

# CITY OF CORUNNA



## PERSONNEL MANUAL

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## **ARTICLE I - PURPOSE OF RULES**

The purpose of this Personnel Manual is to familiarize you with some rules, regulations, policies, procedures and expectations related to your employment with the City of Corunna. All city employees and administrative officers (AO's) shall abide by the terms of this manual.

This manual **does not** constitute an employment agreement and does not supersede and/or change any provisions contained in any collective bargaining agreements between the City and its employees. If any information contained in this manual conflicts with specific language in a collective bargaining agreement, the collective bargaining agreement provision shall apply. In all other cases where a particular subject matter or procedure is not addressed in the collective bargaining agreement, the wording contained in this Personnel Manual shall apply.

If any information contained in this manual conflicts with specific language in the City of Corunna Charter or City of Corunna Ordinance, the City Charter or Ordinance provision shall apply.

Under no circumstance shall the terms and conditions of a collective bargaining agreement be applied to Employees or Administrative Officers not recognized in the collective bargaining agreement.

## **ARTICLE II - ADMINISTRATION OF RULES**

The detailed procedure to be followed in the administration of the rules shall be determined by the City Manager, with or without notice. It is recognized that situations and conditions change rapidly and that certain actions must be taken immediately which would be best done by Administrative Orders of the City Manager. A system of such orders is hereby created. These personnel rules may, from time to time, be added to, amended, or repealed by resolution of the City Council or by order of the City Manager.

## **ARTICLE III - PERSONNEL POLICIES**

### **3.1 PURPOSE - EQUAL EMPLOYMENT OPPORTUNITY**

In order to provide equal employment and advancement opportunities to all individuals, it is the policy of the City of Corunna to establish uniform centralized rules over the personnel activities and transactions affecting employees/AO's. This is not to limit the administrative control of department heads over employees/AO's, but to coordinate the program so that the major benefits will be applied to all employees/AO's uniformly, and no individual or group of employees/AO's will receive special treatment. The City will ensure fair treatment in the enforcement of its employment policies. Employment decisions will be based on merit, qualifications, and abilities. The City of Corunna is an equal opportunity employer. This means it does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. In the event that an employee/AO becomes disabled where he/she can no longer perform the primary job duties of his/her position, every effort will be made to accommodate the employee's/AO's disability and/or hardship.

Any employee/AO with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees/AO's can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

It is the policy of the City of Corunna that all employees/AO's, who are not covered under a collective bargaining agreement, are "at-will" employees/AO's. This means that the employment relationship with the City can be terminated by either the employee/AO or the City, at any time, with or without reason, with or without cause, and with or without notice. No statement contained in this Personnel Manual can change this employment policy, nor does any individual have the authority to change this employment policy in any way.

It is the policy of the City of Corunna, under Title VI of the Civil Rights Act of 1964 and the Civil Rights Restoration Act of 1987 (P.L. 100.259), to assure that all applicants or employees of the city are treated without regard to their race, religion, gender, color, national origin, age, sexual orientation, political preference, physical or mental handicap, height, weight, marital status, or any other criterion prohibited by law. This criterion will also apply to employment, promotion, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

The City Manager is hereby designated as the city’s Title VI Coordinator and is granted the authority and responsibility to effectively promote and administer an active program of equal employment opportunity. The Supervisor of the Department of Public Works is designated as the Assistant Title VI Coordinator.

All advertisements for position openings with the City of Corunna shall include the notation: “The City of Corunna is an equal opportunity employer.” All solicitations for bids for work or material subject to federal funding will include the words:

*“The City of Corunna in accordance with Title VI of the Civil Rights Act of 1964 and 78 Stat. 252, 42 USC 2000d—d4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, part 21, Nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.*

Any applicant or employee who has reason to believe that he or she had been discriminated against in violation of city policy or has been subjected to conduct creating an intimidating, hostile or offensive working environment as a result of his or her race, religion, gender, color, national origin, age, sexual orientation, political preference, physical or mental handicap, height, weight, marital status, or any other criterion prohibited by law, shall immediately contact the Title VI Coordinator or, if the complaint is against the Coordinator, the Assistant Title VI Coordinator, to submit a grievance in accordance with the grievance procedure established in Appendix C of the City of Corunna’s Title VI Plan. The Title VI Coordinator shall ensure that a proper investigation of the complaint is completed and that appropriate corrective action is taken if the complaint is determined to be valid.

### 3.2 DISCHARGE

The right to discharge employees and administrative officers shall remain in the sole discretion of the employer. Administrative officers may be discharged by the City Manager with confirmation by the City Council. Employees discharged by the City Manager may, within 10 days thereafter, petition the Council to hear the facts regarding such discharge, and in any such case the Council may, in its sole discretion, hold a hearing and inquire into such facts and make such recommendation in the matter as it considers proper. Should the City choose to discharge a full-time Administrative Officer of the City, employer agrees to make payment for any remaining vacation or other accrued leave time.

In addition, employees discharged without cause will receive severance pay at the then current rate of pay as follows:

Administrative Officers with under two years service:	Two Weeks
Administrative Officers with two-five years service:	Four Weeks
Administrative Officers with over five years service:	Six Weeks
The Chief Administrative Officer of the City:	Twelve Weeks

The City shall also continue to provide coverage and pay the employer share of premium for hospitalization-medical coverage for the Employee and his immediate family for the term of the severance pay period.

### 3.3 PRE-PLACEMENT PHYSICAL EXAMINATION

All applicants, who are offered employment, will be required to complete a pre-placement physical examination, which will include reliable drug testing. Applicants will be informed of the drug-testing component prior to taking the physical examination. Job offers to applicants who test positive for drugs, without a legitimate medical explanation, will be rescinded. Applicants must present satisfactory proof of physical ability to perform required duties after the position is offered and before they begin employment.

### 3.4 ORIENTATION/TRAINING PERIOD

The first three (3) months of employment with the City and the first three (3) months following a promotion from one position to another within the City will be designated as the orientation/training period. The purpose for having this time period identified as such is to remind the supervisor of the new and/or promoted employee/AO that time and effort should be spent in orientation and training to ensure the employee's/AO's success in the position. The purpose is also to remind the new and/or promoted employee/AO that significant attention and effort should be spent learning the new job duties to ensure success.

### 3.5 LAYOFFS

The word "layoff" means a reduction in the working force due to a decrease of work or lack of funds.

In the event it becomes necessary for a layoff, the City Manager, his/her duly appointed representative or other appointing authority shall give employees/AO's 10 days advance notice of any proposed layoff and the effective date thereof.

The City Manager shall meet with the City Council at least seven (7) calendar days prior to the effective date of the proposed layoff to discuss and review the necessity of the layoff. The City Council shall, at its sole discretion, determine the necessity of any layoff.

Should the City Council find it necessary to implement a layoff, Employer agrees to follow the same procedure as stated in Section 3.2 Discharge.

Employees/AO's may elect to continue hospitalization-medical coverage for the duration of the layoff period at the full expense of the employee/AO. The City's responsibility to provide hospitalization-medical coverage shall terminate one year after the effective date of layoff.

When funding or additional work becomes available, employees who have been laid off shall be called back to work before new employees/AO's are hired. The employee/AO shall be notified of such recall either in person or by certified mail or telegram using the employee's/AO's last known address. The City's responsibility to recall shall terminate one year after the effective date of layoff.

In the event that a laid-off employee/AO does not report or accept recall within ten calendar days (240 hours) the City's obligation shall be discharged.

### 3.6 RESIGNATIONS

Although notice of resignation is not required, it is most definitely desired and appreciated. The purpose for giving notice prior to resigning is to allow sufficient time to find a replacement, reassign job duties, prevent disruption of services to our citizens, etc. In return for giving at least two weeks written notice of resignation, the City will pay the employee/AO a cash payment equal to any accumulated unused paid time off in his/her last paycheck. If no written notice is given, or written notice of less than two weeks is given, no cash payment will be made.

### 3.7 SAFETY

The City will establish safety rules and regulations and may add to those rules as new safety problems come to the City's attention. Safety rules may be City wide or for one department. All safety rules shall be in writing and each employee shall be made aware of any and all rules. Employees must obey all City safety rules. No employee should do any work or make any movement that will endanger the employee or another employee. If the employee is in doubt about the safeness of a situation, the employee shall say so to the immediate supervisor.

## **ARTICLE IV - HOURS OF WORK**

### 4.1 WORKWEEK - DAYS - TIMES

The City will provide all regular, full time employees with a minimum of forty (40) hours work per week. The standard work week shall consist of four (4), ten (10) hour days, Monday through Thursday, 7:00 am to 5:30 pm (allowing for ½ hour unpaid lunch break). The front office will be open to the public from 8:00 am to 5:00 pm. The

specific hours per day and the specific days of the week for all positions may be modified and shall be set by the City Manager.

#### **4.2 OVERTIME FOR HOURLY PAID EMPLOYEES**

All time worked over an over a forty (40) hour week shall be at the rate of straight plus one half (1/2) time. Overtime shall not be worked without prior authorization from the City Manager.

#### **4.3 TIME TRACKING FOR SALARIED EMPLOYEES**

All administrative officers are paid on a salary basis. Paid time off for salaried employees/AO's does not constitute hours worked, but rather is a benefit. Salaried employees/AO's are expected to work the time required to fulfill their responsibilities. The purpose of time tracking for salaried employees/AO's is to know in advance who is working and when so as to insure that the administrative office is adequately staffed, for a record of attendance useful at times when reviewing service provisions or legal issues, for accountability to the public and council, for delegation of additional duties and responsibilities, to ensure the "paid time off" benefit is providing some degree of benefit, and to avoid "over loading" any employee/AO with duties and responsibilities.

### **ARTICLE V - EMPLOYEE GRIEVANCE PROCEDURE**

#### **5.1 DEPARTMENT LEVEL**

In case any employee shall have a grievance arising out of the course of his/her employment, the matter shall first be taken up with his/her immediate supervisor. Such grievance must be presented to the supervisor within three (3) working days of the employee's knowledge of cause for grievance.

An oral decision by the supervisor must be given within three (3) working days, or at the request of the aggrieved employee a written decision within five (5) working days.

#### **5.2 APPEAL TO CITY MANAGER**

If no satisfactory settlement is obtained from the supervisor, the aggrieved employee may submit the matter to the City Manager. In this step, the grievance will be presented in writing and a written decision will be given to the employee within ten (10) working days.

#### **5.3 APPEAL TO LABOR COMMITTEE**

If no satisfactory settlement is obtained from the City Manager, the aggrieved employee must appeal the matter to the Labor Committee within five (5) working days. The Labor Committee will meet with the aggrieved employee and the appropriate supervisory personnel within ten (10) working days. A written decision of the Labor Committee will be given to the employee within five (5) working days following the meeting.

#### **5.4 APPEAL TO CITY COUNCIL**

If the grievance is not adjusted to the aggrieved employee's satisfaction at Step 5.3, the aggrieved employee may appeal the grievance to the City Council within five (5) working days. The City Council will meet with the aggrieved employee and the appropriate supervisory personnel at the next possible regular City Council Meeting. The decision of the City Council is final and binding.

### **ARTICLE VI – EMPLOYEE BENEFITS**

#### **6.1 PAID TIME OFF (PTO)**

PTO shall be granted to all regular full-time employees/AO's who have completed six (6) months of employment. All leave shall be earned in advance and must be taken during the year following. If a new employee/AO leaves the employment of the City before completing six months of work, he/she will receive no PTO. An employee/AO who has served six months or more shall be paid for any unused PTO due to him/her when he/she leaves the City. An employee/AO who resigns without proper written notice, as provided for in these rules, shall not be paid for unused PTO. Upon written request of the Employee/AO prior to his/her anniversary date, up to 40 work hours may be

carried over into the next year. Upon written request of the Employee prior to their anniversary date, up to 80 work hours may be converted to pay at the employees standard hourly rate of pay. Additional PTO must be used within the year earned, except upon permission received in advance of the employee's/AO's anniversary date from the City Manager for additional carry over. Unused PTO shall otherwise be forfeited after the employee's/AO's next employment anniversary date.

An employee will earn credits toward PTO in accordance with the following schedule:

- Six months to one year..... 80 work hours
- One to four years..... 120 work hours
- Five to seven years..... 160 work hours
- Eight to eleven years..... 200 work hours
- Twelve or more years.....220 work hours

All PTO must be scheduled in advance with the department head, and approved by the City Manager. The Department Head shall schedule PTO so as to provide the least disturbance to the efficient conduct of the City as related to the duties of the employee/AO.

## 6.2 PAID HOLIDAYS

The paid holidays for regular non-probationary employees/AO's are designated as follows:

- |                         |                    |
|-------------------------|--------------------|
| New Year's Day          | Veterans Day       |
| President's Day         | Thanksgiving Day   |
| Memorial Day            | Christmas Eve Day  |
| 4 <sup>th</sup> of July | Christmas Day      |
| Labor Day               | New Year's Eve Day |

An employee/AO scheduled to work on a holiday that fails to work shall forfeit his/her regular holiday pay.

Should a holiday fall on Sunday, Monday shall be considered as the holiday.

Should a holiday fall on Friday or Saturday, Thursday shall be considered as the holiday.

## 6.3 HOSPITAL, MEDICAL, DENTAL AND VISION COVERAGE

The Employer agrees to pay a portion of the premium for hospitalization-medical coverage for the Employee/AO and his/her family; with net plan provisions of McLaren Rewards Gold Health Plan with \$1,000 individual/\$2,000 family deductible and 75/25% co-pay up to \$4,250 individual/\$8,500 family. The plan shall include a \$5/\$30/\$60/\$60 (generic /preferred brand/non-preferred brand/specialty) Prescription Drug co-pay and \$40 Office Visit, \$60 Specialist, \$350 Emergency Room, Delta Dental Plan A (100/80/50) -\$1,000 and Vision VSP 12/12/12. The employee/AO shall pay 20% of the full premium pay.

Employees/AO's who opt for no health care insurance are to be paid \$3,600 annually, to be paid out on a monthly schedule. Employees eligible for a Full Family Plan and/or a Two Person Plan who opt for a Single Subscriber (Employee Only) Plan are to be paid \$1,200 annually, to be paid out on a monthly schedule.

To qualify, employees/AO's shall provide proof of alternative coverage.

## 6.4 PERMANENT PART-TIME EMPLOYEES/AO's BENEFITS

All permanent hourly part-time employees, who are employed by the City on a year-round basis, are entitled to holiday pay for holidays that the City offices are closed. Permanent hourly part-time employees are also entitled to five (5) workdays of PTO after two (2) years of service. After five (5) years of service, they are entitled to ten (10) workdays of PTO. After 10 years of service, they are entitled to fifteen (15) days of PTO. Permanent hourly part-time employees shall receive no other benefits.



Permanent part-time administrative officers, contractual administrative officers, and permanent salaried part-time employees shall not generally perform duties or responsibilities on holidays that the City offices are closed, unless required by the City Manager.

## 6.5 TEMPORARY/SEASONAL EMPLOYEES/AO's

Temporary/seasonal employees/AO's, employed for a fixed or indefinite period of less than one year, shall not be eligible for any benefits.

Certain classes of employees/AO's that are permanently affiliated with the City are placed in the category of temporary/seasonal employees/AO's for the application of these rules.

The City Manager shall make the determination as to the classification of employees/AO's as temporary/seasonal status opposed to permanent part-time status.

## 6.6 LEAVES OF ABSENCE

If a regular employee/AO is off for an extended period of time due to a physical or mental illness, the employee/AO will be granted a leave of absence not to exceed one (1) year, including time credited under the sick leave provisions. Such leave shall be without pay with the exception of that portion covered by sick leave benefits. Upon request of the City, the employee/AO will be required to furnish a medical certificate verifying his/her condition within thirty (30) days of the City's request.

If a regular employee/AO is off for an extended period of time due to prolonged illness of his/her wife or children, the employee/AO will be granted, at his/her request, a leave of absence not to exceed ninety (90) days, or a length of time equal to his/her accumulated sick leave days, whichever is greater. Such leave shall be without pay with the exception of that portion covered by sick leave benefits. Upon request of the City, the employee/AO will be required to furnish a medical certificate verifying the condition of the ill person within thirty (30) days of the City's request. As a condition to the continuance of such a leave of absence, the City reserves the right to require the ill person to be examined by a doctor of the City's choosing at the City's expense. Failure to appear for such an appointment will result in termination of leave of absence.

The Employer agrees to pay the employer portion of the premium for hospitalization-medical coverage for the Employee/AO and his/her family during an employee's/AO's absence as a result of any job related injury or illness, and for up to six months on non-duty related illness or injuries (including pregnancy related issues).

## 6.7 JURY DUTY LEAVE

Any employee/AO who is called to and reports for jury duty shall be paid by the City for each day not exceeding ninety (90) days partially or wholly spent in performing jury duty, if the employee/AO otherwise would have been scheduled to work for the City and does not work, an amount equal to the difference between (a) the employee's/AO's regular straight time rate exclusive of any and all premiums for all hours worked, up to eight (8), that he/she otherwise would have been scheduled to work, and (b) the daily jury duty fee paid by the court (not including travel allowance or reimbursement of expenses). In order to receive payment under this section, an employee/AO must give the City prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days and times for which payment is claimed. The provisions of this section are not applicable for an employee/AO who, without being summoned, volunteers for jury duty.

Employees/AO's required, either by the City of Corunna or any public agency, to appear before a court or such agency on matters related to their work for the City of Corunna, shall be granted a leave of absence with pay (as set forth in the following paragraph) for the period during which they are so required to be absent from work.

Such employees/AO's shall be paid the difference, if any, between the compensation they receive from the court or agency and their regular straight time rate exclusive of any and all premiums.

## 6.8 MILITARY LEAVE - SHORT TOURS OF DUTY

Regular, full-time employees/AO's who belong to the National Guard, or reserve components of the Armed Forces of the United States, will be allowed a maximum of fifteen (15) calendar days' leave of absence per annum or the

period of active duty, whichever is less, without pay, when ordered to active duty for training. If the employee/AO takes military leave during his/her vacation he/she will receive vacation pay.

## 6.9 EDUCATIONAL LEAVE OF ABSENCE FOR VETERANS

Employees/AO's who are reinstated in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (USERRA) as amended, and other applicable laws and regulations, will be granted leaves of absence for a period equal to their seniority, but not to exceed two (2) years (without pay) in order to attend school full time under applicable federal laws then in effect. Seniority shall not accumulate during such leaves.

## 6.10 LIFE INSURANCE

Employees will be covered by a \$50,000 Accidental Death and Dismemberment term life insurance policy. Administrative Officers will be covered by a \$100,000 Accidental Death and Dismemberment term life insurance policy.

## 6.11 SICKNESS AND ACCIDENT

The Employer agrees to provide for each employee, a sick and accident insurance program that provides for the following limits of coverage for both sickness and accident; sixty-six and two-thirds (66 2/3) percent of the employee's base wage subject to any offset from Social Security Disability. Qualification Period: Seven (7) days. Coverage Period: To age sixty-five (65).

## 6.12 RETIREMENT BENEFITS

For employees/AO's hired prior to July 1, 2001, the employer shall make the total contribution and continue the Pension Program with the Michigan Municipal Employees Retirement System Benefit Plan B-3 (2.25% Multiplier) with Riders E-1, E-2, FAC-3, F-50/25 and RS50%. The employee/AO shall contribute 2.5% of gross wages towards the plan as additional payment.

For employees hired on or after July 1, 2001, the employer shall make the total contribution and continue the Pension Program with the Michigan Municipal Employees Retirement System Benefit Plan B-2 (2.0% Multiplier) with riders V-10, FAC-5 and F-55/25. The City Council may, from time to time, at its sole discretion, adopt the E-1 or E benefit. The employee/AO shall contribute 2.5% of gross wages towards the plan as additional payment.

For New Hires hired on or after July 1, 2012, the employer shall make the contribution and continue the Pension Program with the Michigan Municipal Employees Retirement System Benefit Plan C-1 (1.5% Multiplier) with riders V-10 and FAC-5. The City Council may, from time to time, at its sole discretion, adopt the E-1 or E benefit. For New Hires hired on or after July 1, 2012, the employee shall contribute the greater of 2.5% of gross wages, or the percentage necessary to cap the employer's total contribution at 10% of base salary as additional payment.

For all employees, the final average compensation shall not include more than 240 hours of paid leave, and shall not include overtime.

For employees/AO's who retire after July 1, 2011 shall not be eligible for retiree health benefits. Retirees not receiving benefits as of June 30, 2011 shall not be eligible for retiree health benefits.

For employees/AO's who retired prior to July 1, 2001 and who were receiving retiree health benefits as of June 30, 2011, (Eligible retirees) the following benefits shall be provided:

### ELIGIBLE RETIREES UNDER THE MEDICARE BENEFITS ELIGIBILITY AGE

Retirees under the Medicare benefits eligibility age shall receive hospitalization-medical coverage with Preferred Prescription Drug co-pay, Dental, and Vision coverage from the City comparable to what it provides to active employees/AO's. The retiree medical plan's benefits shall be comparable with those available to active employees/AO's and shall be modified as modified for active employees/AO's.

Up until the retiree becomes eligible for Medicare benefits, a retiree's spouse and dependent children covered at the time of retirement are covered by the retiree medical plan. Upon the death of a retiree, the retiree's spouse remains eligible for retiree medical if receiving a survivor spouse pension benefit. Dependent children continue to receive retiree medical if their surviving parent is receiving a survivor pension and retiree medical. Dependent children are defined the same way as in the active employee/AO medical plan.

Eligible retirees shall be required to pay the same health insurance premium co-pay as active employees/AO's against any single or two-person plan. All Retirees shall pay the full 100% of any additional premium for dependent coverage.

Upon the death of a retiree, and after a ninety (90) day benefit continuation period, eligible spouses and dependents shall be responsible for 100% of premium payments.

Retirees eligible to receive substantially equivalent or better medical benefits from another employer or spouse's employer, at substantially equivalent or less cost to the retiree, may not participate in the City's medical plan.

The provisions of this section dealing with "eligibility" and/or "coverage" shall not be interpreted so as to reduce the employer vs. employee "contribution", "premium" and/or "co-pay" amounts/percentages as set forth.

The city reserves the right to modify and/or terminate retiree medical benefits at its sole and absolute discretion.

#### **ELIGIBLE RETIREES AT THE MEDICARE BENEFITS ELIGIBILITY AGE**

Medicare eligible retirees will be compensated \$300 to purchase a single supplement plan and \$600 to purchase a two-person supplement plan. The city reserves the right to modify and/or terminate retiree medical benefits at its sole and absolute discretion.

Upon the death of a retiree, and after a ninety (90) day benefit continuation period, eligible spouses and dependents shall be responsible for 100% of premium payments. Retirees eligible to receive substantially equivalent or better medical benefits from another employer or spouse's employer, at substantially equivalent or less cost to the retiree, may not participate in the City's medical plan. The provisions of this section dealing with "eligibility" and/or "coverage" shall not be interpreted so as to reduce the employer vs. employee "contribution", "premium" and/or "co-pay" amounts/percentages as set forth.

#### **6.13 USE OF PERSONAL VEHICLES**

When an employee/AO must use the employee's/AO's personal automobile and that use has been approved by the City Manager before the actual usage, the City shall pay the employee/AO mileage at the then current IRS rate per mile.

Employees/AO's provided a vehicle allowance by council as additional compensation, shall not be eligible for mileage reimbursement.

#### **6.14 CONFERENCES/TRAINING SEMINARS**

Employees/AO's shall attend at the expense of the employer, all overnight conferences and training seminars as identified and budgeted under the Employees/AO's professional development line item. Any conference or training seminar expense not adequately identified, funded or approved under the Employees/AO's professional development line will be paid for by the employee/AO. All conferences and training seminars shall be approved in advance by the City Manager.

#### **6.15 PROFESSIONAL ASSOCIATIONS**

Employer shall pay Employees/AO's membership fees in professional organizations as identified and budgeted under the Employee's/AO's memberships and dues line item. Any membership expense not adequately identified, funded or approved under the Employees/memberships and dues line will be paid for by the employee/AO.

#### **6.16 COMPENSATION**

Employee/AO compensation shall be as approved by Council annually upon budget adoption. Budget adoption adjustments in compensation are to be made effective July 1<sup>st</sup> of each fiscal year following budget adoption. In the

event of an administrative officer new hire during mid-year, compensation shall be as approved by the Council resolution appointing the administrative official new hire. In the event of an employee new hire during mid-year, compensation shall be as approved by the City Manager at time of hire

## **ARTICLE VII - WORK RULES**

### **7.1 INTENT**

Work rules are necessary for a safe, healthy and productive work environment. We expect our employees to conduct themselves in a socially acceptable, businesslike manner while on the premises and/or on duty.

The following list is designed to serve merely as a guideline for the type of behavior and/or conduct which is considered unacceptable by the City of Corunna. Since it is impossible to anticipate every potential behavior problem or concern, it is impossible to have an all-inclusive list. Common sense will be used in determining the appropriate disciplinary measure for each problem and the action taken will, in most circumstances, depend on the nature and severity of the work rule violation. This list is not intended to change, in any way, the City's "at-will" employment policy. Employment may be terminated by either the City of the employee at any time, with or without reason, with or without cause and with or without notice.

These work rules may not cover every situation that may arise, and it may become necessary to amend these rules or to add others from time to time, with or without notice.

1. Failure to report mechanically defective conditions of equipment.
2. Unauthorized use of City of Corunna property (including but not limited to motor vehicles and equipment).
3. Failure to wear safety equipment where recognized hazards exist, perform safety checks, and/or willful, deliberate or continued violation or disregard of any MIOSHA regulation or common safety practice.
4. Discourtesy to the public and or fellow employees.
5. Taking lunch period at a time other than specified in the Union Contract without permission of immediate supervisor.
6. Failure to perform work.
7. Failure to complete required paper work.
8. Distributing or circulating literature, petitions, or any written or printed matter of any description on the employer's time without permission from the employer.
9. Posting or removal of notices, signs, written or printed matter of any type on the bulletin boards on the employer's property without permission from the employer.
10. Failure of employees to properly dress to suit current weather conditions before the start of their shift.
11. Leaving the job site to report for lunch and/or quitting time too early or without the supervisor's permission.
12. Failure to report to the job site within a reasonable amount of time after receiving assignments from the supervisor.
13. Reporting late for work.
14. Failure to record gas usage.
15. Failure to report all accidents promptly and personal injury or accidents immediately.
16. Careless or reckless use and/or operation of employers tools and equipment.
17. Loitering or wasting of time by any method during working hours.
18. Deviating from prescribed work routes without the supervisor's permission.
19. Unauthorized absence from work.
20. Working for other employers and neglecting duties with the City.
21. Horseplay or scuffling while on City time.
22. Working in a manner that could result in injury to fellow employees.
23. Major accidents after full investigation, i.e. one in which there is bodily injury or extensive property damage caused by negligence of employee.
24. Drinking intoxicating beverages or possessing intoxicants while on duty.

25. Reporting for work under the influence of intoxicating beverages, and/or illicit narcotics where employee's condition is such that it may endanger employees or citizens and/or affect the proper performance of his/her duties.
26. The use of illicit narcotics and/or sale of narcotics.
27. Conviction for reckless driving of City equipment.
28. Possession of weapons without permission on City time.
29. Immoral or indecent conduct.
30. Working for yourself and/or others while on leave from the City or recovering from a worker's compensation injury.
31. Solicitation or acceptance of bribes, fees, or other items of value while working for the City.
32. Criminal activities during working hours and/or felonious activities while employed by the City.
33. Insubordination: Refusal to obey orders of supervisor and/or carry out orders as assigned by supervisor.
34. Sleeping on duty.
35. Falsification of leave or unauthorized absence from work.
36. Giving false or misleading statements to the employer in regards to Worker's Compensation and/or on the job injuries.
37. Altering or recording another employee's time card or alteration of an employee's own time card.
38. Forbid workplace bullying. Bullying is defined as the repeated, health-harming mistreatment such as verbal abuse, offensive conduct that is threatening or humiliating, or work interference of one or more persons by one or more perpetrators.

In imposing discipline or discharge on a current charge, no infraction, which occurred more than two years previously, will be used as a basis.

**ADOPTION BY CITY COUNCIL**

The Corunna City Council, at a regular meeting held on June 15, 2015, duly adopted the Personnel Manual and any changes hereto. They shall remain in full force and effect until such time as they may be amended or repealed by the City Council or City Manager.

**ACKNOWLEDGMENT AND AGREEMENT**

I acknowledge and agree that I am aware of the City of Corunna’s current Personnel Manual. I also understand that I am required to comply with The City of Corunna’s Personnel Manual, and that I am required to sign this document as a receipt that I have received the Personnel Manual and explanations. My employer is required to provide me with a copy of this signed receipt and to retain the original in my employee personnel file.

**Acknowledged and Agreed (Personnel Manual):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print your name here

\_\_\_\_\_  
Date

## **EMPLOYER'S COPY**

(Return to Employer)

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Print your name here

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Date