

Please contact the City Manager or the Board of Public Works General Manager to develop your reasonable break schedule, identify your designated private area, and to fully understand how we will support your needs to express breast milk during working hours.

## NLRB

We believe in the value of being able to collaborate with one another, to openly communicate, to look at individual circumstances and to quickly respond to emerging needs. We are committed to having a safe work environment, fair treatment, competitive pay and benefits, and a mutually respectful relationship. We value each of your personal situations and perspectives and should anything arise that you have suggestions, comments, or concerns with, we ask that you come to us so that we can better understand. With all this said, we still want you to know your rights as required under the federal Labor Relations Board.

Section 7 of the National Labor Relations Act (the “Act”) guarantees covered employees the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from those activities. It is an unfair labor practice for an employer to interfere with, restrain, or coerce employees in the exercise of these rights.

Nothing in this Handbook should be viewed to impact, or will be interpreted, applied, or enforced in a way that infringes or interferes with employees’ exercise of their rights under the National Labor Relations Act, including the right to: (1) discuss wages and other working conditions with co-workers or a union; (2) act with one or more co-workers to improve working conditions by, among other means, raising work-related complaints directly with the Organization or a government agency, or seeking help from a union; (3) picket, depending on the purpose and means used; (4) take photographs or other recordings in the workplace, together with co-workers, to document or improve working conditions, except where an overriding employer interest is present; (5) organize a union to negotiate with the Organization concerning employees’ wages, hours, and other terms and conditions of employment; (6) form, join, or assist a union, such as by sharing employee contact information; (7) talk about or solicit for a union during non-work time, such as before or after work or during break times, or distribute union literature during non-work time, in non-work areas, such as parking lots or break rooms; (8) wear union hats, button, t-shirts, and pins in the workplace, except under special circumstances; and/or (9) choose not to engage in any of these activities.

## Workers’ Compensation

The City carries insurance to cover the cost of work incurred injury or illness. Benefits help pay for your medical treatment and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured of maximum coverage, work-related accidents must be reported promptly to your supervisor, after which an insurance claim will be filed as necessary.

## Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives you and your eligible dependents the opportunity to continue health insurance coverage under our group health insurance plan in certain situations where coverage would otherwise be lost. Group Health insurance ends on the day active employment ends. In the event a covered employee is no longer eligible for group health benefits due to the employee’s resignation, termination, reduction of hours, etc., COBRA may provide the right to health coverage for up to 18 months. You will receive a written notice of your rights in the event of one of these situations. Covered dependents of an employee who becomes ineligible for health coverage as a result of the employee’s death, divorce or legal separation, enrollment for Medicare benefits, or when a dependent ceases to be eligible for coverage under the terms of the plan may be eligible to continue group health coverage for up to 36 months. For further information, contact the Human Resources .

## Health Insurance Marketplace

In addition to rights and eligibility under COBRA, individuals who have lost group coverage may also shop for coverage on the Health Insurance Marketplace to find and compare private health insurance options. Some of these options may cost less than COBRA continuation coverage, and in some cases, individuals may also be eligible for subsidies or tax credits to offset the cost of coverage. You should compare your other coverage options with COBRA continuation coverage and choose the coverage that is best for you.

You have 60 days from the time you lose your group insurance coverage to enroll in the Marketplace. That is because losing your group health coverage is a “special enrollment” event. After 60 days your special enrollment period will end, and you may not be able to enroll, so you should take action right away if you want to enroll in the Marketplace. In addition, during what is called an “open enrollment” period, anyone can enroll in Marketplace coverage.

Please note, if you sign up for COBRA continuation coverage, you can switch to a Marketplace plan only during a Marketplace open enrollment period. You can also end your COBRA continuation coverage early and switch to a Marketplace plan if you have another qualifying event such as marriage or birth of a child through something called a “special enrollment period.” Be careful though - if you terminate your COBRA continuation coverage early without another qualifying event, you’ll have to wait to enroll in Marketplace coverage until the next open enrollment period and could end up without any health coverage in the interim.

Once you’ve exhausted your COBRA continuation coverage and the coverage expires, you’ll be eligible to enroll in Marketplace coverage through a special enrollment period, even if Marketplace open enrollment has ended.

If you sign up for Marketplace coverage instead of COBRA continuation coverage, you cannot switch to COBRA continuation coverage under any circumstances. To find out more about enrolling in the Marketplace, such as when the next open enrollment period will be and what you need to know about qualifying events and special enrollment periods, visit [www.HealthCare.gov](http://www.HealthCare.gov).

## APPENDIX

# Appendix A – Dispute Resolution Procedure

The City is committed to an orderly system for resolving employee disputes or complaints. A dispute or complaint includes disciplinary action, discharge or the interpretation or application of City policies. This procedure is the exclusive means of resolving these issues. The Personnel Committee's decision is final unless the employee's claim is based on an alleged violation of State or Federal law, in which case the employee has access to the arbitration procedure. The arbitration policy and procedure regarding these claims applies to all City Employees, including those represented by Unions.

### *Fair Treatment Procedure*

If you have a question about interpretation or application of City policies, are in disagreement with a fellow worker or supervisor, feel you have been treated improperly, or some problem has not been resolved to your satisfaction, you may follow the Fair Treatment Procedure as defined below without fear of being criticized or adversely affected in any way.

**Step One:** Request a meeting with your immediate supervisor to discuss the problem in hopes of resolving the issue informally. If the matter is not resolved to your satisfaction you may proceed to Step 2.

**Step Two:** Present the matter to your Department Head and again discuss the problem and try to reach a solution. During this presentation to the Department Head you may act alone or with your immediate supervisor. A decision from the Department Head must be given to you within two (2) working days. If you still disagree with the solution, or a reply is not received, you may proceed to Step 3.

**Step Three:** Forward the matter, in writing, to [Human Resources](#), the City Manager, the Board of Public Works General Manager or designated representative who will investigate the matter thoroughly. A decision will be given to you within five (5) working days. If you still disagree with the solution, or a reply is not received, you may proceed to Step 4.

**Step Four:** Forward the matter in writing to the Personnel Committee who will place it on the agenda for the next committee meeting. If the meeting is not scheduled to occur within 30 days of the date of the written request, a special Personnel Committee meeting will be scheduled. Note: An employee may request that this meeting be in a closed session pursuant to the Open Meetings Act where the matter relates to the employee's discipline, suspension, dismissal, or personnel evaluation.

A decision from the Personnel Committee will be given to you within 10 working days from the date of the meeting. This decision is the sole and exclusive remedy and is absolute and binding.

In those cases which involve an employee's disciplinary time off or discharge, the employee may proceed directly to the City's Disciplinary Time Off/Discharge Review Procedure, avoiding Steps One, Two, Three and Four.

### *Disciplinary Time Off/Discharge Review Procedure*

This procedure is the sole and exclusive remedy for an employee who is disciplined, received disciplinary time off or is discharged and who claims that the discipline or discharge violated any of the following: any City Policy or obligation; any local, state, or federal civil right or anti-discrimination statute; any tort or contract right; any other statute or common law right.

Any employee who is disciplined, received disciplinary time off or is discharged may have the City's decision reviewed by the Personnel Committee. The employee must file a written request for review as soon as possible, and in no event later than six (6) months after the date of the disciplinary time off or discharge. (Even within the six-month period, delays in filing may be considered by an arbitrator as offsets to any back pay or benefits). The meeting with the Personnel

Committee will be held in confidence if the employee desires. The written request must include a statement of what specific rights the employee believes were violated. The Personnel Committee's decision is final and binding on the employee if the employee's claim is based on the City's Proper Treatment Policy or any other City Policy. If the claim is based on a violation of State or Federal statute, regulation or common law, any civil rights or antidiscrimination law, the Personnel Committee's decision may be appealed to arbitration as follows: The employee has one hundred eighty (180) days from the date of the Personnel Committee's decision to make a written request for arbitration. The written request should be delivered to the City Manager or the Board of Public Works General Manager and will include a deposit of \$200 for full-time and \$100 for part-time employees which will be applied to the arbitrator's fees and expenses.

The arbitrator will be selected by mutual agreement of the employee and the City. If, for any reason, agreement on an arbitrator is not reached within thirty (30) days from the employee's request for arbitration, an arbitrator will be selected from a panel of seven (7) experienced labor and employment arbitrators supplied by the American Arbitration Association ("AAA"). The parties will alternatively strike names from the AAA panel until one name (the arbitrator) remains. The arbitrator will decide the time and place for a hearing. The procedure and hearing will be conducted according to AAA Rules, and, in addition, the arbitrator shall have the authority to order either party to provide information which the other party needs to prepare and present their case.

At the arbitration hearing, the employee will have the opportunity to rebut the evidence presented by the City and the employee may present witnesses and evidence to support their case. The arbitrator will decide, in writing, all of the claims and issues properly raised under this Disciplinary Time Off/Discharge Review Procedure. If the arbitrator decides in favor of the employee, the arbitrator may order any remedy(ies) authorized by the applicable law and supported by the facts of the case.

For the first two days of the hearing and for related services and expenses, the employee will be responsible for one-half of the arbitrator's fees and expenses up to the \$200 or \$100 maximum limits described above. The City will pay the balance of the arbitrator's fees and expenses. All additional related fees and expenses for the part of the hearing which lasts more than two days shall be shared equally by the employee and the City.

Except as otherwise provided by law or this procedure, the employee and the City will each be responsible for their own costs including attorney's fees. If the employee decides to be represented by an attorney, the employee will notify the City at least thirty (30) days before the arbitration hearing. If the employee does not choose to be represented by an attorney, then the City will not be represented by an attorney.

This review procedure, including an appeal to arbitration and the decision of the arbitrator, is the employee's exclusive remedy in the case of all types of claims which are covered by this procedure. It is final and binding on both the City and the employee, and fully enforceable in court.

If any part of this Disciplinary Time Off/Discharge Review Procedure is found to be unenforceable, the remainder of the procedure shall continue in full force and effect.

# Appendix B – Prohibited Substances Policy

December 2023

## I. PURPOSES OF THE POLICY

This Policy is established to: (1) ensure a safe environment for employees and customers and the public; (2) protect City and employee property; (3) increase productivity, efficiency, and quality of service; and (4) enhance operational security.

## II. APPLICATION

A. This Policy applies to all non-union City employees.

B. Definition

- I. “Driver” means any employee who: (1) operates a commercial motor vehicle on public highways which has a gross vehicle weight rating of 26,001 or more pounds, or transports hazardous material in a quantity requiring placarding under federal law, or is designed to transport 16 or more passengers including the driver; and (2) is subject to the driver qualification requirements under federal law (including possessing a Commercial Driver’s License).
- II. “Impaired” by alcohol means having a breath alcohol concentration of 0.02 or higher.
- III. “Reportable accident” means an accident involving (1) death, or (2) where the Driver received a citation for a moving traffic violation, and there was an injury requiring immediate medical treatment away from the scene of an accident or towing of a vehicle away from the scene of an accident.
- IV. “Possession” of alcohol does not include possession of a substance which is manifested and transported as part of a shipment.
- V. “Safety-sensitive functions” is defined as all tasks associated with operating, physically controlling, securing, servicing, maintaining and/or attending to vehicles owned, leased or used by the City.

## III. WHEN THE POLICY APPLIES

The Policy shall apply to employees when they are on City time or on City premises. It also covers certain specified conduct that takes place outside of City time and off City premises. For the purposes of this Policy, City “premises” is defined as all property, facilities, land, building, structures, fixtures, installations, automobiles, trucks, and other vehicles, whether owned, leased or used by the City. City “time” is defined as any period when an employee is on duty, is performing, expected to be performing, or is ready to perform duties for the City, whether or not the employee is at his or her regularly assigned work location.

## IV. PROHIBITED CONDUCT

A. On City Time or Premises

- I. Unauthorized use, consumption, possession, distribution, solicitation, or sale of a prohibited substance (as defined in Section V).
- II. Storing any prohibited substance in a locker, desk, office, automobile, or other repository.
- III. Being impaired by controlled substances (as determined by a positive drug test) or alcohol.
- IV. Refusing to submit to a search when requested by the City consistent with the requirements of this Policy.
- V. Refusing to sign a statement agreeing to abide by the City’s Prohibited Substances Policy.
- VI. Failure to report to the City the use of a prescribed drug which may alter the employee’s behavior or physical or mental ability. Failure to keep prescribed medicine in its original container.

B. Off City Time or Premises

- I. Possession, use, consumption, distribution, solicitation, or sale of a prohibited substance that adversely affects the employee’s work performance, their own or others’ safety at work, or the City’s regard or reputation in the community.
- II. Use or consumption of alcohol within four (4) hours before reporting for duty to perform Driver or other safety-sensitive functions.

- III. Refusing to sign a consent form authorizing testing and release of results to the City. Failing to submit a sample for testing without valid medical explanation when requested by the City consistent with the requirements of this Policy.
- IV. A Driver's use or consumption of alcohol within eight (8) hours following a reportable accident, or until alcohol testing is completed.
- V. Substituting or adulterating any body, substance, or specimen submitted for testing, or falsely representing that the body substance or specimen is the employee's own sample.
- VI. Failing to adhere to the requirements of any drug or alcohol treatment or rehabilitation program in which the employee is enrolled.

#### V. PROHIBITED SUBSTANCES

Marijuana, illegal drugs, and other controlled substances (including trace amounts) which have the effect of altering the physical and/or mental abilities of the employee, including any substance the possession, sale, distribution, or use of which is unlawful pursuant to federal, state, or local laws or regulations.

Alcohol, which is defined as alcoholic beverages and any beverage, mixture, or preparation, including any medication, containing alcohol.

Prescription drugs which are known to or may impair a person's work performance, or which have not been legally obtained or are not being used for its intended purpose or in its prescribed manner or quantity – except as provided in Section VI.

#### VI. PRESCRIPTION DRUGS AND OTHER MEDICATIONS

- A. Employee Responsibility. An employee using a prescription drug or over-the-counter medication, which is known to or may impair work performance, is responsible for being aware of any potential effect such drug may have on their judgment or ability to perform duties and for reporting such use to their supervisor prior to beginning work.

An employee may be disqualified from working while using such medication until the City is provided with a copy of the prescription, the name of the physician prescribing the medication and a statement from the physician describing the effects of the medication and indicating that the medication will not affect the employee's ability to safely perform duties of their position without creating a risk of harm to themselves, others, or city property.

If any employee fails to comply with the prescription restrictions stated in this section, neither a physician's prescription nor other medical reason will be an acceptable excuse. A violation of this section may be treated as any other violation under this Policy.

- B. Employee Affirmative Duties

- I. An employee shall inform their supervisor prior to using any prescription or over-the-counter medication that has the potential to impair performance on the job.
- II. Each prescription drug container shall be in the employee's name and shall be used only as directed by the employee's physician.
- III. An employee is responsible for informing their supervisor about any other substance which inhibits their ability to competently or safely perform their job.
- IV. An employee shall possess only enough medication for their regular work shift. NOTE: The City at all times reserves the right to have its physician determine if a prescription drug or medication impairs work performance and may restrict the employee's work activity accordingly.

#### VII. IMPLEMENTATION AND ENFORCEMENT OF POLICY

#### A. Testing

Employees are subject to testing for prohibited substances. Testing will be administered to detect levels of alcohol and, at a minimum, the following controlled substances and/or their metabolites: marijuana, cocaine, opiates, phencyclidine and amphetamines.

- I. Drug testing will utilize urine specimens via the split sample method except when circumstances require (or federal regulations do not prohibit) testing of other body substances. All positive drug test results shall be reviewed by a Medical Review Officer ("MRO"). In the event of a positive drug test result, the MRO shall make reasonable attempts to contact the employee, who shall be given an opportunity to discuss the results with the MRO. Within 72 hours of notification by the MRO, the employee may request that their split sample be tested by an independent certified laboratory. The employee shall be responsible for making arrangements and paying for the retest.
- II. Alcohol testing will utilize breath specimens analyzed by an evidential breath testing device (EBT) except when circumstances require (or federal regulations do not prohibit) testing by other means, such as saliva or blood testing.

#### B. All Employees

Testing to assure compliance with this Policy may be administered to any employee in the following circumstances:

- I. As a condition of consideration for employment.
- II. Any time during the first six (6) months of employment.
- III. If the City has reasonable suspicion to believe that an employee has unauthorized possession of or has used, consumed, sold, purchased, solicited, or distributed prohibited substances on the City premises.
- IV. Any time following conviction of a crime involving a prohibited substance.
- V. Following an accident or incident in which safety precautions may have been violated or careless acts may have been performed that cause reasonable suspicion for substance abuse.
- VI. Reasonable Suspicion: Reasonable suspicion for drug/marijuana/alcohol tests exists when an employee's appearance, behavior, speech, breath, or body odors indicate the use or effects of alcohol, marijuana, or drugs. If an employee who is selected for reasonable suspicion testing does not require immediate medical attention, the City will provide transportation to a specimen collection site. If necessary, the City will also attempt to make arrangements for suitable transportation to the employee's home following testing. An employee who is required to take a reasonable suspicion test is considered unqualified to work and will be placed on immediate unpaid suspension, pending the results of their test(s). If the test results are negative and if the tested employee has fully cooperated with the testing, the employee will suffer no loss of pay or benefits as a result of the testing.
- VII. While an employee is subject to a "Last Chance Agreement."
- VIII. Random tests for non-drivers will normally only be administered when required by law or regulation or a "Last Chance Agreement" as provided for in Article IX. The City, however, reserves the right to institute such testing.

#### C. Drivers and Employees Performing Safety-Sensitive Functions

The City is required by federal law and/or regulations of the Department of Transportation ("DOT"), Federal Highway Administration ("FHWA") or other agency to conduct drug and/or alcohol tests to Drivers and employees who perform safety-sensitive functions under additional conditions or times as follows:

- I. Pre-Employment/Pre-Duty: Drug testing is required before a prospective or current employee can be placed into a position which includes driving or performing other safety-sensitive functions. Prior to testing, the individual will be notified of the required drug test, instructions to follow, and an explanation of the collection procedures. Individuals will be required to:

- a) take and pass a drug test, which means a negative drug test result; and
- b) sign a form authorizing the City to obtain all positive drug test results, alcohol test results of 0.04 or higher, and refusals to be tested from each employer for whom the individual performed driving or other safety-sensitive functions within the previous two years. A prior positive drug test result, alcohol test of 0.04 or higher or refusal to test may disqualify the applicant from further consideration for the position.

II. Post-Accident: A Driver must submit to a post-accident drug and/or alcohol test as soon as possible after a reportable accident. Such an employee must contact their immediate supervisor or other City official immediately following the accident and remain readily available for testing. Failure to do either will be considered a refusal to submit to testing unless the delay results from a need to arrange for medical attention or to obtain assistance in responding to the accident.

A Driver will be administered a drug and/or alcohol test as soon as practicable following a reportable accident. However, an alcohol test may be administered any time within 8 hours, and a drug test within 32 hours, following the accident.

An employee who submits to drug and/or alcohol test at the direction of a law enforcement officer is required by the City to contact their supervisor (or other City official) immediately and provide the City with the name, badge number and telephone number of the officer who conducted the testing.

A Driver who is required to submit to post-accident drug and/or alcohol test may, at the City's sole discretion, be assigned to non- safety-sensitive duties or placed on unpaid suspension while awaiting test results.

III. Random: The City is required by the DOT/FHWA to test Drivers at random and without prior notice. The City will administer random tests at an annual rate of up to 50% (controlled substances) and 10% (alcohol) of Drivers. (These percentages are subject to change based upon DOT/FHWA requirements.) Each Driver will have an equal chance of being selected for testing during each selection period and may be selected more than one time per year. Therefore, Drivers are subject to random testing at any time throughout the year. When a Driver selected for random testing is notified, they must immediately report to the specimen collection site.

IV. Return-to-duty and Follow-Up: As described in Section VII D, any employee who violates this Policy will be subject to discipline, up to and including discharge. However, at the City's sole discretion, any Driver with a confirmed drug test result, alcohol test result of 0.04 or higher, or a refusal to submit to testing may be returned to driving or other safety- sensitive functions provided that the employee is first evaluated by a substance abuse professional (SAP) who will determine what assistance, if any the employee needs in resolving problems associated with substance abuse. The employee will be further evaluated to determine compliance with any rehabilitation program prescribed by the SAP. The employee must also undergo and pass a return-to-duty test for alcohol and/or drugs and be subject to a minimum of 6 unannounced follow-up drug and/or alcohol tests over the 12 months following return-to-duty (the SAP can require additional testing for up to 60 months). The employee will also be subject to a Last Chance Agreement, as described in Section IX.

D. Consequences of Engaging in Prohibited Conduct

The City reserves the right to impose disciplinary action, up to and including discharge, upon an employee who engages in any violation of this Policy. At a minimum, the following provisions will apply:

- I. Alcohol Concentration of 0.02 – 0.039. If an employee has a breath alcohol concentration of 0.02 or greater but less than 0.04, they will be removed from work duties. A Driver will not be permitted to operate a City motor vehicle or perform any safety-sensitive function until the start of the Driver's next regular shift, but in any event, no less than 24 hours.

- II. Alcohol Concentration of 0.04 or Greater. If an employee has an alcohol concentration of 0.04 or greater, the employee will immediately be removed from all duties. At the City's sole discretion, the employee may then be subject to the Return-To-Duty and Follow-Up testing provisions described in Section VII C.4.
- III. Positive Drug Test. If an employee has a confirmed positive drug test result, they will be immediately removed from all duties. At the City's sole discretion, the employee may then be subject to the Return-To-Duty and Follow-Up testing provisions described in Section VII.C.4.
- IV. Refusal/Failure to Submit to Testing. A refusal to submit to a drug and/or alcohol test, failure to provide adequate sample without valid medical explanation, or engaging in conduct that otherwise obstructs the testing process (including substitution or adulteration of samples) is considered equivalent to a positive drug test result and/or alcohol test result of 0.04 or greater, and carries the attendant consequences of each.

#### VIII. INVESTIGATION

- A. Searches. An employee's personal property will not be subject to a search unless there is reasonable suspicion to believe the employee is in possession of prohibited substances while on City time or premises, unless otherwise required by law or regulation [or a Last Chance Agreement.] The City reserves the right to inspect the contents of any City property being used by the employee at any time.
- B. Employee Privacy. Testing and Searches will be conducted with due regard for the personal privacy of each employee and integrity of the testing process.
- C. Refusal. No employee search will be conducted without the employee's consent. However, an employee who refuses to submit to a search will be subject to disciplinary action up to and including discharge.

#### IX. SUBSTANCE ABUSE PROBLEMS AND LAST CHANCE AGREEMENTS

Details about the City Employee Assistance Program

An individual discharged for a violation of this Policy may, at the City's sole discretion and without precedent, be offered the opportunity to enter into a "Last Chance Agreement". The primary objective of a Last Chance Agreement is to rehabilitate an employee who has or may develop alcoholism, drug dependency, or health or behavioral problems.

Questions regarding this policy should be directed to the City Manager or the Board of Public Works General Manager.

# Appendix C – Salary Increase Plan

## *Non-Union Employees and Clean Water Plant Union Employees*

1. Wage increases will be effective July 1<sup>st</sup> of each year based on the employee's overall performance rating from their Employee Performance Evaluation that will normally occur in the previous 6 months.
2. New hires, or employees that transition into a new position, who have not completed one full year of service as of the July 1<sup>st</sup> increase date will receive a prorated portion of the increase for each full month of service (equivalent to 1/12 of the increase).
3. The City of Zeeland's salary range plan shows minimum, midpoint, and maximum salaries.
4. Salary ranges are based on internal and external comparison and evaluation where the competitive benchmark (approximately the median or 50<sup>th</sup> percentile of comparable/similar positions) is approximately the midpoint of the scale.
5. When an employee is hired at the minimum salary range and displays strong performance or higher, an entry level hourly employee can generally expect to advance to the midpoint of the salary range in approximately three years. Employees who are salaried or in hourly skilled trade positions may require more time to reach the midpoint salary range due to the broader wage range spread. The following is a sample of the wage increase progression relative to individual employee performance. The sample annual wage increase chart below will be updated annually to reflect market wage adjustments (consistent with budgetary constraints).

| Sample Data | Overall Performance Rating | Position in the Range (Compa-Ratio) |        |         |          |          |       | Sample Data |
|-------------|----------------------------|-------------------------------------|--------|---------|----------|----------|-------|-------------|
|             |                            | <85%                                | 85-95% | 96-105% | 106-115% | 116%-Max | >Max  |             |
|             | Exceptional Performance    | 10.0%                               | 9.0%   | 5.0%    | 3.5%     | 3.0%     | 1.5%* |             |
|             | Strong Performance         | 9.0%                                | 8.0%   | 4.0%    | 3.0%     | 2.5%     | 1.0%* |             |
|             | Needs Development          | 6.0%                                | 4.0%   | 2.0%    | 1.5%     | 1.0%     | 0.5%* |             |
|             | Unacceptable               | 0.0%                                | 0.0%   | 0.0%    | 0.0%     | 0.0%     | 0.0%* |             |

\* At no time will a wage increase result in an employee exceeding the maximum salary range of the position. If, however, a market adjustment to a position occurs which results in an employee's wage above their maximum, the >Max column will be utilized until the individual returns within the position's salary range.

An individual who joins the City that already possesses some or all of the necessary experience and/or qualifications (above the minimum requirements) may start at a salary above the minimum salary range with the City Manager or BPW General Manager's approval.

Progression of an individual's salary past the midpoint salary range is based on a combination of how many annual review cycles an employee completes and their performance rating each cycle. Consistent ratings of "Strong Performance" or "Excellent Performance" generally allows an employee to progress beyond the midpoint and toward the maximum of the range during their career. Special compensation exceptions may occur based on exceptional performance over an extended period of service, a high desire of management to retain the employee, possession of special certifications and/or qualifications beyond the requirements of the position that are of value to the City, or a limited availability of workers in the appropriate labor market possessing the necessary skills and abilities for the position.

6. Advancement of an employee above the increases listed in the updated annual wage increase chart would be at the discretion of the City Manager or BPW General Manager. The total dollars available for these purposes in a given fiscal year would be determined by the Personnel Committee and approved by the BPW Board and/or by the City Council during the budget approval process.
7. Salary ranges (minimum, midpoint, and maximum) and individual salaries may be adjusted annually to reflect changes in the wage market.

# Appendix D – City of Zeeland / Zeeland Board of Public Works Retiree Benefit Policy Statement

As of March 1, 2025

1. **Purpose.** The purpose of this retiree benefit policy is to:
  - a. Provide eligible retirees and their spouses with access to Employer group health and life insurance coverage; and
  - b. Provide an Employer contribution to the monthly cost for eligible retirees.
2. **Retiree Eligibility.** You are eligible for the retiree benefits described below if you satisfy all of the following requirements:
  - a. You are a participant in the City of Zeeland Pension Plan or the City of Zeeland Defined Contribution Plan and you retire after attaining “normal retirement age” as defined in the applicable Plan<sup>¶</sup>;
  - b. Immediately prior to your retirement, you are eligible to participate in Employer’s group health plan and group term life insurance plan as an employee; and
  - c. You do not elect COBRA continuation coverage with respect to Employer’s group health plan as a result of your retirement.
3. **Benefits.** If you are eligible for retiree health benefits, you are eligible to continue to participate in the same medical, prescription drug and dental benefits currently offered to actively-working employees if you are under the age of eligibility for Medicare based on age (i.e., currently age 65).

At the time you become eligible for Medicare based on age, you are no longer eligible for retiree medical and prescription drug benefits under Employer’s group health plan for active employees (but dental benefits continue). This is true even if you do not enroll in Medicare. However, at that point, you are eligible for a Medicare supplement benefit under Employer’s group Medicare Supplement Plan. You may participate provided that you are enrolled in Medicare Parts A and B.

If you are eligible for retiree life insurance benefits, you are eligible to continue to participate in the group life insurance plan offered to actively-working employees with a retiree death benefit of \$5,000.

Employer may contribute to the cost of the retiree benefits described in the preceding three paragraphs in accordance with Section 7 below.

\* Currently, “normal retirement age” under both the Pension Plan and the Defined Contribution Plan means the later of age 62 or the fifth anniversary of the date on which the participant began to participate in the Plan. However, in the case of the Pension Plan, there is a special rule for participants who are employed in the police department. For these participants, normal retirement age means:

1. If the participant has an hour of service on or after July 1, 2004, the later of age 55 or the fifth anniversary of the date on which the participant began to participate in the Pension Plan;
2. If the participant has an hour of service on or after July 1, 1998, but not after June 30, 2004, the later of age 58 or the fifth anniversary of the date on which the participant began to participate in the Pension Plan; or
3. If the participant does not have an hour of service on or after July 1, 1998, the later of age 60 or the fifth anniversary of the date on which the participant began to participate in the Pension Plan.

For this purpose, a participant is “employed in the police department” if the participant is a police officer or the participant has the rank of sergeant.

4. **Dependent Eligibility for Retiree Health Benefits.** Your spouse can elect to enroll in Employer's retiree health benefits if your spouse was married to you immediately prior to your retirement and was eligible to participate in the Employer's group health plan immediately prior to your retirement. If you marry after retirement, your new spouse is not eligible for retiree health benefits.

A spouse of a retiree is eligible to continue to participate in the same medical, prescription drug and dental benefits currently offered to actively-working employees if the spouse is under the age of eligibility for Medicare based on age (i.e., currently age 65). At the time the spouse becomes eligible for Medicare based on age, the spouse is no longer eligible for retiree medical and prescription drug benefits under Employer's group health plan for active employees (but dental benefits continue). This is true even if the spouse does not enroll in Medicare. However, at that point, the spouse is eligible for a Medicare supplement under Employer's group Medicare supplement plan. The spouse may participate provided that the spouse is enrolled in Medicare Parts A and B.

Employer may contribute to the cost of the retiree health benefits for your spouse described in the preceding two paragraphs in accordance with Section 7 below.

5. **Enrollment.**

- a. You must elect retiree benefits for yourself and your spouse within 30 days of your retirement from Employer. If coverage is not elected within this time period, it will not be available. This election occurs by contacting Employer and completing and returning the necessary application forms and also by paying any required contributions (see Section 7).
- b. However, if you or your spouse are eligible for other health coverage at the time of retirement (e.g., due to your subsequent employment or your spouse's employment or retirement or through an individual policy), your election to enroll in Employer's retiree health benefits may be deferred and elected later when there is a loss or termination of that other coverage. In such a case, Employer's retiree health benefits will then be available for the affected individual(s) by applying to enroll within 30 days of the loss or termination of the other health coverage.

Further, if you do not elect retiree health benefits before becoming eligible for Medicare based on age and you seek to enroll in retiree health coverage upon becoming eligible for Medicare based on age, enrollment is permitted within 30 days of your initial Medicare eligibility date, regardless of whether you were enrolled in other health coverage during the "gap" period (between the date of your retirement and the date you became eligible for Medicare based on age).

- c. Your spouse may not enroll in Employer's retiree health benefits if you do not enroll. In other words, if you want coverage for your spouse, you must also enroll.

6. **Other Employer Group Health Coverage.** If you or your spouse become eligible for other employer group health coverage while enrolled in Employer's retiree health benefits (e.g., as an employee or the dependent of an employee or retiree), you may elect to terminate retiree health coverage through Employer and enroll in the other employer group health coverage. If the other employer group health coverage is subsequently lost, the affected individual(s) may re-enroll in Employer's retiree health benefits provided enrollment occurs no later than 30 days following the loss of the other employer group health coverage.

7. **Cost of Retiree Benefits.**

- a. **Retirees.**

- I. **Retiree Health and Dental Coverage Before Retiree Becomes Eligible for Medicare Based on Age and Retiree Life Insurance Coverage.** Retirees are required to pay 100% of the cost of coverage before the retiree becomes eligible for Medicare. Employer does not contribute to the cost of a retiree's coverage before the retiree becomes eligible for Medicare. The same rules apply to the coverage of a retiree's spouse who is not eligible for Medicare. Employer does not contribute to the cost of a spouse's coverage before the spouse is eligible for Medicare. Rather, the retiree is responsible for 100% of the cost of his or her spouse's pre-Medicare coverage.

II. Retiree Health and Dental Coverage Upon Becoming Eligible for Medicare Based on Age. Employer contributes to the cost of a retiree's coverage once the retiree is entitled to Medicare if the retiree had at least 15 years of continuous full-time service with Employer prior to retirement. The retiree is also required to contribute to the cost of this coverage. Employer will communicate to the retiree the retiree's required contribution amount for the retiree's coverage each year (which may change each calendar year). Employer will pay for up to a 3% increase in the cost of coverage from the prior calendar year. Any cost increase in excess of the 3% increase must be paid by the retiree. Despite anything in this policy to the contrary, the retiree's dollar contribution toward coverage in the prior calendar year, as a percentage of the total monthly premium for coverage, will become the minimum percentage to be paid by retirees with respect to their future monthly premiums in later calendar years.

III. Spouses. As of the date your spouse becomes eligible for Medicare, an Employer contribution will be made for the spouse's dental benefit and group Medicare supplemental coverage if the retiree had at least 15 years of full-time continuous service with Employer prior to retirement. Employer will pay 50% of the amount Employer contributes for an eligible retiree towards your spouse's dental benefit and group Medicare supplemental coverage. Employer will communicate to the retiree the retiree's required contributions for the spouse's coverage each year (which may change each calendar year).

b. Payment. With respect to participation in the retiree benefits described in this policy statement, you and your spouse may participate provided that you timely pay your share of the cost. Your required share must be paid on a monthly, after-tax basis. Payment is due in advance on the first day of the month. If payment is not received within 30 days of the first day of the month, coverage will automatically terminate. Partial payments will not be accepted.

8. Termination of Retiree Insurance. Participation in Employer's retiree benefits will terminate on the earliest of the following dates:

- a. The first day of the month following the month for which any required premium is due but not paid.
- b. The date as of which the individual (retiree or spouse) voluntarily cancels coverage.
- c. The date as of which the individual (retiree or spouse) dies. In the event of death, Employer must be notified as soon as possible. If the spouse dies, the retiree remains eligible. If the retiree dies, the spouse remains eligible for health benefits.
- d. The date as of which the individual establishes permanent residency outside the United States.
- e. In the case of a spouse, the date of divorce (but then the spouse may elect COBRA continuation coverage).
- f. The date as of which the individual's coverage is terminated for cause (e.g., due to fraud or misrepresentation in an application for participation or in a claim for benefits).

If an individual's coverage terminates, the individual shall in no circumstances become subsequently eligible for any retiree health benefits offered by Employer.

9. The Vantagecare Retirement Health Savings Plan. Employer established the Vantagecare Retirement Health Savings Plan ("RHS Plan") effective July 1, 2009. The RHS Plan is a retirement health savings plan under which Employer makes a contribution to an account established on behalf of each eligible participant who is working in full-time employment for Employer.

- a. Eligibility for the RHS Plan. You will become a participant in the RHS Plan if you are a full-time employee and you satisfy one of the following requirements:
  - I. You are hired on or after July 1, 2009; or
  - II. You were employed by Employer prior to July 1, 2009 and elected participation in the RHS Plan through the opportunities offered by Employer during the months of June 2009 and June 2011.
- b. Employer Contribution to the RHS Plan. Employer will make a contribution on behalf of all RHS participants who are full-employees. The amount of the contribution is \$1,500 per year as of July 1, 2009, plus annual increases equivalent to cost-of-living adjustments in wages set by Employer. If you are a full-time employee

who is eligible for this Employer contribution, a pro-rata portion of the annual contribution will be made to your RHS Plan account on a bi-weekly basis.

- c. Effect of Participation in RHS Plan on Eligibility for Retiree Health Benefits. As an RHS Plan participant, you may enroll in the retiree health benefits under Section 3 of this Policy Statement if the following conditions are met:

- I. The eligibility requirements in Section 2 are satisfied; and
- II. You pay for 100% of the cost of the benefit in accordance with established procedures.

If you enroll in the retiree health benefits, you may use your RHS Plan account towards the cost of coverage. However, as an RHS Plan participant, you are not eligible for the Employer contribution to the cost of coverage provided under Section 7 of this Policy Statement.

- d. Effect of Participation in RHS Plan on Eligibility for Life Insurance Benefits. RHS Plan participants will be eligible for retiree life insurance in the same manner as other retirees, as described in Section 3.

- e. Eligibility to Request Reimbursements Under the RHS Plan While Working for Employer. A participant is eligible to request reimbursement from the RHS Plan for any eligible health expenses after he or she separates from service (even if separation from service occurs before satisfying the eligibility requirements in Section 2). However, if such individual is subsequently rehired by Employer, he or she is not eligible to request reimbursements during the period of reemployment.

- f. Right to Opt Out of Coverage Under the RHS Plan. After a RHS Plan participant separates from service, he or she has the right to opt out of coverage under the RHS Plan. Such opt out is permitted at any time by providing written notice to Employer. However, the balance of the participant's account as of the date of the opt out will be immediately forfeited and will not be restored under any circumstances.

10. HIPAA. This policy statement shall be considered separate from Employer's group health plan for actively-working employees and thus, the HIPAA special enrollment rules in Employer's group health plan shall not apply to retirees or their spouses or dependents subject to this policy statement.

11. No Vested Rights. Retirees and their spouses are not vested in their rights to any retiree benefits offered by Employer. Employer reserves its right to amend or terminate retiree benefits at any time.

This policy statement supersedes any prior descriptions of Employer's retiree benefit program which may be set forth in any Summary Plan Descriptions or other document.

# Appendix E – City of Zeeland Vehicle Use Policy

Updated December 2023

The use of a City Vehicle is a privilege, and it is the City's policy to insist that employees operate in a safe and economical manner all vehicles owned or used by the City. An employee's responsibilities shall be:

1. Take good care of the vehicles and ensure that the provisions of this Vehicle Policy as amended from time to time and any policy of insurance relating to the vehicles are observed.
2. Be responsible for payment of all fines incurred for traffic offenses and parking fines.
3. Notify the City of any accidents involving the City vehicle (whether or not these take place while the employee is on business) and submit to a drug and alcohol test if following an accident are requested.
4. Notify the city of any accidents involving your personal vehicle being used for City purposes in which you are reimbursed.
5. Immediately inform the City if they are convicted of a driving offense or disqualified from driving.
6. Only City Employees who have been pre-approved by their supervisor may operate a City vehicle.
7. A vehicle must be in safe mechanical condition and any operation of it must not result in vehicle damage.
8. You must be mentally and physically able to drive safely.
9. You must conform to all traffic laws, signals, and markings, and make proper allowance for adverse weather and traffic conditions. When driving for City-related business purposes, employees must learn and obey the laws related to using mobile electronic devices and driving. Please refer to our "Do Not Drive Distracted" policy in this Employee Handbook for additional details regarding the use of cell phones and other mobile electronic devices when driving for City-related business purposes.
10. You may not disable any vehicle safety features.
11. You must be courteous at all times, respecting the rights of other drivers and pedestrians.
12. You and all passengers must wear seatbelts and all other available active restraints.
13. You may not smoke in a City vehicle or permit others to do so.
14. You must have a valid license for the vehicle you are operating from the state in which you live and conform to all the corresponding license requirements. (IE: You must have a CDL to operate those vehicles requiring such.)
15. You must keep a favorable driving record and be willing to permit a periodic review of your driving record (MVR).
16. You may not drink alcohol, use illegal drugs or transport such in a City vehicle.

## Personal Use of City Vehicles:

Unless specifically provided for in an employment contract between the City and employee, City- Owned vehicles are to be used for City business ONLY. Personal use of a City vehicle is prohibited, subject only to the following provision.

City vehicles may be driven home and used as commute transportation to and from work ONLY if pre- approved by the City Manager or Board of Public Works General Manager. Such commute privileges shall be granted based on the following:

1. Solely on business needs and is not intended to be used as a part of an employee's compensation, and;
2. Assigned vehicles may be used for the commute back and forth to work only when either: 1) there is a requirement for travel directly from home, without first reporting to their assigned work location, to one or more locations to perform their job duties to support the City; or 2) the employee requires a special City vehicle and/or carries specialized equipment needed for direct response to emergencies outside of normal working hours; or, 3) there is a demonstrated need for having a City vehicle immediately available for City business or response to emergencies outside of normal scheduled working hours that require travel other than to the employee's normal work location. Employees subject to call out to their normal work location is not always sufficient to support commuting with a City vehicle.

## General City Vehicle Guidelines:

1. City vehicles should not be left illegally parked or parked in areas that could reflect badly on the City.

2. Drivers of assigned City vehicles must maintain a vehicle mileage form and turn it in at the end of each month identifying any approved “commute privileges” meeting the abovementioned criteria as approved by the City Manager or Board of Public Works General Manager.
3. An employee’s use of a City vehicle for any personal purpose, including commuting, results in taxable compensation to that employee.
4. All vehicles are normally parked at the City/ Board of Public Works work location during nonwork hours. Those vehicles parked outside shall be locked.
5. Personal trailers, including boat and recreational vehicles, are not to be pulled with City vehicles.
6. When an employee has been permitted to use a City vehicle for travel to and from their home, the vehicle must not be used for private purposes and the route taken to and from home must normally be the shortest practical one.

**Business use of an Employee’s Personal Vehicle:**

In lieu of using a City vehicle, the City will reimburse the employee at the then current IRS rate for approved business travel. Reimbursement for approved business travel will require appropriate documentation of the miles traveled and the related business purpose.

**If you should have an accident with a city-owned vehicle, you should:**

1. Stop at the scene of the accident, obtain assistance for anyone who may be injured, and report the accident as soon as practicable to the nearest and most convenient police agency.
2. Obtain identification from the driver of the other vehicle, including driver’s license, license plate number, make of vehicle, body style, and other information. Identify yourself to the other driver and the police.
3. Secure names and addresses of injured persons and any witnesses to the accident.
4. Report the accident to your supervisor no matter how small.

# Appendix F – Reimbursement Policy & Guidelines Travel & Other Out-of-Pocket Expenses

May 15, 2017

## AUTHORIZED EXPENSES

1. The City/Board of Public Works shall pay or reimburse City/Board of Public Works Officials and employees for the following expenses incurred while on City/Board of Public Works business: transportation, lodging, meals, reasonable gratuities, baggage handling, parking and conference fees.

## NON-AUTHORIZED EXPENSES

1. Authorized expenses do NOT include expenses of spouses and/or other family members. When a spouse and/or other family member travel with officials or employees, those expenses are the responsibility of the City/Board of Public Works official or employee.
2. Alcohol beverages are NOT an authorized expense.

## POLICY ON TRAVEL EXPENSES

1. Reimbursing City/Board of Public Works employees for gas mileage while using personal vehicles on City/Board of Public Works business is at the current rate authorized by IRS.
2. Carpooling is required when multiple employees are traveling to the same destination to reduce cost, this includes the use of personal or rental vehicles.
3. No first-class air travel.
4. Travel time – not to exceed one (1) day each way. Hourly employees will be paid their regular hourly rate for actual travel time outside their normal working hours if conference, training times, etc., dictate (not just for convenience) such travel times. This includes required weekend travel hours.
5. Limit the transportation expense for out-of-state travel to the cost of air transportation for the City/ Board of Public Works Official. For example, if an employee decides to drive, reimbursement will be limited to the lesser of actual mileage reimbursement, or the amount air transportation would have cost.
6. While at an out-of-state conference, transportation should be limited to public transportation and/or various taxi-type services. A rental car shall only be used if other options are not readily available.

## POLICY ON CONFERENCES

- Department Heads may attend a national conference. Approval by the City Manager/Board of Public Works General Manager prior to attending is required.
- To the extent possible, conferences, seminars, workshops, etc. attended by department heads and employees should be within the State of Michigan or within a 200-mile radius of the City of Zeeland.
- Authorized expenses do NOT include entertainment such as the theater, bowling, golfing, etc. except when such outings are an annual event connected with a departments' professional organization and are included in the registration (not a separate line item when registering).

## POLICY ON MEALS

1. Reimbursement for meals, supported by receipts, is authorized when traveling on official business away from the City of Zeeland.
  - a. In-town meal expense is authorized for the following:
    - I. Council or Board of Public Works and committees of the Council or Board of Public Works when no other convenient time can be arranged.
    - II. Officials or employee authorized to represent the City/Board of Public Works at a community function.

III. Officials and department heads taking a representative of a firm, company or municipality out for a meal (breakfast/lunch) to conduct appropriate City/Board of Public Works business.

IV. In-town meals may NOT be charged on a restaurant tab. Advances may be obtained from the Treasurer's office, or preferably payment made by City credit card.

b. Out of Town meal expense is authorized for the following:

- i. Officials or employees authorized to represent the City/Board of Public Works at a conference or training directly related to individuals' work activities
- ii. Expenses should not exceed the allowable rate determined by the IRS per diem rate under the M&IE

#### GENERAL RULES GOVERNING ADVANCES AND REIMBURSEMENTS

1. A credit card should be used. If a credit card or city check is not used for hotel payment, the tax exemption is lost.
2. Travel advances and/or travel reimbursements (up to \$20) may only be obtained from the City Treasurer, Board of Public Works, or Police petty cash accounts or use City credit card.
3. Use a separate voucher for each official or employee requesting reimbursement.
4. Expense vouchers MUST include the following:
  - a. Itemization of expenses, including advance payment, credit card charges and out-of-pocket expenses. The intent is to collect all expenses for each activity on one voucher.
  - b. Nature of official business.
  - c. Receipts
  - d. Charge Card Receipts
5. Any department head or employee traveling out of town more than one (1) day when attending conferences or meetings must advise their department head or the City Manager/Board of Public Works General Manager, in the case of department heads, in accordance with departmental procedures.
6. Expense vouchers will be audited by the Department Head or City Treasurer staff for accuracy and meeting policy guidelines. Questioned vouchers will be returned to the proper department head for clarification and/or correction prior to payment.
7. Unauthorized expenses processed on travel vouchers will be rebilled to the claimant.
8. Expense vouchers submitted by City Council, Boards and Committees will be reviewed by Human Resources and/or the Department Head responsible to the Board/Committee for approval.
9. Travel expenses or reimbursements which do not fit within these guidelines may be submitted to the City Manager/Board of Public Works General Manager for approval.
10. Departments shall establish individual controls to ensure enforcement of this policy.
11. This policy supersedes all other policies now in effect.

# Appendix G - Funding Policies for Full-Time Employee Health/Rx/Dental Coverage

January 1, 2026

- Employees that are eligible for health insurance that elect the Priority Health 90/70 PPO Versatile Plan through the Western Michigan Health Insurance Pool will pay the premium above the state mandated hard cap.
- Employees that are eligible for health insurance that elect a Priority Health H.S.A. Plan with a \$1,700 deductible for single coverage or \$3,400 deductible for two-person or family coverage through the Western Michigan Health Insurance Pool will pay the premium plus the employer H.S.A. contribution amount above the state mandated hard cap. Employees that elect this coverage will receive \$625 toward their H.S.A. for single coverage or \$1,250 for two-person or family coverage. The amount placed into an employee's H.S.A. will be pro-rated for an employee that starts health coverage after January 1.
- Employees that are eligible for health insurance that elect Priority Health H.S.A. Plan with a \$2,000 deductible for single coverage or \$4,000 deductible for two-person or family coverage through the Western Michigan Health Insurance Pool will pay the premium plus the employer H.S.A. contribution amount above the state mandated hard cap. Employees that elect this coverage will receive \$1,000 toward their H.S.A. for single coverage or \$2,000 for two-person or family coverage. The amount placed into an employee's H.S.A. will be pro-rated for an employee that starts health coverage after January 1.
- Employees that are eligible for health insurance that elect Priority Health H.S.A. Plan with a \$3,000 deductible for single coverage or \$6,000 deductible for two-person or family coverage through the Western Michigan Health Insurance Pool will not have an employee contribution amount for health insurance IF the plan's premium amount is below the state mandated hard cap. If the plan's premium is above the state mandated hard cap, employees will pay the premium above the state mandated hard cap. If the plan's premium is below the state mandated hard cap, the difference between the state mandated hard cap and the plan premium (determined annually) will be deposited into an employees' H.S.A. account. The amount placed into an employee's H.S.A. will be pro-rated for an employee that starts health coverage after January 1.
- Wellness Plan provisions will remain as approved by City Council on June 2, 2011 or as amended by City Council thereafter. Employee Wellness Plan contribution credits not earned by the employee and/or spouse will be added to the employee premium contribution above the state mandated hard caps.
- There is no employee contribution for dental coverage for active employees.
- Employees that elect to opt-out of health/Rx and dental coverage will be paid \$2,500 per year in lieu of taking the coverage from the city. The \$2,500 will be distributed over one year in equal installments with the employees' regular bi-weekly check.

## Part-time Employees Under Patient Protection and Affordable Care Act (PPACA) as of May 6, 2013

The new health care provisions of the Patient Protection and Affordable Care Act (PPACA) mandate that the City provide health coverage to "essentially all" full-time employees. The federal definition of full-time employees includes part-time workers who average thirty (30) or more hours per week. It has long been the City's policy that employees working less than forty (40) hours per week are not entitled to healthcare benefits.

To manage our responsibilities under PPACA, the following policy is adopted:

1. All part-time employees must report actual hours worked. Part-time employees include all persons who receive a W-2 from the City and typically work less than a forty (40) hour work week. Part-time employees include hourly workers, elected and appointed boards and commissions, election workers, reserve police officers, and persons who are paid-on-call or at a flat rate.

2. Management will establish and enforce work schedules that do not allow part-time employees to average thirty (30) or more hours per week during the measurement period.
3. The measurement period will be a twelve (12) month period commencing on October 1<sup>st</sup> of each year and ending September 30<sup>th</sup> of each year, except the first measuring period will be six (6) months beginning May 1, 2013 and ending October 31, 2013.
4. A ninety (90) day administrative period will follow each measurement period. The administrative period will commence on October 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of each year, except the first administrative period will be sixty (60) days beginning November 1, 2013. During the administrative period hours tracked during the measurement period are reviewed to ensure the city continues to meet the PPACA definition of offering health coverage to essentially all full-time employees.
5. IF it is found that the city does not meet the “essentially all” definition of offering health coverage, the city will offer health insurance to the employees that do not receive coverage at the conclusion of the measurement period, but averaged 30 or more hours per week during said measurement period. Health coverage provisions:
  - a. Employees averaging thirty (30) or more hours worked per week during the measurement period are provided notice of their health coverage options.
  - b. Employees eligible for City provided health coverage are enrolled in the plan for the period commencing January 1 of each year unless the employee opts out of the City’s health coverage.
  - c. A twelve (12) month stability period (health coverage eligibility) will commence immediately following the administrative period. It will begin on January 1<sup>st</sup> of each year and end on December 31<sup>st</sup> of each year. The first stability period will begin January 1, 2014.
  - d. It is the intent of the city to offer coverage to the employee only (single coverage); the plan will be a 60% actuarial equivalent of the plan currently offered to employees that are classified as full-time by the city (40 hours per week); and the minimum contribution will be 20% toward the premium.

# Appendix H - Zeeland Fire/Rescue Pay Provisions

January 1, 2025

## **Paid On-Call and Duty-Shift Positions**

1. Duty Rate- Members will be paid at an hourly rate approved by City Council during the annual budget process. For each call responded to by the member, they will be paid a minimum of one hour. For time beyond 1 hour, pay will be based on ½ hour increments at the approved hourly rate. The director of the department, or his/her designee, will maintain records on who responds to each call/standby and the amount of time spent at each. City Council will consider adjustments to the hourly rate on an annual basis during the budget process. Duty Rate includes such things as Emergency Calls, Football Standby, EMS/FIRE Standby, Traffic Details & Weather Standby.
2. Training/Event Rate- Members will be paid at an hourly rate approved by City Council during the annual budget process. For each training/event participated in by the member, they will be paid a minimum of one hour. For time beyond 1 hour, pay will be based on ½ hour increments at the approved hourly rate. The director of the department, or his/her designee, will maintain records on who participates in each training/event and the amount of time spent. City Council will consider adjustments to the hourly rate on an annual basis during the budget process. Training/Event Rate includes Meetings/Trainings, Fire Prevention & Parade Driver/Spotters and like events. Participation in these training/events must be approved by the director of the department or his/her designee prior to the event.
3. Daytime Shift Rate- Pay for members filling daytime duty shifts, will be paid at an hourly rate approved by the City Council during the annual budget process. This will be paid in ½ hour increments. City Council will consider adjustments to the hourly rate on an annual basis during the budget process.
4. Duty Shift Standby Rate- Members that are assigned to a duty squad, will be compensated a stipend when they are on duty for remaining in the area and available to respond, at a rate approved by City Council during the annual budget process. The stipend will be limited to one stipend per month. City Council will consider adjustments to this rate on an annual basis during the budget process.
5. The city will pay for the tuition of a new trainee to attend the Fire Academy and obtain MFR certification. Time spent at the academy and MFR training & ZFR mentor program will be on the trainee's own time outside trainee's work hours. -and- Trainees will not be paid an hourly rate except for class or training time at the Fire Academy. If members desire to receive a medical license beyond the MFR level, it will be at their own expense.
6. The city will only pay for continuing education training that a member takes in the Zeeland area, unless attending an approved conference or seminar. Participation in these continuing education trainings must be approved by the director of the department or his/her designee prior to the event.
7. License(s)/Certification(s) above the level of Fire Fighter I/II and MFR, that are obtained by a member attending a department sponsored or paid for class, that was approved by the director of the department, or his/her designee, will be paid for by the city. The director of the department, or his/her designee will determine the need for personnel to attend specialty classes based on needs of the department.
8. Officer training beyond Firefighter I/II will be paid based on the needs of the department and determined by the director of the department. If the need is determined, the city will pay for the class and the member will be paid at the then current training/event rate.
9. Members of Zeeland Fire/Rescue that serve on the Ottawa County Hazardous Materials/Technical Rescue Team will be paid for their service on the respective team per the guidelines outlined in this policy. The total number of Zeeland Fire/Rescue members that will be allowed to serve on these teams will be a maximum of

four. Pay for training sessions will be paid at the current training/event rate. Pay for a response to an incident will be consistent with the current duty rate.

10. Zeeland Fire Rescue Trainee Members (defined as individuals whom have not successfully completed Fire Fighter I/II, MFR, the ZFR mentor program, and not yet approved for full firefighter status by the City Council) will be paid at a half rate for criteria covered in section(s) 1, 2 & 4. This pay rate will meet or exceed the Michigan Minimum Wage Standard; therefore, if the half rate is less than the minimum wage standard, trainees will be paid at the Michigan Minimum Wage Standard effective on that date.
11. Paid On-Call Members will receive an annual contribution into a 457 Plan. City Council will determine the amount of the contribution to the 457 Plan on an annual basis during the budget process.
12. The city's goal will be to have a fully cross-trained department of 30 members. It is acknowledged that until a fully cross-trained department is reached the staffing needs of the department must maintain some flexibility. To enable this flexibility, the department may have up to 33 members (including full-time and paid on-call members), if needed, in order to maintain effective services while it strives to obtain a fully cross-trained staff.

#### **Full-Time Hourly Non-Exempt Fire/Rescue Positions**

This section applies to all those who are classified as Full-Time Hourly Non-Exempt Fire/Rescue. The information below serves as supplemental details regarding Overtime, Paid Vacation Time, Paid Personal Leave Days, Paid Bereavement Leave, and Paid Holidays. Please reach out to your supervisor with any questions.

##### **1. Overtime**

A workweek or workweek period is a seven (7) consecutive day work period. Fire Department employees who are classified as Hourly Non-Exempt and under the Fair Labor Standards Actqualify for the FLSA 541 Fire Department Exemption qualify for overtime pay based on the work schedule the employees is assigned to. Overtime pay is based on the work schedule the employee is assigned to.

Please refer to the chart below for full details regarding overtime:

| <b>Fire Department Overtime Schedule</b> |                      |   |
|--|----------------------|---|
| <b>Work Shift Schedule</b>               | <b>Overtime Rate</b> | <b>Hours Per Workweek/Workweek Period</b> |
| 5-Day / 9-Hour Shift                     | Time-and-a-half      | All hours that exceed 45 in one workweek  |

##### **2. Fire Department Full-time Hourly Non-Exempt Paid Vacation Time**

The amount of paid vacation time you are awarded is explained at the time of offer and is based on your average scheduled hours per workweek, according to the schedule below:

| <b>Work Shift Schedule</b> | <b>Years of Service Based on Anniversary Date</b>           | <b>Weeks / Hours</b>      |
|----------------------------|---|---------------------------|
| 5-Day / 9-Hour Shift       | Upon Hire   | 2 Weeks / 90 Hours        |
|                            | Upon completion of six (6) years of service                 | 3 Weeks / 135 Hours       |
|                            | Upon completion of thirteen (13) years of service           | 4 Weeks / 180 Hours       |
|                            | Upon completion of twenty-three (23) years of service       | 5 Weeks / 225 Hours       |
|                            | <u>Upon completion of twenty-nine (29) years of service</u> | <u>6 weeks/ 250 Hours</u> |

Up to 90 hours of paid vacation time can be rolled over into the next anniversary year for unique circumstances approved in advance by the City Manager. Please refer to the “Paid Vacation Time” policy in the Employee Handbook for full details that apply to paid vacation time.

### **3. Fire Department Full-time Hourly Non-Exempt Alternate Paid Vacation Schedule**

In the event that at the time of hire and based upon an individual’s experience and competitive nature of the job market for a particular position, additional vacation upon hire up to 3 weeks in total may be granted by the City Manager.

During such instances, vacations will be awarded on an employee’s anniversary date in accordance with the following schedule:

| <b>Work-Shift Schedule</b>  | <b>Service Years Based on Anniversary Date</b>              | <b>Weeks / Hours</b>      |
|-----------------------------|---|---------------------------|
| <b>5-Day / 9-Hour Shift</b> | Upon Hire   | 3 Weeks / 135 Hours       |
|                             | Upon completion of seven (7) years of service               | 4 Weeks / 180 Hours       |
|                             | Upon completion of seventeen (17) years of service          | 5 Weeks / 225 Hours       |
|                             | <u>Upon completion of twenty-three(23) years of service</u> | <u>6 Weeks/ 250 Hours</u> |

### **4. Fire Department Full-time Hourly Non-Exempt Paid Personal Leave Days**

The amount of paid personal leave days you are awarded is explained at the time of offer and is based on your average scheduled hours per workweek, according to the schedule below:

- **5-Day / 9-Hour Shift:** 36 hours of paid personal leave days. A full paid personal leave day is nine (9) hours per day at the employee’s regular straight time hourly rate at the time the leave is taken, excluding any premiums.

Once you complete ten (10) or more years with the City, you will be provided with 9 hours of additional paid personal leave on your anniversary date.

Please refer to the “Paid Personal Leave Days” policy in the Employee Handbook for full details that apply to paid personal leave days.

### **5. Fire Department Full-time Hourly Non-Exempt Paid Bereavement Leave**

Based on your regularly scheduled hours per workweek, you will be eligible for paid bereavement leave as follows:

- **5-Day / 9-Hour Shift:** Up to a maximum of 27 hours of paid bereavement leave. A full paid bereavement day is nine (9) hours per day at the employee’s regular straight time hourly rate at the time the leave is taken, excluding any premiums.

Please refer to the “Bereavement Leave” policy in the Employee Handbook for full details that apply to paid bereavement leave.

### **6. Fire Department Full-time Hourly Non-Exempt Holidays**

The City recognizes the holidays listed below. You will be eligible for holiday pay if you are scheduled to work on the day the City observes the holiday.

- New Year's Day
- Martin Luther King Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

• **5-Day / 9-Hour Shift:** A full paid holiday is nine (9) hours per day at the employee's regular straight time hourly rate at the time the leave is taken, excluding any premiums.

Due to the necessity of being available to provide emergency support to the community, Fire Department positions may be required to work on the City of Zeeland observed holidays listed above. Employees who work on a City of Zeeland observed holiday listed above will receive one-and-a-half times their regular rate for all hours worked on the holiday.

Please refer to the "Holiday" policy in the Employee Handbook for full details that apply to Holidays.

Policy Approved by Zeeland City Council:

June 3, 2019

Amended by Zeeland City Council:

January 1, 2025

# Employee Appreciation Policy Directive

## Introduction

The City of Zeeland/Zeeland Board of Public Works (hereinafter "City") is committed to creating a positive and rewarding culture for all its employees. Some or all of these events may occur during any given fiscal year. Changes to these procedures and guidelines require City Council review and approval. The following are the procedures for establishing the de minimis benefit for each of those approved events.

Maximum allowable expenses for many of these items are defined by using the Internal Revenue Service (IRS) recommended Meals and Incidental Expenses (M&IE) daily rate for Holland, Michigan or nearest comparable city. This number is generally available from the U.S. General Services Administration at its web site [www.gsa.gov](http://www.gsa.gov). The M&IE rate for the period October 202522 through September 202623 is \$7464.00. In the event this rate is discontinued by the federal government, the most recent rate will continue to be used until a replacement is identified. For purposes of simplicity, this daily rate will be referenced as the "Allowable Rate" in the remainder of this document. In no case shall City funds be used to fund alcoholic beverages. The City is responsible for annually budgeting funds for such events in accordance with this policy directive.

An Employee Appreciation Committee consisting of no less than five (5) and no more than nine (9) employees comprised of a cross-section of City and BPW departments shall be established for the purpose of planning major annual all-employee events, to annually review policies related to employee appreciation and engagement, and to recommend revisions or new policies for consideration. One member of the Employee Appreciation Committee shall annually be selected from among the committee members to serve as Chair.

## 1. Retirement Awards and celebrations

The giving and frequency of retirement awards and celebrations is defined in the City of Zeeland Employee Handbook under sections entitled "Retirement Gift" and "Benefits for Retired Employees".

## 2. Milestone Anniversaries

- Upon attaining 25 years of continuous service to the City/BPW, recognition of that service will be made by awarding a commemorative watch in the amount of 450% of the Allowable Rate from a Zeeland Jewelry store. The [Human Resource Department City Clerk/Personnel Assistant](#) will coordinate and monitor the application of this award.
- Upon attaining 30 continuous years of service (and every 5 years thereafter), recognition of these milestone anniversaries may be made with a catered lunch for departmental co-workers and family members. The expenditure limit for meals shall be the number of participants in the event times 40% of the Allowable Rate. This acknowledgement will be provided to all full-time, regular part-time and Fire/Rescue employees. The department manager, along with the [Human Resource Department City Clerk/Personnel Assistant](#), will coordinate the application of this recognition for their respective departments.

## 3. Recognition

A single remembrance can be sent upon the death of a retired or current City employee, their spouse, child, mother, father, brother, sister, grandparent, grandchild, and any dependent residing in your home (this includes any stepfamily members or family in-law members under these designations); or to

# Employee Appreciation Policy Directive

recognize employees that are unexpectedly hospitalized, or for births of the employee/spouse at an expenditure limit of 150% of the Allowable Rate.

## **4. Meetings**

Refreshments and snacks can be made available for employees during department meetings not to exceed a frequency of once a month and at an expenditure limit of the number of employee's in the department at the time of the event times 30% of the Allowable Rate. The manager or supervisor in charge of the department will be responsible for coordinating these events provided they have been included and approved in the department's budget.

## **5. City Council, Boards, and Commission Meetings**

Refreshments and snacks can be made available for regular and special meetings of City Council, Boards, and Commissions at an expenditure limit of the total number of members and staff participants times 30% of the Allowable Rate. Meals can be made available for regular and special meetings of City Council, Boards, and Commissions at an expenditure limit of the total number of member and staff participants times 40% of the Allowable Rate.

## **6. Training events and project meetings**

Refreshments, snacks, and meals can be made available for employees, guests, and consultants during half-day or full-day training events or project meetings that bridge normal breaks or meal times. The purpose of providing these refreshments, snacks, and meals is to increase the efficiency and productivity of the meeting by minimizing the amount of time spent away from the meeting for breaks and meal periods. The expenditure limit for refreshments and snacks shall be the number of participants in the event times 20% of the Allowable Rate. The expenditure limit for meals shall be the number of participants in the event times 40% of the Allowable Rate. The manager/supervisor in charge of the department will be responsible for coordinating these events provided they have been included and approved in the department's budget.

## **7. Annual Review Event**

An Annual Review Event (e.g., City Council Goal Setting Sessions) is a review of the City's most recent year's accomplishment (major milestones, projects completed, awards received, decisions made, etc) and a look at the current, or upcoming, year's target goals and projects. It can be held at an off-site location and may include a sit-down dinner meal and non-alcoholic beverages or equivalent. The de minimis benefit per employee expenditure limit is 60% of the Allowable Rate.

## **8. Annual Employee Event**

The Annual Employee Event is designed to recognize the contributions made by families in support of all full- and part-time City employees and volunteers. The following individuals, along with their spouse/guest shall be invited to the Annual Employee Banquet: Full-time and regular part-time employees, City Council, Board of Public Works Commission, retirees, City Attorney, Fire-Rescue Director and certified part-time police officers. Allowable expenses are an off-site venue, food and beverage, and deminimis gifts. The de minimis benefit per participant expenditure limit is 100% of the Allowable Rate. The expenditure limit of the off-site venue shall not exceed \$3,000.00. This benefit may be awarded once per fiscal year. The Employee Appreciation Committee will be responsible for coordinating the aspects of this event. Department managers/supervisors will take care and communicate with each

# Employee Appreciation Policy Directive

other to ensure that employees receive a unique event de minimis benefit only once and are not accidentally counted in multiple departments. This event shall be funded equally by both the City of Zeeland and the Zeeland Board of Public Works.

## **9. Fire-Rescue Department Annual Employee Event**

An Annual Employee Event is designed to recognize the contributions made by families in support of all Fire-Rescue full- and part-time personnel and a guest. Allowable expenses are an off-site venue, food and beverage, and deminimis gifts. The de minimis benefit per participant expenditure limit is 100% of the Allowable Rate. The expenditure limit of the off-site venue shall not exceed \$1,500.00. This benefit may be awarded once per fiscal year. The manager/supervisor in charge of the department will be responsible for coordinating these events provided they have been included and approved in the department's budget.

## **10. Boards and Commissions Annual Event**

An annual dinner for Board and Commission members along with, designated members of City staff, and one guest per invited individual is designed to recognize the contributions made by Board and Commission members and their families. Allowable expenses are an off-site venue and food and beverage. The de minimis benefit per participant expenditure limit is 60% of the Allowable Rate. The manager/supervisor in charge of the department affiliated with the Board or Commission will be responsible for coordinating these events provided they have been included and approved in the department's budget. In lieu of the annual event, a gift card shall be provided to all Board and Commission members. The de minimis benefit per employee expenditure limit is 80% of the Allowable Rate.

## **11. Annual Holiday Employee Gift**

An annual holiday gift shall be provided to all full- and part-time employees. The de minimis benefit per employee expenditure limit is 80% of the Allowable Rate. The gift may be in the form of a gift card or a personalized item, or a combination thereof.