

CITY OF MILAN



EMPLOYEE HANDBOOK

Revised September 2005

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ABOUT THIS HANDBOOK

TO: EMPLOYEES OF THE CITY OF MILAN

WE ARE ALL MEMBERS OF A FINE TEAM RENDERING A HIGH LEVEL OF SERVICE TO THE CITIZENS OF MILAN. WE ARE ALL STRIVING TO EXPAND UPON AND IMPROVE THIS SERVICE. THIS IS OUR GOAL. THIS HANDBOOK HAS BEEN PREPARED FOR YOUR INFORMATION. THIS HANDBOOK IS NOT A CONTRACT AND DOES NOT GIVE RISE TO ANY CONTRACTUAL OBLIGATIONS. NEITHER THE PUBLICATION, NOR THE DISTRIBUTION OF THIS HANDBOOK CREATES A CONTRACT OR GIVES RISE TO ANY CONTRACTUAL OBLIGATIONS. IT IS NOT INTENDED TO SET FORTH ALL PERSONNEL POLICIES. NOR DOES IT OR COULD IT ADDRESS ALL PERSONNEL ISSUES WHICH MAY ARISE DURING THE COURSE OF YOUR EMPLOYMENT. SHOULD ANY QUESTIONS ARISE WITH RESPECT TO THE INFORMATION CONTAINED IN THIS HANDBOOK OR WITH RESPECT TO ANY EMPLOYMENT RELATED ISSUE, PLEASE FEEL FREE TO DISCUSS THEM WITH YOUR SUPERVISOR OR DEPARTMENT HEAD. IF AFTER SUCH DISCUSSIONS WITH YOUR SUPERVISOR OR DEPARTMENT HEAD QUESTIONS STILL REMAIN, YOU MAY DISCUSS THEM WITH THE CITY ADMINISTRATOR. THE CITY RESERVES THE RIGHT TO CHANGE, AMEND, ALTER, REVISE, MAKE ADDITIONS TO, OR TERMINATE ANY AND ALL EMPLOYMENT POLICIES AND PROCEDURES, INCLUDING THE MATTERS SET FORTH HEREIN, AT ANY TIME.

B. APPOINTIVE OFFICIALS

City Administrator	Director of Public Works
City Clerk/Treasurer	Building Official
City Attorney	Chief of Police
City Assessor	Director of Parks and Recreation

II. CITY EMPLOYEES -- CATEGORIES

A. EQUAL OPPORTUNITY EMPLOYER

The City of Milan is an Equal Opportunity Employer. The City of Milan does not and shall not discriminate against any person based upon race, religion, sex, weight, height, age, marital status, national origin or handicap.

Sexual, racial or any illegal harassment of any employee or job applicant is prohibited. All City of Milan employees have a right to expect a work environment free from illegal harassment. Any employee of the City believing that he or she has been illegally harassed should immediately notify the City Administrator or any department head preferably in writing. All complaints whether written or oral of sexual, racial or other harassment will be promptly investigated and appropriate action taken. Please refer to Section VI for the City's policy prohibiting harassment in the workplace and for the City's policy of zero tolerance towards violence in the work place.

B. FULL-TIME AND PART-TIME REGULARLY SCHEDULED EMPLOYEES AND SPECIALLY SCHEDULED EMPLOYEES

A full-time regularly scheduled employee is one who is hired for an indefinite period of time, is authorized and scheduled to work a minimum of forty (40) hours per week, and who actually works a minimum of forty (40) hours per week. A part-time regularly scheduled employee is an employee who is hired for an indefinite period of time and is authorized and regularly scheduled to work less than forty (40) hours per week. A special employee is an employee who is hired to perform a particular task or duty on an as-needed or as-scheduled basis. (Part-time regularly scheduled employees, and all special employees, are not entitled to fringe benefits.)

III. CONDITIONS OF EMPLOYMENT AND BENEFITS

A. ABSENTEEISM

Employees will report to work on time and will observe working hours that have been established. Employees will give prior notice including an explanation to their supervisor whenever they expect to report late or to be absent. Your department head or the City Administrator will determine if your absence is excused or unexcused. Unexcused absences of three (3) or more days will be considered a voluntary resignation.

B. COMPENSATORY TIME

If approved in advance by their department head, employees who are entitled to overtime, pursuant to a currently governing collective bargaining agreement, employment or law, may elect to accrue compensatory time off in lieu of paid overtime. No employee shall accrue more than sixty (60) hours of compensatory time. Compensatory time is acquired at time and one-half. For example, thirty (30) hours of compensatory time is earned by working twenty (20) hours of overtime. An employee must obtain the advance approval of his/her department head to utilize all or part of his/her accrued compensatory time off. Hours utilized will be paid for at the employee's regular rate of pay and will not be counted as hours worked in the week in which they are paid. Upon termination of employment, payment for accrued compensation time shall be calculated at the employee's average regular rate of pay for the final three years of employment, or the employee's final regular pay rate, whichever is higher.

C. PENSIONS

The Defined Benefit Plan of the Michigan Municipal Employees Retirement System (MERS) covers all full-time employees who were hired prior to 7-1-98. Employees do not make contributions since all costs are borne by the City. Full-time employees hired after 7-1-98 shall be enrolled in a MERS ICMA defined contribution plan. The employee shall contribute a minimum of three (3%) percent and up to a

maximum of twenty-five (25%) percent of his/her annual wages to the plan, and the City shall match the employee contribution up to eight and one half (8 ½%). New employees under the defined contribution plan shall vest after five (5) years of service and are eligible to retire when the employee reaches 55.

D. HEALTH AND LIFE INSURANCE

The City offers a variety of insurance benefits to its full-time regularly scheduled employees. As a full-time regularly scheduled employee of the City you may be eligible for the following insurance coverage: (1) hospitalization, medical and surgical insurance; (2) dental insurance; (3) optical insurance; (4) life insurance, with accidental death and dismemberment benefit; and weekly indemnity benefit; and (5) short-term and long-term disability income insurance.

A complete description of the health and life insurance benefits currently offered by the City, including eligibility requirements and effective dates, is available for review in the Human Resources office.

For purposes of determining the period during which City-provided insurance will apply, an employee's "last day of work" will be deemed to be the last day on which the employee is physically present and actually working for the City.

E. HOLIDAYS

Full-time employees are eligible for holiday pay for the following holidays provided they meet the conditions set forth below: New Year's Day, President's Day, Memorial Day,

July 4th, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Friday following Thanksgiving Day, Christmas Eve, and Christmas Day. In order to be eligible for a holiday with pay, an employee must work the workday preceding and the workday following the holiday, with the following exceptions:

1) If an employee is on vacation, he/she will be paid for the holiday, which will not be credited against his/her vacation days.

2) If an employee is excused on the day before or after a holiday, such excused absence having been approved by his/her supervisor in advance, he/she will be paid for the holiday.

3) If an employee is absent because of illness on the day before or after a holiday, the absence on the holiday will be charged against his/her accumulated sick leave with the exception of extended illness. If the employee has no sick leave, he/she will not be paid for the holiday.

F. HOURS OF WORK

A normal workweek for full-time employees consists of forty (40) hours. The normal workday consists of eight (8) hours. The department heads with approval of the City Administrator may vary work schedules. All regularly scheduled, hourly employees will be paid one and one-half (1-1/2) times their regular, straight-time hourly wage for all approved overtime, unless otherwise specified by the City Administrator. Overtime constitutes authorized work in excess of forty (40) hours in any one workweek or eight (8)

hours in any one workday--not including mealtime. The employee's department head MUST authorize all overtime in advance. Department heads are not eligible for overtime compensation unless authorized by the City Council.

The length of the lunch period shall be one hour for general office staff and one-half hour for all other employees unless otherwise authorized by the department head and/or City Administrator. Time off for lunch is without pay and does not affect salary or overtime calculations.

G. PERSONAL DAYS

Full-time regularly scheduled employees shall be allowed four (4) personal days off with pay. The employee's department head, and/or the City Administrator must approve use of personal days. Personal days are accrued on July 1 of each year and are lost, without payment, if not used by June 30 of the following calendar year.

H. ORGANIZATIONAL MEMBERSHIP AND DUES

The City recognizes the desirability of having employees take part in the activities of professional organizations. They are encouraged to do so. The City may underwrite a full-time employee's membership in professional societies directly related to their jobs, but will not do so in the case of civic organizations. The City Administrator will determine and approve the City's underwriting of such memberships upon recommendation of the

department head. Since there is a limit, however, to the number of such memberships, which the City may participate in, each case must be judged according to its merit.

I. VACATIONS

Regularly scheduled full-time employees and regularly scheduled part-time employees are entitled to paid vacation time. The City, considering both the wishes of the employee and the efficient operation of the City and its departments, will schedule vacations. Employees are required to complete and submit a written request to their department head stating their desired vacation schedules.

Vacation requests must be submitted to your department head in January of each calendar year, unless your department head indicates another time for submission of requests. Modifications may be granted at the discretion of your department head.

If more requests for a vacation on a particular date are received than can be granted, preference will be given based upon first, the dates of submission of the conflicting requests and second, the employees' relative seniority.

The City Administrator may, in his/her discretion, determine that it is necessary for the efficient operation of any department to cancel an employee's scheduled vacation prior to the commencement of the vacation period and request the employee to submit a request for a new vacation period.

Vacation time will be paid at the employee's base, straight-time pay rate.

Paid holidays falling within a scheduled vacation period will not be charged against the earned vacation time if the employee is eligible for holiday pay.

If an employee becomes ill and is under the care of a duly licensed physician during his/her vacation, the employee may request that the vacation be rescheduled. If the employee's request is granted, the time of illness during the originally scheduled vacation will be charged against the employee's accumulated sick leave time.

An employee must work the scheduled days prior to and following the vacation, or submit a physician's certification of illness to be paid for those days. The City Administrator may, in his/her sole discretion, make an exception to this requirement.

An employee who is terminated shall be paid for vacation time accrued and unused during the calendar year of termination. Such vacation time shall be computed from January 1 of that year at a rate based upon the person's seniority for each full month of employment.

A full-time employee shall accrue vacation time at the following rates:

00 to 05 years of service:

01 day per month/total 12 days per year;

06 to 10 years of service:

1.25 days per month/total 15 days per year;

11 to 15 years of service:

1.66 days per month/20 days per year.

Part-time employees earn 50% of the above schedule.

Accrual of vacation time begins upon hiring, but accrued vacation time cannot be used during the first one hundred-eighty (180) calendar days of employment. Accrued days are credited on the first pay of each month. Employees on approved personal leave shall not accrue vacation time.

No employee shall accrue unused vacation time beyond the maximum of two (2) times the employee's total annual accrual up to a maximum of 240 hours per year (example: maximum 24 days for an employee with two full years of service). Accrued vacation time up to the same maximum may be carried over to the following year.

Vacation time in excess of the maximum accrual must be used as it is earned or shall be lost without pay unless the employee is precluded by the City from using the excess hours, in which case the excess hours will be paid to the employee at his/her base, straight-time pay rate.

J. WORKERS' COMPENSATION

All employees are covered by Workers' Compensation Insurance purchased and paid for by the City. The City's Workers' Compensation insurance provides coverage in accordance with state law. An employee who is injured on the job may utilize accrued benefit time until a point where the employee receives their first Workers' Compensation benefit check. An employee may use accrued benefit time to supplement the Workers' Compensation benefits so that an employee receives up to one hundred percent of their regular pay. An injured employee, who utilizes accrued benefit time prior to receiving Workers' Compensation benefits, must repurchase the accrued benefit time covered by

Workers' Compensation benefits. In the event the City is contesting a Workers' Compensation claim, an employee may utilize accrued benefit time until final disposition of the claim by MESC.

IV. LEAVES OF ABSENCE

A. FAMILY AND MEDICAL LEAVE

The City provides Family and Medical Leave in accordance with the Family and Medical Leave Act (FMLA). Eligible employees are entitled to take up to 12 weeks of unpaid, job-protected leave in the 12 months immediately preceding the leave for family and medical reasons as specified below. The City will not interfere with, restrain, or deny the exercise of any right provided by the Family and Medical Leave Act. The City will not discharge or discriminate against any individual for opposing any practice or because of involvement in any proceeding related to the Family and Medical Leave Act.

To be eligible for Family and Medical Leave benefits, an employee must: have worked for the City for a total of 12 months; have worked at least 1,250 hours over the previous 12 months; and work at a location where at least 50 employees are employed by the City within 75 miles.

Eligible employees are entitled to up to a total of 12 work weeks of unpaid leave during a 12-month period, immediately preceding the requested leave, for one or more of the following reasons: the birth and care of the newborn child of the employee; placement with the employee of a son or daughter for adoption or foster care; to care for an

immediate family member (spouse, child, or parent) with a serious health condition; or to take medical leave when the employee is unable to work because of a serious health condition. Leave for birth and care, or placement for adoption or foster care must conclude within 12 months of the birth or placement.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition that involves either: (1) any period of incapacity or treatment connected with inpatient care in a hospital, hospice, or residential medical-care facility, and any period of incapacity or subsequent treatment in connection with such inpatient care; or (2) continuing treatment by a health care provider which includes any period of incapacity due to: (a) a health condition lasting more than three consecutive days, and any subsequent treatment or period of incapacity relating to the same condition, that also includes treatment two or more times by or under the supervision of a health care provider or one treatment by a health care provider with a continuing regimen of treatment; or (b) pregnancy or prenatal care (a visit to the health care provider is not necessary for each absence); or (c) a chronic serious health condition which continues over an extended period of time, requires periodic visits to a health care provider, and may involve occasional episodes of incapacity (a visit to a health care provider is not necessary for each absence); or (d) a permanent or long-term condition for which treatment may not be effective (only supervision by a health care provider is required, rather than active treatment); or (e) any absences to receive multiple treatments for restorative surgery or for a condition which would likely result in a period of incapacity of more than three days

if not treated. "Health care provider" means doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctors practice; or podiatrists, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine to correct a sublimation as demonstrated by X-ray to exist) authorized to practice and performing within the scope of their practice, under state law; or nurse practitioners, nurse-midwives and clinical social workers authorized to practice, and performing within the scope of their practice, as defined under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

Employees seeking to use Family and Medical Leave are required to provide 30-day advance notice of the need to take Family and Medical Leave when the need is foreseeable and such notice is practicable. The City may also require employees to provide: medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member; second or third medical opinions (at the City's expense) and periodic re-certification; and periodic reports during Family and Medical Leave regarding the employee's status and intent to return to work.

Spouses also employed by the City are jointly entitled to a combined total of 12 work-weeks of family leave for the birth and care of the newborn child, for placement of a child for adoption or foster care, and to care for a parent who has a serious health condition. Under some circumstances, employees may take family and medical leave intermittently – which means taking leave in blocks of time, or by reducing their normal

weekly or daily work schedule. If Family and Medical Leave are for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the City's approval. Family and Medical Leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the City's operation. Also, the employee must use accrued paid leave (such as sick or vacation leave) to cover the leave to the extent available. The City will designate if an employee's use of paid leave counts as Family and Medical Leave, based on information from the employee. The City will maintain group health insurance coverage for an employee on Family and Medical Leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, the City may recover premiums it paid to maintain health coverage for an employee who fails to return to work from Family and Medical Leave.

Upon return from Family and Medical Leave, an employee will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment. In addition, an employee's use of Family and Medical Leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using Family and Medical Leave, nor be counted against

the employee under “no fault” attendance policy. Failure to return from leave, as scheduled, will be considered a voluntary resignation from employment.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, The City may refuse to reinstate certain highly-paid “key” employees after using Family and Medical Leave during which health coverage was maintained. In order to do so, the employer must: notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take Family and Medical Leave; notify the employee as soon as the City decides it will deny job restoration, and explain the reasons for this decision; offer the employee a reasonable opportunity to return to work from Family and Medical Leave after giving this notice; and make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration. A “key” employee is a salaried “eligible” employee who is among the highest paid ten percent of employees with 75 miles of the work site.

B. FUNERAL OR EMERGENCY LEAVE

After one hundred-eighty (180) calendar days of employment with the City, a full-time regularly scheduled employee who, while actively working, suffers death or serious illness in his/her immediate family, shall be granted a funeral/emergency leave of absence of eight (8) hours/day of basic straight-time pay for up to three (3) regularly scheduled workdays. The City Administrator may, in his/her sole discretion, extend such a leave of

absence in exceptional cases. For purposes of this policy, "immediate family" includes the employee's parents, grandparents, siblings, children, spouse, father-in-law, mother-in-law, brothers-in-law, and sisters-in-law, and all such relationships shall include those caused by adoption and/or remarriage (example: step-son).

C. COMPULSATORY COURT ATTENDANCE

1. JURY DUTY

A full-time regularly scheduled employee who is summoned and reports for jury duty will be paid the difference between his/her regular, straight-time wage computed on a daily basis and the daily jury duty fee paid by the Court for each day on which he/she performs jury duty, and on which he/she otherwise would have been scheduled to work, provided that the employee contacts his/her supervisor and cooperates with the City in obtaining any excusal necessary for operation of City services. In order to receive payment, the employee must give the City prior notice that he/she has been summoned for jury duty, and must provide satisfactory evidence that jury duty was performed on the days for which he/she claims such payment. These provisions are not applicable to any employee, who without being summoned, volunteers for jury duty. If any employee is excused from jury duty, with at least four hours of the regularly scheduled work day remaining, the employee is expected to report to work and perform his or her regular duties, for the period of that day for which the employee is not needed as a juror.

2. REQUIRED COURT APPEARANCE BY SUBPEONA

An employee, who is subpoenaed and appears in Court, will be paid his/her regular, straight time wage if the appearance in Court was a result of witnessing a crime or other civil infraction and the required appearance was out of the control of the employee. An employee will not be paid if the Court appearance results in a monetary gain for the employee (i.e. Expert Witness), or the Court appearance was of a personal matter (i.e. Divorce, bankruptcy, civil matters). In order to receive payment, the employee must give the City prior notice of subpoena, and must provide a copy of the subpoena to the employee's department head. Employee must also provide a written verification or documentation that they did appear in Court. If an employee is excused from Court with at least four hours of the regularly scheduled workday remaining, the employee is expected to report to work and perform his or her regular duties, for the period of that day for which the employee is not needed.

D. MILITARY SERVICE

The City will follow the provisions of federal and state statutes and regulations with respect to leaves of absence due to military service.

E. PERSONAL LEAVE

Any full-time regularly scheduled employee of the City may be granted a personal leave of absence if, in the City's sole discretion, it does not interfere with work scheduling, the welfare of the community, or the general operation of the City. An employee who is

interested in taking a personal leave of absence is required to submit a written application to his/her department head. The application shall state the employee's name and position, the nature of the employee's duties, the reasons for the requested leave, and the date the employee would return from the personal leave. The department head will forward the application to the City Administrator with the department head's recommendation and reasons therefore.

The City Administrator shall approve or deny all personal leaves of absence or extensions thereof. No personal leave of absence shall be granted for more than thirty (30) days, but extensions of an approved leave may be granted in the City's sole discretion and must be approved by the City Administrator. All personal leaves of absence will be without pay unless the employee uses accrued compensatory time, personal days, and vacation and/or sick time. Depending upon the duration of the leave, insurance benefits may be suspended or terminated.

An employee on personal leave of absence cannot accept other employment or render other services as an employee during such leave, unless approved in advance by the City Administrator. Length of service, vacation time and sick time will not accrue during an unpaid personal leave of absence. Timely return from an approved personal leave will result in no loss of pre-leave length of service, but does not guarantee that the employee's position will be available to him/her. Failure to return to employment upon the expiration of an approved personal leave of absence shall be a voluntary resignation, unless such failure to return is excused in writing by the City Administrator.

F. SICK LEAVE

Full-time regularly scheduled employees will accrue one (1) workday of sick leave credit for each completed, full calendar month of service. Accrued sick time will be credited on the first pay of the month following the month in which it was earned. Accrual of sick leave time begins with the month of hire, but accrued sick leave time cannot be used during the first one hundred-eighty (180) calendar days of employment. No sick leave may be taken until earned, without the prior approval of the City Administrator.

Employees on a personal leave of absence shall not accumulate sick leave while on such leave.

Employees who have exhausted their accumulated sick leave time and are still medically unable to return to work may be allowed to utilize any accrued, unused vacation time upon written approval by the City Administrator.

No employee shall accrue unused sick leave time beyond a maximum of 120 (one hundred-twenty) days. Unused, accrued sick leave time up to the same maximum may be carried over to the following year. Sick leave time in excess of the maximum accrual shall be lost without pay.

In order to receive compensation while absent on sick leave, the employee must notify his/her immediate supervisor prior to or within one-half (1/2) hour after the time set for beginning his/her daily duties, and present an excuse acceptable to the City. The City may require that the employee provide specific and detailed medical data from the employee's doctor, the City's doctor, and/or a personal affidavit stating the cause of the

absence whenever sick leave is taken. If an employee is absent due to illness or injury for more than three days, prior to returning to work, the employee must provide a written statement from the employee's doctor indicating that the employee was unable to report to work during the period of absence and indicating when the employee is able to return to performing the essential functions of his/her job. Falsification of such evidence may result in termination despite the City's at-will policy.

An employee, who fails to return to work at the termination of his/her sick leave, or any approved extension thereof, shall be considered to have voluntarily resigned.

A full-time regularly scheduled employee who retires from the City and gives two (2) weeks notice of his/her retirement, will be paid unused sick leave time, up to a maximum of sixty (60) days. "Retire" is defined in the section of this Handbook titled, **"Retirement"**.

Short and Long-term Disability – Any employee who is on a short or long term disability is eligible to receive supplemental income benefits from these policies. An employee may use sick leave or other accrued leave to supplement the short term or long terms benefits up to but not too exceed 100% of the employee's regular pay.

G. SICK LEAVE TRANSFERS

This administrative regulation sets forth the City's policy and procedures relating to transfer of employee sick leave to assist employees facing extended illness with exhausted leave accumulation.

All City employees in the City personnel system who earn sick leave are eligible to participate.

1. This program is intended to provide an opportunity for employees to transfer sick leave hours to another employee under certain prescribed conditions.
2. Eligibility for approved sick leave transfers is contingent upon the exhaustion of all individually accrued sick, vacation, personal, floating holidays and compensatory leave balances due to extended illness or injury and are medically unable to return to work for a period of time.
3. A physician's certificate of disability may be requested.
4. Final approval by the City Administrator if necessary.
5. POLICIES ON VOLUNTARY SICK LEAVE TRANSFER:
 - a. Any transfers made pursuant to this policy are strictly voluntary. The contributors shall forever lose all unused transfers.
 - b. The employee-transferring sick leave must complete and submit a Sick Leave Form to the Department Head. The Department Head will submit the form to the City Administrator and forward the approved form to the Payroll Department for processing, which shall maintain records for the contributing employees.
 - c. Sick leave may be transferred into the recipient's sick bank by employees who wish to contribute sick leave hours.
 - d. Employees will be eligible to transfer a minimum of one workday (eight hours) of sick leave to the recipient. Leave transfers from several employees may be processed for one individual.

e. Employees will not be eligible to transfer sick leave hours that would reduce their bank below 80 hours. They must maintain a balance of 80 hours.

f. A disabled employee may only receive a maximum of 80 hours per month unless otherwise approved by City Council.

Subject to review by the City Administrator, disabilities resulting from the following will be excluded from eligibility for sick leave transfers:

1. Horseplay or intoxication by alcohol or drugs while at work, or a failure to obey instructions or use a safety device at work.
2. Intentionally self-inflicted injuries.

H. SICK/VACATION CONVERSION TRANSFER DONATION POLICY

This administrative regulation sets forth the City's policies and procedures relating to the conversion transfer of employee sick/vacation time to assist outside charitable causes.

All City employees in the City personnel system who earn sick and or vacation leave are eligible to participate.

1. This program is intended to provide an opportunity for employees to convert unused accumulated sick and or vacation time into a cash payment to an outside charitable organization under certain conditions. Any transfers made pursuant to this policy are strictly voluntary.
2. Eligibility for the conversion transfer is contingent upon recognition by the City of charitable organization and event of necessary donations.
3. Approval by City Administrator of all donation requests.
4. The employee transferring sick or vacation leave must complete and submit a Leave Form to the Department Head. The Department Head will submit the form to the City Administrator and forward the approved form to the Payroll

Department for processing, which shall maintain records for the contributing employees.

5. Leave transfers from several employees may be processed for one charitable organization and/or one recognized event.

V. TERMINATION OF EMPLOYMENT

Employment and compensation can be terminated with or without cause and with or without notice, at any time at the option of either the City or the employee. No employee, supervisor, department head, or anyone else other than the City Council has any authority to make any agreement contrary to the foregoing, or to make any agreement for employment for any specified period of time, and any such agreement by the City Council must be made in writing and signed by the Mayor in accordance with the City Charter.

A. RESIGNATION

An employee who wishes to resign his/her employment should notify the City of his/her intent. An employee should notify his/her department head of his/her intention to resign employment at least two weeks prior to be employee's last day of work, and submit this notification, in writing, stating the employee's reason for resigning and the effective date of the resignation, then the employee shall receive pay for all accrued and unused vacation time.

B. RETIREMENT

The City is a participant in the Michigan Employees Retirement System (MERS). A complete explanation of the benefits provided through MERS is available for employees to review upon request to the Human Resource's office. Pursuant to the Michigan Employee

Retirement System, an employee must be on the active payroll at least 10 days per month (by work or paid leave) or credited service cannot be given. Thus, if the employee is not paid (for work or paid leave) for at least 10 days per month, the employee's retirement account will remain in force and effect, but no credited service will be given.

For purposes of this Handbook, references to "retirement", "retire(s)", and "retiring" of or by a City employee shall be deemed to refer to the ending of full-time, regularly scheduled employment with the City either (a) under circumstances which qualify the employee to receive MERS retirement benefits under the requirements specified in MCL 38.1510, as amended, at the time that he/she ceases full-time employment with the City; or (b) after at least twenty (20) years of full-time, regular employment with the City, regardless of whether the employee would or would not, at that time, qualify to receive MERS retirement benefits under the requirements specified in MCL 38.1510, as amended.

Subject to continuing insurance company approval and the absence of any statutory or regulatory prohibition, full-time, regularly scheduled employees who retire from the City will be permitted to continue his/her coverage under the City's hospitalization/medical /surgical insurance plan, by paying the entire cost of such coverage; and the eligibility for inclusion of the retired employee's spouse or dependents under that coverage will be the same as that for the spouses and dependents of active, full-time City employees.

VI. COMPENSATION AND REQUIREMENTS OF EMPLOYMENT

A. HARASSMENT POLICY

1. PURPOSE: To maintain a quality working environment for all employees or potential employees of the City of Milan that is free from all forms of harassment, intimidation, humiliation, insult' direct or insinuate; of a sexual, ethnic, racial, religious, or other impermissible nature. It is the City's position to take affirmative action to prevent such unwanted conduct in a fair, impartial and efficient manner, fully within the confines of existing laws.

2. DEFINITIONS:

Employee: All City of Milan personnel including appointed, elected, full-time, part-time, temporary and volunteer employees.

Harassment: Any conduct, verbal or physical, which is a sexual, ethnic, racial, religious, or other nature arising from any protected category of any individuals when:

- (a) submission to such conduct is made either or implicitly as a term or condition of employment;
- (b) submission to or a rejection of such conduct by an individual is used as a basis for employment decisions such as discharge, promotion, transfer, work assignments, etc.
- (c) such conduct has the purpose or effect of substantially interfering with an individual's work performance hostile or creates an intimidating, hospital or offensive work environment.

Examples of harassment include, but are not limited to:

- (a) jokes, comments, insults, cartoons, pictures, personal conduct and mannerisms of a sexual, ethnic, racial, religious or other characteristics which arise from any protected category of individuals.
- (b) Stating or implying that deficient job performance is attributable to a person's gender, ethnic, racial, religious or other nature, arising from any protected category of individuals.

- (c) Propositions or requests for sexual favors or physical contact, which is sexual in nature.

3. POLICY:

The City of Milan fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people to seek, obtain and hold employment without being subjected or exposed to illegal harassment or discrimination in the work place. It is the City's policy to provide all employees with an environment, which is free of such illegal harassment despite the City's at-will policy.

Complaints of harassment shall be thoroughly investigated; appropriate remedial action taken, and violators of this policy will be subject to disciplinary action up to and including dismissal despite the City's at-will policy.

4. PROCEDURE:

a. An employee who believes he/she has been subject to illegal harassment should, if possible, report the incident within five (5) days after the alleged occurrence, or as soon thereafter as possible, to either the Department Head, City Administrator. While the City prefers to receive written complaints of harassment, appropriate action will be taken whenever the City learns of illegal harassment in the workplace by any means.

b. A or other illegal harassment shall be promptly investigated by the City Administrator or his/her designee. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner, however strict confidentiality cannot be guaranteed. The investigation conducted shall include interviews, where appropriate, with other witnesses to the alleged occurrence(s).

c. Following an investigation, a written report of the conclusions of the investigation will be prepared and provided to the accused and accuser within ten (10) working days or as soon thereafter as practical. In those circumstances where a violation has been shown to occur, immediate action will be taken which is reasonably calculated to remedy the situation. Further steps will be taken which will be reasonably

calculated to calculate to discourage or prevent future occurrences.

d. Immediate disciplinary action, up to and dismissal, will be taken against any employee(s) found to have engaged in any form of illegal harassment.

e. All employees, particularly supervisors and department heads have a responsibility for keeping the work environment free of illegal harassment. Any employee, who becomes aware of an incident of illegal harassment, whether by witnessing the incident or being told of it, must report it to his or her immediate supervisor, department head or City Administrator.

f. During the complaint investigation, immediate action shall be taken, where appropriate and possible, to limit any work assignments or contact between the employee making the complaint and the employee against whom the complaint is made.

g. Retaliatory action or conduct of any kind taken by any member of the City of Milan against an employee(s) filing a complaint is strictly prohibited and shall be regarded as a violation of this policy and subject to disciplinary action up to and including dismissal.

h. Any questions, concerns, or other inquiries regarding conduct that is prohibited by this policy or the procedures contained herein shall be directed to the department head, City Administrator, or his/her designee.

5. **NON-COMPLIANCE:** Failure to comply with this policy shall result in disciplinary action up to and including dismissal despite the City's at-will policy. Any employee who has an alleged misconduct complaint made against him/her and engages in retaliatory activities, during or after the investigation, shall be subject to disciplinary action, up to and including dismissal.

The City of Milan neither condones nor will it support illegal harassment of one employee by another employee. The individual who makes unwelcome advances, threatens, or in any way harasses another employee, based upon a protected characteristic, is personally responsible for such actions and their consequences. This policy should be construed at all times as consistent with City Harassment Policy. All provisions of that policy should be considered as being with this policy.

B. WORKPLACE VIOLENCE POLICY

It is the goal of the City of Milan to provide a physically and emotionally safe work environment. It is imperative that all employees, at every level, be treated with the respect and dignity afforded to all humans regardless of race, nationality, religion, gender, age, sexual preference or position within the organization. To this end this policy is being implemented to assist in clarifying the behavioral and procedural expectations. The goal of this policy is to prevent incidents from occurring and, those that do, from escalating. Further, it is not the intent of this policy to infringe on the rights of any employee, but rather to insure respectful behavior and provide for a safe work environment for all its personnel.

1. Definition of Hostility and Violence:

Hostility refers to any non-physical forms of harassment, discrimination, and offensive behavior. Examples include but are not limited to: jokes based on protected characteristics; verbal threats or offensive gestures; swearing at an individual; stalking or harassing phone calls. Violence is any behavior that results in unwanted physical contact such as hitting, pushing, spitting, biting or damage to property. Unwanted sexual contact is certainly considered to be hostile and violent behavior. There may be other behaviors that do not fall within these definitions, but also may be considered inappropriate for the workplace. Common sense and civilized professional behavior is expected of all employees.

2. Investigation Process:

It is expected that any employee experiencing or witnessing this type of behavior will make a report to the City Administrator as soon as possible. The alleged incident will be evaluated and investigated by City Administrator his/her designee. If required, local law enforcement may be contacted.

Pending the results of the full investigation, the individual(s) involved may:

- (a) be allowed to continue to work;
- (b) be placed on administrative leave;
- (c) be referred for a medical/psychological evaluation;

- (d) be taken into the custody of the law enforcement agency;
- (e) be placed on some other administrative status; or other appropriate action taken.

3. Confidentiality of Investigation:

Every effort will be made to respect the confidentiality of all involved parties; however, this may not always be possible, given the nature of the investigation. There may be occasions when other employees/witnesses must be interviewed about the alleged event or the alleged perpetrator's behavior. Should a referral to the EAP or medical/psychological professional be indicated, a waiver of confidentiality will be requested in order for the investigating party to receive the results of the investigation.

4. Disciplinary Action:

Upon completion of the investigation, which may include a medical/psychological evaluation as well as a police investigation, a decision will be made regarding discipline. Hostile and/or violent behavior may result in disciplinary action up to and including termination of employment. Such hostile or violent behavior may include threatening or committing acts of violence, abuse, or intimidation, or bringing or carrying weapons onto City premises in violation of this policy. Threats and acts of violence include, but are not limited to, acts communicated orally, graphically, electronically, non-verbally or in written form, with or without accompanying acts of force.

The goal of this policy is to prevent incidents from occurring and, those that do, from escalating. Further, it is not the intent of this policy to infringe on the rights of any employee, but rather to insure respectful behavior and provide for a safe work environment for all its personnel.

C. CONFERENCE/TRAVEL EXPENSE POLICY

The City of Milan recognizes the importance of providing ongoing training and continuing education to its employees. In providing this training the City recognizes that an employee will incur expenses for travel, lodging, subsistence . . . etc. This

policy establishes the parameters and method of accounting for all expenses incurred by an employee while traveling to and from attendance at a conference or other continuing education sessions. For purposes of this policy, employees shall include union employees, non-union employees, Department Heads and Administrative Officers.

1. GENERAL:

- a. Employees going to a conference/seminar will be required to use a City vehicle when one is available. A mileage rate for the use of personal vehicles for official City business will be based on the IRS rate, the applicable contract or other negotiated rate. The City Treasurer will annually set this rate with the maximum being no higher than the IRS rate.
- b. Gratuities will be limited to a maximum of fifteen percent (15%).
- c. The Department Head or City Administrator must authorize all out-of-state travel in advance.
- d. Overnight lodging expenses will not be allowed within a Fifty (50) mile radius of the City limits unless authorized by the City Administrator.
- e. The City Administrator must authorize advancement of travel funds.

2. RECEIPTS:

- a. All expenses must be documented and receipts are included with the reimbursement request.

- b. Reimbursements will be limited to actual expenses incurred.

3. PERSONAL EXPENSES:

- a. Expenses for family members attending conferences or meetings will not be paid from City funds.
- b. Traffic and parking violations are not reimbursable.
- c. No expense items of a personal nature are reimbursable, i.e. videos.
- d. No alcoholic beverages are to be purchased with City funds.
- e. Personal Telephone Calls – An employee staying overnight for a conference will be allowed up to two dollars (\$2.00) per day in long distance and hotel access charges. Any amount over the two dollars (\$2.00) shall be paid by the employee.

4. ACCOUNTING: The appropriate account number to be charged for each expense will be assigned by the Department head on the expense voucher. Expense vouchers are reviewed and approved by the Department Head. Final accounting will be made on the first workday following return.

5. AMENDING THE POLICY:

The City Administrator shall annually review this policy and when appropriate make recommendations for amendment to the Mayor and City Council.

D. CONFIDENTIAL INFORMATION

As an employee of the City, you are required to maintain all non-public City records, documents, computerized data, and information obtained during your employment in confidence. Employees are exposed to a great deal of confidential and or sensitive information. None of this information, including the method or procedure used for handling a specific matter or case, should be repeated or discussed with anyone not connected with the government of the City, without the prior approval of the City Administrator.

Confidential information should be discussed with other City employees only if necessary to the processing of City business. Confidential information shall include, but not be limited to: (a) personal problems of any citizens in their relationship to the City; (b) programs under study but not officially adopted; (c) personnel and medical records of City employees other than by the employee him/herself; (d) future actions of the City which could result in profit-taking at the expense of the City; and (e) any information classified as confidential or sensitive by the Mayor, City Council, City Administrator, or a Department Head. If you have any questions regarding confidential information, including

questions concerning whether certain information is considered confidential, these questions shall be directed to your department head, or the City Administrator.

Nothing herein is designed to violate or impede any employee's rights under state or federal laws. Further, nothing herein is designed to violate or impede an individual's rights to obtain information under the Freedom of Information Act. Any employee who receives a request for information under the Freedom of Information Act shall immediately bring it to the attention of the City Administrator.

E. CONFLICT OF INTEREST

No employee shall directly or indirectly maintain any outside business or financial interest, or engage in any outside business or financial activity, including but not limited to outside employment, which conflicts with the interests of the City or which interferes with his/her ability to discharge his/her full duties to the City.

F. DRUGS AND ALCOHOL

The use of drugs and/or alcohol by City employees is addressed in a formal policy entitled "City of Milan Drug and Alcohol Policy and Procedures," adopted by the Milan City Council on April 22, 1996. All of its terms are incorporated into this Handbook by reference.

G. GRIEVANCE PROCEDURE

Grievances shall be subject to the following procedures:

1. An employee having a grievance related to his/her employment shall discuss such grievance orally with his/her department head within two (2) working days of the time the grievance arises, or becomes known to the employee.

2. If a satisfactory settlement cannot be arrived at in this informal manner, the employee having the grievance shall present it in writing to both the department head and the City Administrator within four (4) working days of the time the grievance arises. In reducing the grievance to writing, the following information shall be stated by the employee with reasonable clarity and specificity:

- (a) the identity of the employee who claims to be aggrieved;
- (b) the exact nature of the grievance
- (c) the act or acts complained of and when they occurred
- (d) the identity of any witness to the act or acts complained of; and
- (e) the provisions of any personnel policy or any law or ordinance that the employee claims have been violated and/or pertain to his/her grievance.

3. If a satisfactory settlement is not reached within five (5) working days after receipt of the written grievance by the department head and the City Administrator under Step 2, the employee and the department head shall attempt to resolve the matter through discussion with the City Administrator within the next two (2) working days or as

soon thereafter as the City Administrator is reasonably available. The City Administrator shall return a written decision to the aggrieved employee and the department head within ten (10) working days following his/her last meeting with either the employee or the department head on the grievance matter.

4. If the employee disagrees with the written decision of the City Administrator, the employee shall file a written appeal of this decision with the City Administrator within two (2) working days of receipt of the City Administrator's decision.

5. Within five (5) working days of the filing of the written appeal, the employee shall jointly select two employees and the City Administrator shall select two individuals to sit on a grievance committee. The four members of the grievance committee so chosen shall select one more individual to be the fifth member of the grievance committee.

No individual who is named in the grievance, or who has participated in any way in any way in steps 1 through 4 of the grievance procedure, shall be a member of the grievance committee.

6. Within ten (10) working days after the grievance committee is selected, the grievance committee will meet with the grievant and any representative of the City to hear the employee's appeal. At that hearing, the grievant shall have the right to testify and produce any evidence supporting his/her position. The grievant may produce any witness to testify regarding his/her grievance, and may be accompanied by one individual representative. Similarly, the City shall have the right to offer testimony, produce

evidence and witnesses, and be represented by two individuals chosen by the City Administrator.

7. The grievance committee is not required to follow the rules of evidence as applied in a civil case in circuit court, but may refer to them for guidance. In its discretion, the grievance committee should admit and give probative effect to evidence of a type commonly relied upon by reasonably prudent people in the conduct of their affairs. Efforts should be made to avoid exclusion of evidence, if the exclusion of such evidence could be prejudicial to the any party to the dispute.

8. Within five (5) working days after the hearing, the grievance committee shall issue a written decision. In reaching a decision, the grievance committee shall interpret, apply and be bound by the City's Employee Handbook, personnel policies and procedures and any applicable federal, state and local law, including the City Charter and City Code. The grievance committee shall have no authority or jurisdiction to add to, detract from, change, amend or modify this handbook, or the City's personnel policies and/or the City's Charter or Code in any respect. Nor shall the grievance committee have authority or jurisdiction to consider or decide any matters, which are the responsibility of the City in the management and conduct of its business. The decision of the grievance committee shall be final and binding upon the employee and the City.

H. PAY PLAN

Payday is every other Friday. It covers the period of the preceding two weeks ended on the Saturday prior to the Friday payday. Should any payday fall on a holiday, payday will be the preceding workday. If an employee is absent on payday, his/her check will be held until he/she returns to work, unless he/she has made arrangements to have it mailed or delivered to another employee. No employee's check will be given to any other person except on written request bearing the signature of the employee to whom the check is made payable.

I. PAYROLL DEDUCTIONS

No money is ever deducted from an employee's pay unless the City is required by law to deduct it or unless the employee has authorized the City, in writing, to make the deduction. The deductions for income taxes and Social Security tax are itemized on the employee's check stub and are the amounts required by law and/or authorized for deduction by the employee. Payroll deductions available at the employee's discretion include the following: Union dues, Credit Union, Direct Deposits to bank accounts, and donations to the United Way or other City recognized charitable organization.

J. PERSONAL APPEARANCE

Appearance and Dress – Employees are expected to practice regular hygiene and maintain a professional appearance during work hours. A professional appearance means being dressed neatly in business attire, such as:

-For male personnel – Suits, cotton, button-down, short or long sleeved dress shirts and ties, or slacks or dress shorts with button-down, short or long sleeved dress shirts. Turtlenecks may also be worn. Dress shoes and socks must always be worn.

-For female personnel – Skirted suits, pant suits, dresses, skirts, blazers, blouses, sweaters, vests, sundresses that are non-clinging, appropriately sized, except halter-top style, spaghetti strap or strapless, which is worn with a blazer or sweater may be worn. Tailored dress slacks or dress shorts (walk style is acceptable). Length of skirts and dress shorts are to be no shorter than three inches above the knee. Dress shoes and hosiery/socks must always be worn. Hosiery is optional during summer months (June-September).

Acceptable dress for both male and female personnel includes: Dress sandals open/closed toed be allowed for non-driving staff where uniforms are not worn. Footgear or shoes of any type should be low to moderate heel. Hats or headgear provided as part of a departmental uniform and hats that are good condition and that display non-vulgar or non-offensive slogans. Cotton slacks/trousers which are appropriately sized and in good condition. The following is considered to be inappropriate for either male or female personnel:

- Shorts (other than dress shorts)

- Sleeveless shirts and/or Tank tops
- T-Shirts (other than on "Casual Day")
- Sweatshirts (other than on "Casual Day")
- Clothing made of lycra, vinyl, or "parachute" material
- Sweat pants (including all knit cotton stretch, spandex, leggings, or knit cotton stirrup style pants)
- Tennis shoes (for other than medical requirement specified by a physician) or flip flops
- Clothing that is torn, thread bearing, faded, stained, too tight, or has outlived its useful life

"Casual Day" shall only be observed on Friday. The following is considered appropriate for either male or female personnel on "Casual Day":

- T-shirts and sweatshirts acceptable as long as in good taste, good shape, non-vulgar or non-offensive slogans
- Khaki type pants or "new looking" blue jeans
- City of Milan T-shirts
- City of Milan Sweatshirts
- Tennis shoes
- Any of the above listed acceptable dress for male/female personnel

Please be advised your supervisor and/or department head will immediately notify personnel who are violating this policy and the City will apply the appropriate level of discipline for employees who do not follow this policy. This policy is written to maintain a professional and business-like work environment throughout the City.

K. PERSONAL PROPERTY, LOSS OF

The City shall not be responsible for the loss or theft of an employee's personal property, which is brought to work.

L. PERSONNEL RECORDS

It is important that personnel records contain accurate and up-to-date information about every employee. Any change in marital status, number of children or other dependents in the immediate family must be reported promptly. This information has a direct bearing on the employee's payroll deductions and insurance benefits. Any change in telephone number or residential address should also be reported promptly. Changes in employee data should be reported to the Human Resource's office. All confidential personnel records are kept in the Human Resource's office.

M. PHYSICAL EXAMINATIONS AND DRUG TEST

Prior to commencing work, any new employee and any employee who has received but has not yet begun performing the duties of a new position, is required to take and

successfully pass a physical examination and drug test to determine his/her ability to perform the essential functions of the position to which he/she will be assigned. A physical examination also may be ordered by the City Administrator for any employee at any time to determine the employee's ability to perform the essential functions of his/her job as consistent with business necessity.

Consistent with business necessity, an employee who has been on extended leave as a result of illness or physical disability may be required to take and successfully pass a physical examination to determine his/her continuing ability to perform the essential functions of the position to which he/she may be returning.

Physical examinations shall be administered by a medical doctor designated by the City of Milan and shall be at the City's expense. Physical examinations shall be limited to such examination and testing as is necessary to determine the employee's ability to perform the essential functions of his/her position. The employee may offer evidence from his/her own physician challenging any adverse determination by the medical doctor designated by the City.

The results of all physical examinations will be maintained in a medical file separate from the employee's personnel file. An employee's medical file will be treated as confidential, except that (1) supervisors, department heads and the City Administrator may be informed of necessary restrictions or accommodations; (2) first aid and safety personnel may be informed when appropriate; (3) authorized governmental officials may

have access; and (4) the information may be used as permitted under state and federal statutes and regulations.

N. PROMOTION

Employees may be promoted from within the existing workforce. If an employee is promoted to a higher classification and fails to perform the new job's duties properly, he/she may, in the City's sole discretion, be returned to his/her former classification.

O. SMOKING IN CITY OF MILAN BUILDINGS

This policy is to protect and to promote public health by reducing involuntary exposure to tobacco products and smoke in all City of Milan buildings.

Michigan Public Act 198 of 1986 provides that an individual shall not smoke or use tobacco products in a public place or at a meeting of a public body, except in a designated smoking area.

Smoking is prohibited throughout all City facilities. Signs giving notice of this policy will be posted at all building entrances. Receptacles for disposal of smoking material will be provided at all building entrances.

VII. MAINTENANCE OF THE WORK PLACE

Employees are expected to keep work places neat, clean and free of articles not being used. Equipment should be kept clean and in its proper place. Waste should be disposed of in proper containers. Materials should be stored in an orderly manner and in designated places only. The maintenance of your work place is the daily personal responsibility of each employee.

A. EQUIPMENT

At no time shall a City employee take tools/equipment home for personal use. The improper or negligent use or abuse of City property or equipment is prohibited.

B. SAFETY

It is the City's policy to comply with all federal and state laws pertaining to work place safety, including the regulations and requirements of the OSHA and the MIOSHA.

Any accident involving an employee and occurring during normal working hours is to be reported to the employee's department head at once. The department head will notify the Risk Manager and City Administrator's office. On notification of an accident, the Risk Manager will have the applicable department head complete an accident report form.

Safety is the responsibility of each City employee. Employees are expected to work safely, observe all safety regulations, report any unsafe conditions or violations of safety regulations, and report any accidents occurring on City property to their supervisors. Any

safety questions that arise should be discussed with your department head and/or Risk Manager.

C. TELEPHONE

Telephone facilities are for business purposes and must be limited to such during business hours. Telephones should not be used for personal communications except in case of emergency or absolute necessity. Similarly, employees should discourage having persons call them for personal or non-City business reasons. Conversations should be as brief as possible when necessary to use the phone for personal reasons.

At no time is an employee permitted to charge a personal telephone call to the City.

D. TRAINING

In the interest of individual safety and efficient operations, employees may not operate, without supervision, any motorized or special-skilled equipment until they have received proper training on such equipment and are certified as qualified by their immediate supervisor. Upon certifying an employee as qualified, the supervisor shall notify the employee and forward a written certification of the employee's training to the Human Resource's office for filing in the employee's personnel file.

VIII. MEDIA AND NEWS RELEASES

News releases and responses to media inquiries shall be handled by the City's elective officials or by the City Administrator's office. No other employee shall do so unless authorized in advance by the City Administrator.

IX. USE OF CITY VEHICLES

City vehicles will be used for official City business only. Employees utilizing their own personal vehicles while conducting official City business, or responding to emergencies as part of their official duties, may be reimbursed at a mileage rate established annually by the City Treasurer per Section VI C 1a.

X. ADDITIONAL RULES AND REGULATIONS

Rules and regulations which are not specified herein, but are prescribed by a supervisor, a department head, the City Administrator, the Mayor or the City Council or are required by the City Charter or by any State or Federal law, are subject to adherence by all employees.

XI. EMPLOYEE STATEMENTS (See next two pages.)

A. NON-UNION EMPLOYEE STATEMENT

I certify that I have received a copy of the City of Milan Employee Handbook dated September 2005. I further state that I have read the policies and procedures contained in that Handbook and agree that they govern my employment with the City of Milan.

I agree that nothing in the Employee Handbook creates any contractual rights or obligations. I agree that my employment and compensation can be terminated with or without cause and with or without notice, at any time, at the option of either the City or myself. I agree that no employee, supervisor, department head, or anyone else other than the City Council has any authority to make any agreement contrary to the foregoing or to the Employee Handbook, or to enter into any agreement for employment for any specified period of time, and that any such agreement by the City Council must be made in writing and signed by the Mayor in accordance with the Charter of the City of Milan to be enforceable.

Employee name (please print)

Employee's signature

Witness

Date

Date

B. UNIONIZED EMPLOYEE STATEMENT

I certify that I have received a copy of the City of Milan Employee Handbook dated September 2005. I further state that I have read the policies and procedures contained in that Handbook. I agree that the Employee Handbook governs my employment with the City of Milan, except to the extent that it conflicts with the Collective Bargaining Agreement, which is in such a circumstance, is controlling.

I agree that nothing in the Employee Handbook creates any contractual rights or obligations. I agree that no employee, supervisor, department head, or anyone else other than the City Council has any authority to make any agreement contrary to the foregoing or to the Employee Handbook, or to enter into any agreement for employment for any specified period of time, and that any such agreement by the City Council must be made in writing and signed by the Mayor in accordance with the Charter of the City of Milan to be enforceable.

Employee name (please print)

Employee's signature

Witness

Date

Date