

CITY OF HAMTRAMCK

EMPLOYEE MANUAL

Effective January 1, 2012

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SECTION 1

INTRODUCTION

This manual is designed to acquaint you with the City of Hamtramck (the " City") and provide you with information about working conditions, benefits, and policies affecting your at-will employment.

The information contained in this manual applies to all employees of the City of Hamtramck. Following the policies described in this manual is considered a condition of continued employment. The contents of this manual shall not constitute nor be construed as a promise of employment for any period of time or with any specific or general protections against termination.

You are responsible for reading, understanding, and complying with the provisions of this manual. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

1.1 CHANGES IN POLICY

This Manual supersedes all previous employee manuals and memos that may have been issued from time to time on subjects covered in this manual.

However, since our business and our organization are subject to change, we reserve the right to interpret, change, suspend or cancel all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by the City, and after those dates all superseded policies will be null and void.

No individual official, department head, supervisor or manager except the City Manager has the authority to change policies at any time. No change shall be effective unless it is in writing and signed by the City Manager. Where this manual conflicts with an employee's written individual employment contract, the written contract shall override the contents herein. If you are uncertain about any policy or procedure, speak with your direct supervisor.

1.2 EMPLOYMENT APPLICATIONS

We rely upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

1.3 EMPLOYMENT RELATIONSHIP

You and the City are entering into an at-will employment relationship voluntarily, and you are free to resign at any time for any reason or no reason. Similarly, the City is free to conclude its relationship with any employee at any time for any reason or no reason.

SECTION 2

DEFINITIONS OF EMPLOYEES STATUS "EMPLOYEES" DEFINED

An “employee” of the City is a person who regularly works for the City on a wage and salary basis. “Employees” may include exempt, non-exempt, regular full-time, regular part-time, and temporary employees, and others employed with the City who are subject to the control and direction of the City in the performance of their duties.

SECTION 3

EMPLOYMENT POLICIES

3.1 NON-DISCRIMINATION

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the City will be based on merit, qualification, and abilities. The City does not discriminate in employment opportunities or practices because of race, color, religion, sex, national origin, age or disability.

The City will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. Disabled employees and applicants may request an accommodation of their disability by notifying the City in writing of the need to accommodation with 180 days of the date the employee or applicant knows, or should know, that an accommodation is needed. Failure to properly notify the City will preclude any claim that the City failed to accommodate the individual. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in unlawful discrimination would be subject to disciplinary action, up to and including termination of employment.

3.2 NEW EMPLOYEE ORIENTATION

Orientation is a formal welcoming process that is designed to make the new employee feel comfortable, informed about the City, and prepared for their position. New employee orientation is conducted by a Human Resources representative, and or any current full-time employee, and includes an overview of the City history, and explanation of the City core values, vision and mission goals and objectives. In addition, the new employee will be given an overview of benefits, tax, legal issues, and complete any necessary paperwork.

Employees are presented with all codes, keys, and procedures needed to navigate within the workplace. The new employee's supervisor then introduces the new hire to staff throughout the City, reviews their job description and scope of position, explains the City's evaluation procedures, and helps the new employee get started on specific functions.

3.3 OFFICE HOURS

City offices are open for business from 8:00 AM to 4:00 PM Monday thru Friday, except for Holidays (See Section 6.7, Holidays). Each employee should check with their direct supervisor for hours that may vary from the City's regular business hours, depending on the job requirements for each position.

The standard workweek is 40 hours of work (see Section 5.3, Overtime). In the computation of various employee benefits, the employee workweek is considered to begin on Monday (starting at 12:01 AM) through Sunday (ending at midnight), unless a supervisor makes other arrangements with the employee.

3.4 LUNCH PERIODS

Employees are allowed a one-half hour lunch break. Lunch breaks generally are taken between the hours of 11:00 AM and 1:30 PM on a staggered schedule so that your absence does not create a problem for co-workers or customers. Lunch break times may vary depending upon work schedule.

3.5 BREAK PERIODS

The City provides for employees to take a break for 10 minutes, two times per workday.

If an employee has unexpected personal business to take care of, they must notify their direct supervisor to discuss time away from work, and make provisions as necessary. Personal business should be conducted on the employee's own time.

Employees who do not adhere to the break policy will be subject to disciplinary action, up to and including termination for habitual violators of this and related scheduling rules.

3.6 PERSONNEL FILES

Employee personnel files include the following: job application, job description, resume, records of participation in training events, salary history, records of disciplinary action and documents related to employee performance reviews, coaching and mentoring.

Personnel files are the property of the City, and access to the information is restricted. Management personnel of the City who have a legitimate reason to review the file are allowed to do so with the permission of the City Manager.

Employees who wish to review their own file should contact their supervisor or Human Resources Representative. With reasonable advance notice, the employee may review his/her personnel file in the City's office to obtain copies of all or a portion of his or her personnel file as provided by state law.

3.7 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify their supervisor or the Human Resources Department of any changes in personnel data such as:

- Mailing address
- Telephone numbers
- Name and number of dependents, and
- Individuals to be contacted in the event of an emergency.

An employee's personnel data should be accurate and current at all times.

3.8 INCLEMENT WEATHER/EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, or power failure can disrupt the City's operations. The decision to close City Hall will be made by the City Manager.

When the decision is made to close the office, employees will receive official notification from their supervisors.

Time off from scheduled work due to emergency closing will be unpaid for all non-exempt employees. However, if employees would like to be paid, they are permitted to use vacation time if it is available to them.

3.9 EMPLOYEE PERFORMANCE REVIEW AND PLANNING SESSION

Supervisors will conduct performance reviews and planning sessions with all regular full-time and regular part-time employees after 1 year of service. Supervisors may conduct informal performance reviews and planning sessions more often if they choose.

Performance reviews and planning sessions are designed for the supervisor and the employee to discuss his/her current job tasks, encourage and recognize attributes, and discuss positive, purposeful approaches for meeting work-related goals. Together, employee and supervisor discuss ways in which the employee can accomplish goals or learn new skills. The planning sessions are designed for the employee and his/her supervisor to make and agree on new goals, skills and areas for improvement.

The City directly links wage and salary increases with performance and the City's ability to pay such increases. Your performance review and planning sessions will have a direct effect on any changes in your compensation. For this reason, among others, it is important to prepare for these reviews carefully, and to participate in them fully.

New employees will be reviewed at the end of their first 90 days of employment. After the initial review, the employee will be reviewed according to the regular annual schedule.

3.10 OUTSIDE EMPLOYMENT

Employees may hold outside jobs in non-related businesses or professions as long as the employee meets the performance standards of their job description with the City. Unless the City has approved an alternative work schedule, employees will be subject to the City's scheduling demands, regardless of any existing outside work assignments.

The City's office space, equipment, supplies, vehicles, gas cards, and materials are not to be used for outside employment and/or personal use.

3.11 CORRECTIVE ACTION

The City holds each of its employees to certain work rules and standards of conduct (See Section 4). When an employee deviates from these rules and standards, the City expects the employee's supervisor to take corrective action.

Corrective action at the City is usually progressive. That is, the action taken in response to a rule infraction or violation of standards typically follows a pattern increasing in seriousness until the infraction or violation is corrected.

The usual sequence of corrective action includes an oral warning, a written warning, suspension and finally termination of employment. In deciding which initial corrective action would be appropriate, a supervisor will consider the seriousness of the infraction, the circumstances surrounding the matter, and the employee's previous record.

Through committed to a progressive approach to corrective action, the City considers certain rule infractions and violations of standards as grounds for immediate termination of employment. These include, but are not limited to:

- Theft in any form
- Insubordinate behavior
- Vandalism or destruction of the City's property
- Being on the City's property during non-business hours without supervisory approval
- The use of City equipment and/or vehicles without proper authorization by management.
- Untruthfulness about personal work history, skills or training, or the commission of a crime involving moral turpitude.

This policy does not alter the at-will employment relationship described in Section 1.3.

3.12 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity with an organization, and many of the reasons for termination are routine. Below are a few examples of some of the most common circumstances under which employment is terminated:

- Resignation – voluntary employment termination initiated by an employee
- Termination – involuntary employment termination initiated by the City
- Layoff – involuntary employment termination initiated by the City for non-disciplinary reasons.

When a non-exempt employee intends to terminate his/her employment with the City, he/she shall give the City at least two (2) weeks written notice. Exempt employees shall give at least four (4) weeks written notice.

Since employment with the City is based on mutual consent, both the employee and the City have the right to terminate employment at will, with or without cause at any time.

Any employee who terminates employment with the City shall return all files, records, keys and any other materials that are property of the City. No final settlement of an employee's pay will be made until all items are returned in appropriate condition. The cost of replacing non-returned items will be deducted from the employee's final paycheck. Furthermore, any outstanding financial obligations owed to the City will also be deducted from the employee's final paycheck.

Employee's benefits, if any, will be affected by employment termination in the following manner:

- All accrued vested benefits that are due and payable at termination will be paid
- Some benefits may be continued at the employee's expense (See Section 5, Benefits) if the employee elects to do so
- The employee will be notified of the benefits that may be continued and of the terms, conditions and limitations.

3.13 SAFETY

The City provides information to employees about workplace safety and health issues through regular internal communications such as:

- Training sessions
- Team meetings
- Bulletin board postings
- Memoranda
- Other written communications
- Oral notifications

Each employee is expected to obey safety rules and exercise caution and common sense in all work activities. Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action including termination of employment.

In the case of an accident that results in injury, regardless of how insignificant the injury may appear, employees should notify their supervisor (See Section 3.17, Employee Requiring Medical Attention).

3.14 HEALTH-RELATED ISSUES

Employees, who become aware of any health-related issues, including pregnancy, should notify their supervisor and Human Resources of the employee's health status. This policy has been instituted to strictly protect the employee.

A written "permission to work" from the employee's doctor is required at the time or shortly after notice has been given. The doctor's note should specify whether the employee is able to perform regular duties as outlined in his/her job description.

An unpaid leave of absence may be available under the City's Family and Medical Leave Policy (See Section 6.9) or may be granted on a case-by-case basis. If the need arises for a leave of absence, employees should notify their supervisor and Human Resources.

3.15 EMPLOYEE REQUIRING MEDICAL ATTENTION

In the event an employee requires medical attention, whether injured or becoming ill while at work, the employee's personal physician must be notified immediately. If it is necessary for the employee to be seen by the doctor or go to the hospital, a family member will be called to transport the employee to the appropriate facility unless emergency dispatch is required. The City's employees will not be responsible for transportation of another employee due to liabilities that may occur.

A physicians "return to work" notice may be required.

3.16 BUILDING SECURITY

All employees who are issued keys to City Hall are responsible for their safekeeping. These employees will sign a Building Key Disbursement form upon receiving the key. The last employee, or a designated employee, who leave the office at the end of the business day assumes the responsibility to ensure that all doors are securely locked, thermostats are set on appropriate evening and/or weekend settings, alarms are set, and all appliances and lights are turned off with the exception of the lights normally left on for security purposes. Employees are not allowed on City property after hours without prior written authorization from management unless their presence is required for the performance of their official duties.

3.17 INSURANCE ON PERSONAL EFFECTS

All employees should be sure that their own personal insurance policies cover the loss of anything occasionally left at the office. The City assumes no risk for any loss or damage to personal property.

3.18 SUPPLIES; EXPENDITURES; OBLIGATING THE CITY

Only authorized persons may purchase supplies in the name of the City. No employee whose regular duties do not include purchasing shall incur any expense on behalf of the City, or bind the City by any promise or representation without written approval from management.

3.19 EXPENSE REIMBURSEMENT

Expenses incurred by an employee must have prior approval by a supervisor. Reimbursements will be processed like an invoice. An example of such an expense would include mileage. All completed reimbursement request forms should be turned into Accounts Payable and shall include all receipts and any other required documentation.

3.20 PARKING

Due to the limited parking around City Hall, employees must park their cars in areas indicated and provided by the City. Employees will make every reasonable effort to not park in front of residential properties surrounding City Hall.

3.21 VISITORS IN THE WORKPLACE

To provide for the safety and security of employees, visitors, and the facilities of the City, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps to ensure security, decreases insurance liability, protects confidential information, safeguards employee welfare and avoids potential distractions and disturbances.

At no time shall non-employees be allowed access to areas where money is handled and/or stored.

3.22 IMMIGRATION LAW COMPLIANCE

The City employs only United States citizens and those non-U.S. citizens authorized to work in the United States in compliance with the Immigration Reform and Control Act of 1986.

Each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form, I-9, and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed and I-9 with the City within the past three years, or if their previous I-9 is no longer retained or valid.

SECTION 4

CONDUCT

4.1 STANDARDS OF CONDUCT

The work rules and standards of conduct for the City are important, and the City regards them seriously. All employees are urged to become familiar with these rules and standards. In addition, employees are expected to follow the rules and standards faithfully in doing their own jobs and conducting the City's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including termination of employment (See Section 3.12, Corrective Action).

While not intended to list all the forms of behavior that are considered unacceptable in the workplace, the following are examples of rule infractions or misconduct that may result in disciplinary action, including termination of employment.

- Violation of any City ordinance
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records (See Section 5.2, Timekeeping)
- Working under the influence of alcohol or illegal drugs (See Section 4.7, Substance Abuse)
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace (See Section 4.7, Substance Abuse)
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of City-owned or private property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment (See Section 4.4, Harassment, Including Sexual Harassment)
- Excessive absenteeism or any absence without notice (See Section 4.2, Attendance/Punctuality and 4.3, Absence Without Notice)
- Unauthorized use of telephones, or other City owned equipment (See Section 4.5, Telephone Use)
- Using City equipment for purposes other than business (i.e., playing games on computer or personal Internet usage)
- Violation of personnel policies
- Unsatisfactory performance or conduct

4.2 ATTENDANCE/PUNCTUALITY

The City expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on the City.

If you are unable to report for work for any reason, notify your supervisor before your regular starting time. Contacting another employee is not sufficient. You are responsible for speaking directly with your supervisor about your absence. It is not acceptable to leave a message on a supervisor's voicemail, except in extreme emergencies. In the case of leaving a voicemail message, a follow-up call must be made later in that day. The City telephone number is (313) 876-7700, or you may call your supervisor directly at an alternate number provided by the supervisor. Should undue tardiness become apparent, disciplinary action may be required.

If there comes a time when you see that you will need to work some hours other than those that make up your usual work week, notify your supervisor at least seven working days in advance. Each request for special work hours will be considered separately, in light of the employee's needs and the needs of the City. Such requests may or may not be granted.

4.3 ABSENCE WITHOUT NOTICE

When you are unable to work owing to illness or an accident, please notify your supervisor. Notifying another employee is not sufficient. This will allow the City to arrange for temporary coverage of your duties, and helps other employees to continue work in your absence. If you do not report for work and the City is not notified of your status, it will be assumed after two consecutive days of absence that you have resigned, and you will be removed from the payroll.

If you become ill while at work or must leave the office for some other reason before the end of the workday, be sure to inform your supervisor or the Human Resource Department of the situation.

4.4 HARASSMENT, INCLUDING SEXUAL HARASSMENT

The City is committed to providing a work environment that is free of discrimination and unlawful harassment. The City prohibits and will not tolerate sexual harassment (or any other similar type of harassment prohibited by law). Prohibited harassment can take many forms, but sexual harassment falls into two categories:

- Sexual advances or requests for sexual favors when submission is expressly or implicitly connected with some aspect of employment, such as a promotion, a raise, discipline, discharge, etc.
- Any type of unwelcome conduct of a sexual nature (e.g. offensive touching, sexually suggestive objects or pictures in the workplace, sexually degrading comments or jokes, etc.) which interferes with work performance and creates an intimidating, hostile or offensive work environment.

The purpose of this policy is not to regulate employees' personal lives, but to assure that no employee is sexually harassed in the workplace and that no employee is led to believe that his or her employment depends on, or is affected in any way by, submission to or rejection of such conduct.

If you believe you have been the victim of harassment, or know of another employee who has, report it immediately to their direct supervisor. If the supervisor is somehow involved in the harassment, the employee may report it to the City Manager. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor who becomes aware of a possible harassment should promptly advise their supervisor or the Human Resources Department who will handle the matter in a timely and confidential manner.

4.5 TELEPHONE USE

The City telephones are intended for the use of serving our residents in conducting the City's business. Personal usage during business hours is discouraged except in extreme emergencies. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

To respect the rights of all employees and avoid miscommunication in the office, employees must inform family members and friends to limit personal telephone calls during working hours. This includes the use of personal and City cell phones.

If an employee is found to be deviating from this policy, he/she will be subject to disciplinary action (See Section 3.13, Corrective Action).

4.6 PUBLIC IMAGE

A professional appearance is important anytime that you come in contact with the public. Employees should be well groomed and dressed appropriately for our business and for their position in particular. If a City-issued uniform is part of the dress code, then it shall be worn in its entirety.

The following items are considered inappropriate working attire for the City:

- Open-toed sandals or "flip-flops"
- Spaghetti-strapped shirts
- Tank tops or revealing shirts
- Short mini-skirts
- Sheer clothing of any kind
- Shorts
- Tight-fitting spandex clothing
- T-shirts with inappropriate or offensive gestures or advertising
- Torn, ripped, badly worn/frayed or faded jeans

If management occasionally designates "casual days", appropriate guidelines will be provided to you.

Consult your supervisor if you have any questions about appropriate business attire.

4.7 SUBSTANCE ABUSE

The City is committed to providing a safe and productive workplace for its employees. In keeping with this commitment, the following rules regarding alcohol and illegal drugs have been established for all staff members, regardless of rank or position, including both regular and temporary employees. The rules apply during working hours to all employees of the City while they are on City premises or elsewhere while on City business.

- The manufacture, distribution, possession, sale or purchase of alcohol, illegal drugs or paraphernalia on City property is prohibited
- Being under the influence of alcohol or illegal drugs on City property is prohibited
- Working while under the influence of legal prescription drugs that impair performance is prohibited.

So that there is no question about what these rules signify, please note the following definitions:

- City Property: All City owned or leased property used by employees, including City owned vehicles being used for work.
- Drug Paraphernalia: Equipment, a product or material that is used or intended for use in concealing an illegal drug, or introducing into the human body an illegal drug or controlled substance.
- Illegal Drugs:
 - Any drug or derivative thereof whose use, possession, sale, transfer, attempted sale or transfer, manufacture or storage is illegal or regulated under any federal, state or local law or regulation.
 - Any drug, including, but not limited to, a prescription drug, used for any reason other than that prescribed by a physician.
 - Inhalants used illegally.
- Under the influence: A state of not having the normal use of mental or physical faculties resulting from the introduction into the body of an alcoholic beverage or drug.

Consistent with the rules listed above, any of the following actions constitutes a violation of the City's policy on drugs and may subject an employee to disciplinary action, up to and including immediate termination:

- Using, selling, purchasing, transferring, manufacturing, or storing an illegal drug or drug paraphernalia, or attempting to or assisting another to do so while in the course of employment.
- Working or reporting to work, conducting City business or being on City property while under the influence of an illegal drug or alcohol, or in an impaired condition.

4.8 TOBACCO PRODUCTS

The use of tobacco products is not permitted anywhere on City's premises except in authorized and designation locations. The designated smoking areas are located outdoors.

Smoking is not permitted inside of any public building.

Employees must follow all rules posted in designated smoking areas, and adhere to all policies and laws associated with this policy.

4.9 INTERNET USE

The City's employees are allowed use of the internet and e-mail when necessary to serve the public and to conduct the business of the City.

Use of the internet must not disrupt operations of the City computer network. Use of the Internet must not interfere with an employee's productivity. Employees are responsible for using the Internet in a manner that is ethical and lawful.

The City reserves the right to access and monitor all files and messages on its systems.

SECTION 5

WAGE AND SALARY POLICIES

5.1 WAGE AND SALARY INCREASES

Each employee's hourly wage or annual salary will be reviewed at least once each year. The employee's performance review will usually be conducted on or about the anniversary date of employment, or the date of the previous compensation review. Such reviews may be conducted more frequently for a newly created position or based on a recent promotion.

Increases will be determined on the basis of performance, adherence to City policies and procedures, and ability to meet or exceed duties per the job description, and achieving performance goals (See Section 3.11, Performance Review/Planning Sessions).

Although the City's salary ranges and hourly wage schedules will be adjusted on an ongoing basis, the City does not grant "cost of living" increases. Performance is the key to potential wage increases.

5.2 TIMEKEEPING

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is the time actually spent on a job performing assigned duties. The employee is responsible for keeping the time sheet. The supervisor is responsible for reviewing and approving the time sheets. If a discrepancy occurs, the employee is responsible for notifying their supervisor.

The City does not pay for extended breaks (more than 20 minutes) or for time spent on personal matters.

The time clock and timesheets are legal instruments. Altering, falsifying, tampering with time records or recording time on another employee's time record will result in disciplinary action, up to and including termination of employment.

Authorized personnel will review time records each week. The employee's supervisor or the City Manager must approve any changes to an employee's time record. Questions regarding the timekeeping system or time cards should be directed to the employee's supervisor

5.3 OVERTIME

Overtime compensation is paid to non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime is payable for all hours worked over 40 hours per week at a rate of one-and-one-half times the non-exempt employee's regular hourly rate. Time off on extended breaks (more than 20 minutes), personal time, holidays or any leave of absence will not be considered hours worked when calculating overtime. In addition, vacation time does constitute hours worked.

All overtime work performed by an hourly employee must receive the supervisor's prior authorization. Overtime worked without prior authorization from the supervisor may result in disciplinary action, and the time not being paid. The supervisor's signature on a timesheet authorizes pay for overtime hours worked.

5.4 PAYDAYS

All employees are paid according to a schedule set each year on a bi-weekly basis. The City will hold at least one full week's pay for newly hired employees.

If a regular payday falls during an employee's vacation, the employee pick up his/her paycheck, or it will be available upon the employee's return from vacation.

If the employee is not at work when paychecks are distributed and does not receive a paycheck, the paycheck will be kept in Human Resources until the employee can pick up the paycheck.

Direct deposit is available to all employees, at the employee's request. The City highly encourages the use of direct deposit for all employees.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization from the employee. Paychecks may also be mailed to the employee's address upon written request from the employee.

SECTION 6

BENEFITS AND SERVICES

The City offers a benefits program for its regular full-time employees. However, the existence of these programs does not signify that an employee will necessarily be employed for the required time necessary to qualify for the benefits included in and administered through these programs.

Since these programs vary from time to time, they are not outlined in this manual. Employees will meet with the Human Resources Department to go over available benefits, to understand any possible options available to the employee, and to complete the required paperwork to initiate these benefits.

6.1 COBRA BENEFITS

The Federal Consolidated Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance under the City health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, death of an employee, a reduction in an employee's hours or leave of absence, divorce or legal separation and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the City group rates, plus an administrative fee. The City provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the City health insurance plan. The notice contains important information about the employee's rights and obligations.

If questions arise regarding COBRA and eligibility, those questions should be directed to the Human Resources Department.

6.2 SOCIAL SECURITY/MEDICARE

The City withholds income tax from all employees' earnings and participates in FICA (Social Security) and Medicare withholding and matching programs as required by law.

6.3 VACATION

- For years one through five, employees earn two weeks of vacation per year.
- For years six through ten, employees earn three weeks of vacation per year.
- For years eleven through twenty, employees earn four weeks of vacation per year.

Paid vacation is available to regular full-time and regular part-time employees following their first-year anniversary with the City.

The City encourages all employees to make the most of their vacation time. Regular breaks from daily work make everyone more productive. However, because circumstances do not always permit everyone to take vacation time when it is requested, the City may offer employees the option of taking the dollar equivalent of their earned vacation hours at their regular hourly rate. Arrangements to take earned vacation pay should be made at least two (2) payroll periods in advance.

6.4 RECORD KEEPING

The Human Resources Department maintains records of the number of vacation days accrued and used. The number of accrued and unused vacation hours for each employee appears on his or her paycheck stub. Each employee is responsible for verifying his/her pay stub to make sure the correct amount of hours appear.

6.5 HOLIDAYS

The City observes the following paid holidays per year for all employees:

| | |
|------------------|----------------------------|
| New Year's Day | Martin Luther King Jr. Day |
| Presidents' Day | Good Friday |
| Memorial Day | Independence Day |
| Labor Day | Veterans Day |
| Thanksgiving Day | Christmas Eve |
| Christmas Day | New Year's Eve |

6.6 JURY DUTY/MILITARY LEAVE

Employees will be granted time off to serve on jury duty or military leave without pay. However, all regular full-time employees will be kept on the active payroll and benefits until their civic duties have been completed. A copy of the jury duty summons and all

other associated paperwork are required for the personnel file.

6.7 FAMILY AND MEDICAL LEAVE

A family and/or medical leave of absence (FMLA leave) is an approved absence available to eligible full-time or part-time employees for up to twelve weeks of unpaid leave per year under particular circumstances that are critical to the live of a family member. For purposes of this policy, a year is a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave. Leave may be taken upon the birth of an employee’s child, upon the placement of a child with the employee for adoption or foster care, when the employee is needed to care for a child, spouse, or parent who has a serious health condition or when the employee is unable to perform the functions of his/her position because of a serious health condition.

Since laws change from time-to-time, the City recommends that the employee check with the Human Resources Department to determine the latest rules and requirements under this policy.

A. SCOPE OF THE FMLA LEAVE

The provisions of this policy shall apply to all family and medical leaves of absence. If the employee is entitled to paid time off under another benefit plan or policy (e.g. vacation) the employee must use this time off simultaneously with this FMLA.

B. ELIGIBILITY FOR FMLA LEAVE

To be eligible for leave under this policy an employee must have been employed for at least twelve months in total, and must have worked at least 1,250 hours during the twelve month period preceding the commencement of the leave. However, if the employee is a salaried employee is among the highest paid ten percent of the City employees, and if keeping the job open for the employee would result in substantial economic injury to the City, a request for leave may be denied or, if the employee is already on leave, reinstatement can be denied. In this latter situation, however, the employee will be given an opportunity to return to work.

C. PROCEDURES FOR REQUESTING FMLA LEAVE

A request for a Family and Medical Leave of absence must be submitted by the employee, in writing, to the employee’s supervisor, who will forward the request to the Human Resources Department. If possible the request should be submitted thirty (30) days in advance of the effective date of the leave.

All requests for FMLA Leave due to illness will include the sufficient medical information which must be submitted along with the request:

- The date on which the serious health condition commenced
- The probable duration of the condition
- The appropriate medical facts within the knowledge of the health care provider regarding the condition

- If the leave is to provide care for a child, spouse or parent, the certification should give an estimate of the amount of time that the employee will need to provide such care
- If the leave is due to the employee's illness, the certification must state that the employee is unable to perform the functions of his/her position.
- In the case of a request for intermittent leave or leave on a reduced leave schedule for planned medical treatment, the date on with such treatment is expected to be given and the duration of such treatment must be included.

D. RETURN FROM FMLA LEAVE

Under most circumstances, upon timely return from FMLA leave, an employee will be returned to the same position he held when the leave commenced, or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment.

6.8 TRAINING AND PROFESSION DEVELOPMENT

The City recognizes the value of professional development and personal growth for employees. Therefore the City encourages its employees who are interested in continuing education and job specific training to research these further and get approval before signing up for seminars and courses.

With limited funding available for training, supervisory approval is required before the employee signs up for training or courses if the employee hopes to be reimbursed for the cost of said training. Without prior approval the City will not reimburse an employee for the cost of training.

SECTION 7

EMPLOYEE COMMUNICATIONS

7.1 BULLETIN BOARDS

The City maintains bulletin boards throughout its facilities. Required information, along with announcements, will be posted on these bulletin boards. It is up the employee to periodically review the information that is posted on the bulletin boards.

Bulletin boards may not be used to post personal information without the permission of the City Manager.

7.2 SUGGESTION BOX

The city encourages employees who have suggestion that they do not want to offer orally or in person, to write down their suggestions and leave them with the City Manager. If this is done anonymously, every care will be taken to preserve the employee's privacy.

7.3 PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, employees who have a job-related problem, question or complaint should first discuss it with their immediate supervisor. At this level, employees usually reach the simplest, quickest and most satisfactory solution. If the employee and supervisor do not solve the problem, the City encourages employees to contact the Human Resources Department or the City Manager.

THIS DOCUMENT IS INTENDED AS A GUIDELINE FOR ALL EMPLOYEES. ERRORS AND OMISSIONS MAY OCCUR, RESULTING IN CHANGES AND UPDATES AT ANY GIVEN TIME. THIS DOCUMENT MAY BE CHANGED FROM TIME TO TIME AS THE EMPLOYER SEES FIT.

DISCLAIMER: This manual and the policies and procedures set forth apply to all employees of the City of Hamtramck. The City recognizes the fact that union contracts exist. At any time where there is a conflict between the policies and procedures set forth in this Employee Manual and the union contract, the union contract shall take precedence.