

Agenda for the  
Allendale Charter Township Board Meeting  
Monday, January 23, 2023, 6:00pm

Members Present:

Members Absent:

Guests Present:

Meeting called to order

- Invocation given by David Vanderwall
- Pledge of Allegiance
- Approve Agenda
- Consent Agenda
  - Approval of the January 9, 2023, Regular Board Meeting Minutes
  - Bills
  - Interim Bills
  - Resolution 2023-03: Committee Recommendation
- For information
  - Financial Report
  - Minutes of the January 2, 2023, Planning Commission Meeting
  - December Fire Department Report
  - Planning Commission Work Plan
- Public Hearings
- Public Comments
- Guest Speakers
  - Lydale Weaver – HR Policy and Procedures and Employee Handbook
- Action Items
  - Audit Firm Recommendation
- Discussion Items
- Public Comments
- Board Comments
- Future Agenda Items
- Adjournment

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**PROPOSED  
PROCEEDINGS OF THE ALLENDALE  
TOWNSHIP BOARD OF TRUSTEES  
JANUARY SESSION 1<sup>st</sup> DAY**

The Allendale Township Board of Trustees met at the Allendale Township Auditorium, located at 6676 Lake Michigan Drive, on Monday, January 9, 2023, at 6:00 p.m. and was called to order at 6:00 p.m. by Mr. Elenbaas.

Present at Roll Call: Mr. Zeinstra; Mr. Vander Wall; Ms. Kraker; Ms. Vander Veen; Ms. Hansen; Mr. Murillo; and Mr. Elenbaas. (7)

Absent at Roll Call: None (0)

Staff and Guest Present: Bob Sullivan, Legal Counsel; Sergeant Cal Keuning, Ottawa County Sheriff's Department; Undersheriff Valerie Weiss, Ottawa County Sheriff's Department; Chad Doornbos, Public Utilities Superintendent; Eric DeYoung, Nederveld; and Kelly Kuiper, Stillwater Capital.

Mr. Elenbaas pronounced the invocation.

Mr. Elenbaas led in the Pledge of Allegiance to the Flag of the United States of America.

BOT 23-001      Ms. Vander Veen moved to approve the agenda of today as presented. The motion passed.

BOT 23-002      Ms. Kraker moved to approve the following Consent Resolutions:

1. To approve the Minutes of the December 28, 2022, Board of Trustees meeting as amended.
2. To approve the general claims in the amount of \$145,011.00 and interim payments of \$126,158.15, as presented by the summary report for January 10, 2023.
3. To approve and authorize the Clerk and/or Supervisor to sign Resolution 2023-01: Committee Appointments; a resolution approving the following committee appointments:

**Planning Commission - 3 year Term**

Joseph Jacquot, Term Ending 12/31/2025

**Zoning Board of Appeals - 3 year Term**

Robert Chapin, Term Ending 12/31/2025

Joseph Jacquot, Term Ending 12/31/2025

**Downtown Development Authority - Partial Terms**

Angela Hatto, Partial Term Ending 12/31/2025

Brent Clark, Partial Term Ending 12/31/2024

The motion passed.

**Items Received for Information**

1. Minutes of the December 19, 2022, Planning Commission Meeting
2. December Sheriff's Department Report

**Public Hearings- None**

**Public Comments- None**

BOT 23-003 Mr. Elenbaas moved to close public comment. The motion passed.

**Guest Speakers**

Undersheriff Valerie Weiss, Ottawa County Sheriff's Department, provided an overview of studies and analysis done for potentially increasing deputy staffing in Allendale Township. Based on this analysis, OCSD believes now is the time to increase deputy staffing for the Allendale community. She also provided information on Community Safety Cameras.

Several board members had comments and questions.

**Action Items**

BOT 23-004 Mr. Zeinstra moved to approve and authorize the Clerk/Supervisor to sign Resolution 2023-03; a resolution to adopt the Master Plan. The motion passed.

Kelly Kuiper, Stillwater Capital, provided an overview of the Zoning Map Amendment- Stillwater 56<sup>th</sup> Avenue Rezoning.

BOT 23-005 Mr. Elenbaas introduced Ordinance 2023-01: Zoning Map Amendment- Stillwater 56<sup>th</sup> Avenue rezoning.

Eric DeYoung, Nederveld, provided an overview of the Zoning Map Amendment- Suchowain 52<sup>nd</sup> Avenue Rezoning.

BOT 23-006 Mr. Elenbaas introduced Ordinance 2023-02: Zoning Map Amendment-Suchowain 52<sup>nd</sup> Avenue Rezoning.

Chad Doornbos, Public Utilities Superintendent, provided an overview of the proposed updates to the Water Rates.

BOT 23-007 Mr. Vander Wall moved to approve and authorize the Clerk/Supervisor to sign Resolution 2023-02; a resolution establishing a schedule of water rates and charges; and to repeal any resolutions in conflict. The motion passed.

BOT 23-008 Ms. Vander Veen moved to appoint Ms. Kris Schuitema to fill the partial term of the vacated position on the Board of Trustees. The motion passed.

Discussion Items- None

Public Comments -None

BOT 23-009 Mr. Elenbaas moved to close public comment. The motion passed.

Board Comments

Ms. Vander Veen expressed her appreciation of being able to serve this community and to work with this board. She stated that Ms. Schuitema will be a great addition to the board.

Mr. Vander Wall thanked Ms. Vander Veen for her service.

Ms. Kraker informed the board that she may be absent at the next meeting. She also thanked Ms. Vander Veen.

Mr. Elenbaas thanked Ms. Vander Veen for her commitment to the community and years of service.

BOT 23-010 Ms. Vander Veen moved to adjourn the meeting at 7:18 p.m. The motion passed.

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Jody L. Hansen, Clerk  
Of the Township of Allendale

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Adam Elenbaas, Supervisor  
Of the Township of Allendale



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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 000.000 REVENUE					
101-000.000-284.216	M&S STORAGE PHASE 2	CARLSON VENTURES LLC	ESCROW ACCOUNTS REFUNDS	332.00	
101-000.000-284.228	ALDI	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - ALDI	1,022.50	
101-000.000-284.228	ALDI	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	360.00	
101-000.000-284.228	ALDI	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	255.00	
101-000.000-284.229	MYSTIC WOODS-PHASE 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - MYSTIC WOODS - PHA	577.50	
101-000.000-284.230	SPECTRUM HEALTH ADDITION	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	26.00	
101-000.000-284.232	TOMMY'S EXPRESS-QCW ENTERPRISES	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - TOMMY'S EXPRESS	562.50	
101-000.000-284.232	TOMMY'S EXPRESS-QCW ENTERPRISES	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	36.00	
101-000.000-284.236	BIGGBY (5195 LMD)	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	168.00	
101-000.000-284.237	RUSK LAKE MINING-SLU	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	480.00	
101-000.000-284.238	11500 56TH REZONE	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	312.00	
101-000.000-284.239	BAKALE SLU-MINING	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	480.00	
101-000.000-284.240	52ND AVE REZONE-SUCHOWIAN	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	348.00	
101-000.000-284.241	HIDDEN SHORES WEST 4	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	78.00	
101-000.000-284.242	CENTENNIAL FARMS TOWNHOMES	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	869.00	
Total For Dept 000.000 REVENUE				5,906.50	
Dept 171.000 Supervisor					
101-171.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	55.00	
101-171.000-860.000	MILEAGE	ADAM ELENBAAS	MILEAGE REIMBURSEMENT	11.75	
Total For Dept 171.000 Supervisor				66.75	
Dept 191.000 FINANCE/ACCT					
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MMTA	TREASURER-TO-TREASURER - 2023 - VANBE	99.00	
101-191.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MMTA	ADVANCED INSTITUTE - 2023 - VANBENNEK	379.00	
Total For Dept 191.000 FINANCE/ACCT				478.00	
Dept 209.000 EMPLOYEE INSURANCES					
101-209.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	19,942.07	
Total For Dept 209.000 EMPLOYEE INSURANCES				19,942.07	
Dept 215.000 CLERK					
101-215.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA COUNTY CLERK'S AS	ANNUAL MEMBERSHIP RENEWAL - HANSEN	60.00	
101-215.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA COUNTY CLERK'S AS	ANNUAL MEMBERSHIP RENEWAL - SZYMANSKI	60.00	
101-215.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	CARDMEMBER SERVICE	CREDIT CARD CHARGES	55.00	
101-215.000-802.000	Contracted Services	GENERAL CODE LLC	ANNUAL MAINTENANCE FOR CODIFICATION	995.00	
Total For Dept 215.000 CLERK				1,170.00	
Dept 248.000 ADMINISTRATION					
101-248.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	ALLENDALE ROTARY CLUB	ANNUAL DUES - SZYMANSKI	187.00	
101-248.000-732.000	SUPPLIES	BEN'S RUBBER STAMPS & LA	PAYMENT STAMP - FRONT DESK	63.85	
101-248.000-732.000	SUPPLIES	STAPLES	OFFICE SUPPLIES	169.93	
101-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	2023 MEMBER INVESTMENT/DUES	2,500.00	
101-248.000-802.000	Contracted Services	PITNEY BOWES INC	POSTAGE METER RENTAL @ JAN-MAR 2023	180.00	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	127.68	
101-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	310.47	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - JANUARY	2,320.80	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	CORRECT TIME STAMPS ON SERVER	126.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY - JANUARY	477.00	
101-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	WEBROOT - REMOTE COMPUTERS	28.80	
101-248.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	92.27	
Total For Dept 248.000 ADMINISTRATION				6,583.80	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 257.000 ASSESSOR					
101-257.000-721.000-DUESXX	PROFESSIONAL DEVELOPMENT	OTTAWA COUNTY ASSESSORS	ANNUAL DUES	40.00	
101-257.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MID MI ASSN OF ASSESSING	ASSESSMENT ROLL AUDIT TRAINING - GALL	60.00	
101-257.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MID MI ASSN OF ASSESSING	ASSESSMENT ROLL AUDIT TRAINING - GORN	60.00	
Total For Dept 257.000 ASSESSOR				160.00	
Dept 265.000 BUILDING & GROUNDS					
101-265.000-732.000	SUPPLIES	MINER SUPPLY COMPANY INC	JANITORIAL SUPPLIES	145.02	
101-265.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	276.33	
101-265.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	330.87	
101-265.000-930.000-TRUCKT	Maintenance	AMAZON CAPITAL SERVICES	CDI IGNITOR FOR GOLF CART	26.99	
101-265.000-930.000-TRUCKT	Maintenance	AMAZON CAPITAL SERVICES	DAYCO HP DRIVE BELT	61.40	
101-265.000-930.000-TRUCKT	Maintenance	AMAZON CAPITAL SERVICES	DUAL IGNITION COIL PACK FOR GOLF CART	18.50	
101-265.000-930.000-TRUCKT	Maintenance	AUTOZONE STORES LLC	WIPER BLADES - WHITE DODGE TRUCK	12.38	
101-265.000-930.000-TRUCKT	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1,078.04	
101-265.000-930.000-TRUCKT	Maintenance	NAPA - GENUINE PARTS COM	TRUCK/TRACTOR MAINTENANCE SUPPLIES	48.36	
101-265.000-930.000-TRUCKT	Maintenance	WESTENBROEK MOWER INC	TRACTOR MAINTENANCE SUPPLIES	180.95	
Total For Dept 265.000 BUILDING & GROUNDS				2,178.84	
Dept 266.000 ATTORNEY					
101-266.000-802.000	Contracted Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	6,872.50	
Total For Dept 266.000 ATTORNEY				6,872.50	
Dept 336.000 FIRE DEPT					
101-336.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	MICHIGAN ASS'N OF FIRE C	SEMINAR REGISTRATION	85.00	
101-336.000-732.010	MEDICAL SUPPLIES	GRAINGER	MEDICAL SUPPLIES	39.42	
101-336.000-732.020	FIRE FIGHTING SUPPLIES	GRAINGER	BARRICADE TAPE - FIRE SUPPLIES	44.38	
101-336.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	80.10	
101-336.000-811.000	COMPUTER CONTRACTED SERVICES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	9.99	
101-336.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	130.69	
101-336.000-930.000	Maintenance	O'REILLY AUTOMOTIVE INC	EQUIPMENT MAINTENANCE SUPPLIES	74.95	
101-336.000-935.000	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	93.00	
101-336.000-935.000-MAINT1	Truck Maintenance	BUD'S WRECKER SERVICE	TRUCK MAINTENANCE	750.00	
101-336.000-935.000-MAINT1	Truck Maintenance	DYKSTRA'S AUTO GROUP INC	REPAIR LEAKING TIRE	30.00	
101-336.000-935.000-MAINT1	Truck Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	21.95	
Total For Dept 336.000 FIRE DEPT				1,359.48	
Dept 448.000 STREET LIGHTS					
101-448.000-920.000	Electricity	BILL PAYMENT CENTER	ELECTRIC USAGE - JANUARY	21.60	
101-448.000-920.000	Electricity	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	8,162.82	
101-448.000-920.002	Henry St/Town Center Electricit	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	91.26	
Total For Dept 448.000 STREET LIGHTS				8,275.68	
Dept 449.000 HIGHWAY-M45					
101-449.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - JANUARY	41.90	
101-449.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	2,189.59	
Total For Dept 449.000 HIGHWAY-M45				2,231.49	
Dept 567.000 CEMETERY					
101-567.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	30.65	
Total For Dept 567.000 CEMETERY				30.65	
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	273.00	

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General Fund					
Dept 701.000 PLANNING & ZONING					
101-701.000-802.000	Contracted Services	FRESH COAST PLANNING LLC	PLANNING SERVICES - DECEMBER	1,105.00	
101-701.000-900.000	PRINTING, PUBLISHING, & POSTAGE	MLIVE MEDIA GROUP	GR PRESS DISPLAY ADS - DECEMBER	917.33	
Total For Dept 701.000 PLANNING & ZONING				2,295.33	
Dept 751.000 RECREATION AND PARKS					
101-751.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	558.94	
101-751.000-930.000	Maintenance	CARDMEMBER SERVICE	CREDIT CARD CHARGES	1,563.78	
Total For Dept 751.000 RECREATION AND PARKS				2,122.72	
Dept 753.000 COMMUNITY PROMOTIONS					
101-753.000-807.000-CONCER	COMMUNITY PROGRAMS	SESAC	MUSIC LICENSE FEES - 2023	1,104.00	
Total For Dept 753.000 COMMUNITY PROMOTIONS				1,104.00	
Dept 790.000 LIBRARY					
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE CLEANING SUPPLIES	54.43	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	218.61	
101-790.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	70.80	
101-790.000-732.000-AVMATE	SUPPLIES	AMAZON CAPITAL SERVICES	GAME CONTROLLER REFUND	(34.97)	
101-790.000-732.000-AVMATE	SUPPLIES	MICROMARKETING LLC	ADULT BOCD	76.98	
101-790.000-732.000-BOOKSX	SUPPLIES	BAKER & TAYLOR BOOKS LLC	BOOKS	71.77	
101-790.000-732.000-BOOKSX	SUPPLIES	CENTER POINT LARGE PRINT	LARGE PRINT BOOKS	190.56	
101-790.000-732.000-BOOKSX	SUPPLIES	GALE/CENGAGE LEARNING IN	LARGE PRINT BOOKS	18.74	
101-790.000-732.000-CHILDB	SUPPLIES	BAKER & TAYLOR BOOKS LLC	CHILDREN'S BOOKS	199.02	
101-790.000-802.000	Contracted Services	BIBLIOTHECA LLC	ANNUAL SERVICE RENEWAL	3,448.00	
101-790.000-802.000	Contracted Services	REBECCA BENJAMIN	LIBRARY CLEANING SERVICES - DECEMBER	800.00	
101-790.000-802.000-COLLEC	Contracted Services	UNIQUE MANAGEMENT SERVIC	PLACEMENTS	29.55	
101-790.000-802.000-COPIER	Contracted Services	OFFICE MACHINES COMPANY	COPIER CONTRACT/MAINTENANCE - JANUARY	91.25	
101-790.000-802.000-DIGITA	Contracted Services	TUMBLEWEED PRESS INC.	SUBSCRIPTION RENEWAL - TUMBLE PLATINU	3,000.00	
101-790.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	13.44	
101-790.000-802.000-TECHNO	Contracted Services	NICHOLAS HEIMLER	MANAGED INTERNAL BROADBAND @ JAN-MAR	285.00	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	76.02	
101-790.000-807.000-ADULTP	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	ADULT PROGRAM SUPPLIES	622.48	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	13.19	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	44.53	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES CREDIT	(13.19)	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	13.19	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	174.30	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	125.46	
101-790.000-807.000-YOUTH	COMMUNITY PROGRAMS	AMAZON CAPITAL SERVICES	YOUTH PROGRAM SUPPLIES	19.29	
101-790.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	549.62	
101-790.000-955.000	Miscellaneous	CARDMEMBER SERVICE	CREDIT CARD CHARGES	33.83	
Total For Dept 790.000 LIBRARY				10,191.90	
Total For Fund 101 General Fund				70,969.71	
Fund 249 Building Department Fund					
Dept 371.000 INSPECTION DEPARTMENT					
249-371.000-802.000	Contracted Services	PROFESSIONAL CODE INSPEC	PERMIT INSPECTIONS - DECEMBER	13,822.20	
Total For Dept 371.000 INSPECTION DEPARTMENT				13,822.20	
Total For Fund 249 Building Department Fund				13,822.20	

Fund 252 RENTAL ADMINISTRATION

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GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 252 RENTAL ADMINISTRATION					
Dept 371.000 INSPECTION DEPARTMENT					
252-371.000-720.000-HEALTH EMPLOYERS HEALTH INSURANCE		PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	1,729.99	
Total For Dept 371.000 INSPECTION DEPARTMENT				1,729.99	
Total For Fund 252 RENTAL ADMINISTRATION				1,729.99	
Fund 403 FIRE STATION BUILDING FUND					
Dept 901.000 CONSTRUCTION					
403-901.000-971.000	CAPITAL OUTLAY	CONSTRUCTION SIMPLIFIED	OWNER'S REP SERVICE - DECEMBER	8,250.00	
403-901.000-971.000	CAPITAL OUTLAY	ERHARDT CONSTRUCTION COM	CONSTRUCTION PAY - FIRE STATION - APP	301,357.96	
403-901.000-971.000	CAPITAL OUTLAY	MENARDS-HOLLAND INC	KEYPAD DOOR LOCKS	354.45	
403-901.000-971.000	CAPITAL OUTLAY	MIDWEST SIGN COMPANY	FIRE STATION SIGNS	23,883.00	
403-901.000-971.000	CAPITAL OUTLAY	MODERN OFFICE INTERIORS	FIRE STATION OFFICE FURNITURE	40,834.33	
403-901.000-971.000	CAPITAL OUTLAY	MUSKEGON FIRE EQUIPMENT	FIRE EXTINGUISHERS - FIRE STATION	1,506.00	
403-901.000-971.000	CAPITAL OUTLAY	THE ARCHITECTURAL GROUP	ARCHITECTURAL SERVICES - FIRE STATION	4,571.95	
Total For Dept 901.000 CONSTRUCTION				380,757.69	
Total For Fund 403 FIRE STATION BUILDING FUND				380,757.69	
Fund 404 CAPITAL/ONE-TIME PROJECTS FUND					
Dept 971.000 CAPITAL OUTLAY					
404-971.000-971.000	CAPITAL OUTLAY	LIBRARY MARKET	LIBRARY CALENDAR	2,000.00	
Total For Dept 971.000 CAPITAL OUTLAY				2,000.00	
Total For Fund 404 CAPITAL/ONE-TIME PROJECTS FUND				2,000.00	
Fund 494 Dda Development Fund					
Dept 248.000 ADMINISTRATION					
494-248.000-802.000	Contracted Services	LAKESHORE ADVANTAGE CORP	2023 MEMBER INVESTMENT/DUES	5,000.00	
Total For Dept 248.000 ADMINISTRATION				5,000.00	
Total For Fund 494 Dda Development Fund				5,000.00	
Fund 592 Water & Sewer					
Dept 000.000 REVENUE					
592-000.000-266.000	COURT ORDER PAYABLE	ILLINOIS STATE DISBURSEM	CHILD SUPPORT DISBURSEMENT	230.77	
592-000.000-284.207	ESCROW-RUSK WOODS PRIVATE DR	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - RUSK WOODS	88.83	
592-000.000-284.209	DEWPOINTE WEST 4	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - DEWPOINTE WEST - P	3,852.50	
592-000.000-284.213	KENNEDY LAKES 2	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - KENNEDY LAKES - PH	20.38	
592-000.000-284.216	M&S STORAGE PHASE 2	CARLSON VENTURES LLC	ESCROW ACCOUNTS REFUNDS	1,467.00	
592-000.000-284.222	CENTENNIAL FARM-SITE CONDO	FLEIS & VANDENBRINK ENG'	SITE PLAN REVIEW - CENTENNIAL FARMS	41.25	
Total For Dept 000.000 REVENUE				5,700.73	
Dept 248.000 ADMINISTRATION					
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	206.98	
592-248.000-802.000-ITMONT	Contracted Services	CARDMEMBER SERVICE	CREDIT CARD CHARGES	26.88	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	I/T SERVICES - JANUARY	1,547.20	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	CORRECT TIME STAMPS ON SERVER	84.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	DISASTER RECOVERY - JANUARY	318.00	
592-248.000-802.000-ITMONT	Contracted Services	REHMANN TECHNOLOGY SOLUT	WEBROOT - REMOTE COMPUTERS	19.20	
592-248.000-900.000	PRINTING, PUBLISHING, & POSTAGE	PACK ROOM LLC	SPECTROPHOTOMETER - SHIPPING CHARGES	144.43	
Total For Dept 248.000 ADMINISTRATION				2,346.69	
Dept 536.000 WATER					
592-536.000-720.000-HEALTH EMPLOYERS HEALTH INSURANCE		PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	6,967.15	

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DB: ALLENDALE

## INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP

EXP CHECK RUN DATES 01/11/2023 - 01/24/2023

Page: 5/6

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OPEN

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
Fund 592 Water & Sewer					
Dept 536.000 WATER					
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	RESTOCK CLIPBOARDS	6.98	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CALENDARS; THERMOMETERS	29.17	
592-536.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BANKERS BOXES	32.50	
592-536.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	10.98	
592-536.000-732.000	SUPPLIES	FAMILY FARM & HOME INC	MOUSE TRAPS	15.98	
592-536.000-732.000-METERS	SUPPLIES	ETNA SUPPLY COMPANY	WATER METER HORNS	19,900.00	
592-536.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	307.88	
592-536.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	225.00	
592-536.000-926.000-ELECTR	UTILITIES	BILL PAYMENT CENTER	ELECTRIC USAGE - JANUARY	153.44	
592-536.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	1,231.74	
592-536.000-930.000	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.98	
592-536.000-930.000	MAINTENANCE	OTTAWA CTY ROAD COMMISSI	RIGHT-OF-WAY PERMIT	100.00	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK MAINTENANCE - IDLE ISSUE	149.46	
592-536.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	IMPALA - REPAIR FLAT	13.50	
Total For Dept 536.000 WATER				29,159.76	
Dept 537.000 SEWER					
592-537.000-720.000-HEALTH	EMPLOYERS HEALTH INSURANCE	PRIORITY HEALTH	HEALTH INSURANCE - FEBRUARY	6,967.14	
592-537.000-721.000-SEMINA	PROFESSIONAL DEVELOPMENT	RYAN VANDERPLOEG	SEMINAR REIMBURSEMENT	163.85	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	RESTOCK CLIPBOARDS	6.97	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	CALENDARS; THERMOMETERS	29.16	
592-537.000-732.000	SUPPLIES	AMAZON CAPITAL SERVICES	BANKERS BOXES	32.49	
592-537.000-732.000	SUPPLIES	CARDMEMBER SERVICE	CREDIT CARD CHARGES	10.98	
592-537.000-802.000	Contracted Services	CINTAS CORPORATION #301	CONTRACT / UNIFORMS - DECEMBER	307.88	
592-537.000-803.000	Professional Services	SCHOLTEN FANT	ATTORNEY SERVICES - DECEMBER	875.00	
592-537.000-926.000-ELECTR	UTILITIES	CONSUMERS ENERGY	ELECTRIC USAGE - JANUARY	9,432.29	
592-537.000-926.000-TRASHX	UTILITIES	ARROWASTE INC	TRASH SERVICE	160.00	
592-537.000-930.000-COLLEC	MAINTENANCE	OTTAWA CTY ROAD COMMISSI	RIGHT-OF-WAY PERMIT	100.00	
592-537.000-930.000-GENMAI	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	15.97	
592-537.000-930.000-WRRFMA	MAINTENANCE	ALLIED MECHANICAL SERVIC	REPAIR VALVE ACTUATOR	2,942.00	
592-537.000-930.000-WRRFMA	MAINTENANCE	CARDMEMBER SERVICE	CREDIT CARD CHARGES	190.52	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	TRUCK MAINTENANCE - IDLE ISSUE	149.47	
592-537.000-935.000	Truck Maintenance	TOLMAN'S AUTO TECH GROUP	IMPALA - REPAIR FLAT	13.50	
Total For Dept 537.000 SEWER				21,397.22	
Total For Fund 592 Water & Sewer				58,604.40	

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INVOICE GL DISTRIBUTION REPORT FOR ALLENDALE CHARTER TOWNSHIP

EXP CHECK RUN DATES 01/11/2023 - 01/24/2023

UNJOURNALIZED

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Page: 6/6

GL Number	GL Desc	Vendor	Invoice Description	Amount	Check #
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Fund Totals:

Fund 101 General Fund	70,969.71
Fund 249 Building Depa	13,822.20
Fund 252 RENTAL ADMINI	1,729.99
Fund 403 FIRE STATION	380,757.69
Fund 404 CAPITAL/ONE-T	2,000.00
Fund 494 Dda Developme	5,000.00
Fund 592 Water & Sewer	58,604.40

Total For All Funds:	532,883.99
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**INTERIM PAYMENTS**  
**Board Meeting: 01/23/23**

DATE	CHECK #	AMOUNT	VENDOR	DESCRIPTION
1/6/2023	EFT	\$ 2,567.64	PRIORITY HEALTH	HRA Payment
1/9/2023	EFT	\$ 22,895.13	EMPLOYEES' PAYROLL	POC Fire Fighter Payroll
1/9/2023	EFT	\$ 5,212.87	FEDERAL GOVERNMENT	Payroll IRS Tax Payment
1/12/2023	102989	\$ 265.03	ACENTEK	Telephone Charges - December
1/12/2023	102990	\$ 252.15	T-MOBILE	Wireless Wifi Hotspots - December
1/12/2023	102991	\$ 874.79	WEX BANK - EXXON MOBIL	Fuel Charges - December
1/13/2023	102992	\$ 1,309.81	US POSTAL SERVICE	Water/Sewer Billing - 4th Qtr 2022
1/19/2023	EFT	\$ 70,943.09	EMPLOYEES' PAYROLL	Bi-Weekly Payroll
1/19/2023	EFT	\$ 20,857.03	FEDERAL GOVERNMENT	Payroll IRS Tax Payment

\$ 125,177.54 TOTAL

Resolution 2023-03  
Committee Appointments

At a regular meeting of the Township Board of the Charter Township of Allendale, Ottawa County, Michigan, held at the Township Hall located at 6676 Lake Michigan Drive, Allendale, Ottawa County, Michigan on January 23, 2023

Present:

Absent: None (0)

The following resolution was offered:

Motioned by xxxxxx, supported by xxxxxxxx.

BE IT RESOLVED that the following residents be appointed to the following committees/boards:

**Zoning Board of Appeals - Partial Term**

Sean Caird, Partial Term Ending 12/31/2024

**Election Commission- 1 year Term**

Kris Schuitema, Term Ending 12/31/2023

YEAS:

NAYS:

ABSENT:

Resolution declared adopted on January 23, 2023.

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Jody L. Hansen  
Allendale Charter Township Clerk

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Adam Elenbaas  
Allendale Charter Township Supervisor



User: Tim

DB: Allendale

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
			12/31/2021 NORMAL (ABNORMAL)	12/31/2022 NORMAL (ABNORMAL)	MONTH 12/31/2022 INCREASE (DECREASE)	
Fund 101 - General Fund						
Revenues						
101-000.000-401.000	TAXES	0.00	1,159,772.51	0.13	0.00	100.00
101-000.000-402.000	REAL PROPERTY TAXES	1,170,550.00	0.00	1,170,587.67	37.24	100.00
101-000.000-410.000	PERSONAL PROPERTY TAXES	60,607.00	0.00	60,606.89	0.00	100.00
101-000.000-412.000	DELQ PERSONAL PROP TAX	0.00	0.00	533.67	0.00	100.00
101-000.000-434.000	TOWNSHIP SHARE MOBILE HOME TAX	3,000.00	3,048.50	2,802.50	255.00	93.42
101-000.000-437.000	INDUSTRIAL FACILITY TAX	2,878.00	0.00	2,878.04	0.00	100.00
101-000.000-445.000	PENALTIES AND INTEREST	3,444.00	1,509.89	3,444.16	0.00	100.00
101-000.000-447.000	TAX ADMIN FEE	270,000.00	258,886.87	277,787.05	18,179.45	102.88
101-000.000-451.000	STREET LIGHT ASSESSMENT	91,637.00	84,464.17	91,637.16	0.00	100.00
101-000.000-477.000	CABLE FRANCHISE FEES	145,000.00	146,408.66	101,874.10	0.00	70.26
101-000.000-478.000	LIQUOR LICENSES	0.00	750.00	0.00	0.00	0.00
101-000.000-479.000	STATE LIQUOR LICENSE FEES	10,000.00	9,279.60	9,854.90	0.00	98.55
101-000.000-491.000	Collection Fees Dog License	100.00	115.00	104.00	6.00	104.00
101-000.000-493.000	Zoning Compliance Permits	1,230.00	1,350.00	1,270.00	40.00	103.25
101-000.000-494.000	SPECIAL USE PERMITS	1,750.00	1,500.00	1,750.00	0.00	100.00
101-000.000-495.000	SIGN PERMITS	0.00	20.00	0.00	0.00	0.00
101-000.000-528.000	OTHER FEDERAL GRANTS	567,500.00	82,459.92	560,789.76	560,000.00	98.82
101-000.000-564.000	STATE REV SHARING-CVTRS	74,682.00	73,706.00	76,174.00	13,193.00	102.00
101-000.000-567.000	State Grants Library	34,776.00	24,529.82	34,776.34	0.00	100.00
101-000.000-569.000	STATE GRANTS OTHER	1,440.00	0.00	1,440.00	0.00	100.00
101-000.000-573.000	STATE GRANTS-METRO ACT	11,610.00	11,260.60	11,610.40	0.00	100.00
101-000.000-574.000	STATE REV SHARE-CONST SALES TX	3,523,057.00	2,064,242.00	3,625,837.00	502,780.00	102.92
101-000.000-581.000	TALLMADGE LIBRARY CONTRIBUTION	112,420.00	107,761.76	112,420.07	0.00	100.00
101-000.000-602.000	ZONING CHANGE CHARGE	2,000.00	2,000.00	2,800.00	0.00	140.00
101-000.000-603.000	ACT 198 APP FEE	0.00	0.00	750.00	0.00	100.00
101-000.000-605.000	ADMIN CHARGE	185,697.00	206,149.70	185,696.94	0.00	100.00
101-000.000-613.000	MISC INCOME	3,000.00	1,894.56	3,168.93	29.21	105.63
101-000.000-629.000	Charge For Site Plan Review	0.00	1,000.00	0.00	0.00	0.00
101-000.000-634.000	OPENING/CLOSING BURIALS	20,000.00	30,775.00	21,700.00	1,850.00	108.50
101-000.000-656.000	Penal Fines	104,497.00	87,292.56	104,496.96	0.00	100.00
101-000.000-657.000	Ordinance Fines	6,491.00	2,420.01	7,035.69	0.00	108.39
101-000.000-658.000	Civil Infraction Fines	0.00	107.05	0.00	0.00	0.00
101-000.000-659.000	LIBRARY FINES/MISC	12,000.00	10,535.24	11,213.80	0.00	93.45
101-000.000-665.000	Interest	8,000.00	1,849.72	11,303.34	953.92	141.29
101-000.000-667.000	Hall Rental Income	3,000.00	1,380.00	3,060.00	(100.00)	102.00
101-000.000-667.001	PAVILION RENTAL	2,000.00	1,960.00	1,775.00	0.00	88.75
101-000.000-667.050	Rental-Water Tank-Omnipoint	16,000.00	16,423.31	15,490.88	1,425.12	96.82
101-000.000-675.002	Veteran's Day	0.00	0.00	100.00	0.00	100.00
101-000.000-675.004	CONCERTS/MOVIES IN THE PARK	0.00	1,000.00	0.00	0.00	0.00
101-000.000-675.006	VETERAN'S MEMORIAL BRICKS	(75.00)	(150.00)	(150.00)	(75.00)	200.00
101-000.000-675.050	Donations - Park	0.00	1,800.00	0.00	0.00	0.00
101-000.000-675.792	DONATIONS & FUNDRAISERS - LIBRARY	2,690.00	0.00	2,690.00	0.00	100.00
101-000.000-676.000	Miscellaneous Reimbursements	1,000.00	2,463.91	677.56	0.00	67.76
101-000.000-676.010	Reimbursement Summer Tax Coll.	16,000.00	15,941.80	16,358.80	0.00	102.24
101-000.000-676.030	REIMB-ELECTIONS	0.00	1,400.00	0.00	0.00	0.00
101-000.000-676.040	Reimbursement Fire Protection	106,726.00	107,488.91	106,725.78	106,725.78	100.00
101-000.000-676.070	INSURANCE REIMBURSEMENTS	15,000.00	10,498.34	17,995.59	0.00	119.97
101-000.000-677.000	Grants/Foundations	225.00	207.00	225.00	0.00	100.00
101-000.000-693.000	SALE OF ASSETS	0.00	9,000.00	0.00	0.00	0.00
TOTAL REVENUES		6,589,932.00	4,544,502.41	6,661,292.11	1,205,299.72	101.08
Expenditures						
101.000	Township Board	33,022.00	31,137.61	30,898.82	2,134.47	93.57
171.000	Supervisor	166,644.00	100,706.30	157,925.83	18,120.52	94.77

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			12/31/2021 NORMAL (ABNORMAL)	12/31/2022 NORMAL (ABNORMAL)	MONTH INCREASE (DECREASE)	12/31/2022 (DECREASE)	
Fund 101 - General Fund							
Expenditures							
191.000	FINANCE/ACCT	141,042.00	156,919.69	135,141.61		15,193.15	95.82
209.000	EMPLOYEE INSURANCES	304,529.00	258,473.31	298,848.98		3,338.79	98.13
215.000	CLERK	118,477.00	106,783.24	110,428.68		10,892.75	93.21
223.000	AUDIT	10,170.00	7,753.60	9,755.40		0.00	95.92
247.000	BOARD OF REVIEW	4,530.00	2,220.97	2,102.37		100.74	46.41
248.000	ADMINISTRATION	237,465.00	266,687.45	224,890.14		17,801.20	94.70
253.000	TREASURER	16,907.00	16,389.25	16,703.37		3,944.32	98.80
257.000	ASSESSOR	224,900.00	194,366.17	194,184.44		21,725.65	86.34
262.000	ELECTIONS	73,994.00	6,679.80	70,941.55		2,959.62	95.87
265.000	BUILDING & GROUNDS	2,321,963.00	554,444.29	2,296,965.97		26,168.84	98.92
266.000	ATTORNEY	105,000.00	88,122.57	87,567.59		11,702.50	83.40
301.000	POLICE OFFICER	485,500.00	459,897.74	483,409.27		45,839.60	99.57
336.000	FIRE DEPT	829,791.00	835,685.91	792,592.54		133,489.56	95.52
445.000	DRAIN AT LARGE	55,681.00	43,022.59	55,680.10		0.00	100.00
446.000	ROADS	30,720.00	73,040.00	23,040.00		0.00	75.00
448.000	STREET LIGHTS	102,500.00	107,547.31	97,316.43		(48.04)	94.94
449.000	HIGHWAY-M45	225,243.00	198,794.41	189,458.99		13,622.49	84.11
567.000	CEMETERY	33,829.00	44,703.61	29,809.95		2,380.04	88.12
672.000	LIFELONG LEARNERS	34,794.00	31,364.99	33,860.60		4,222.27	97.32
701.000	PLANNING & ZONING	88,540.00	152,698.07	72,684.76		6,328.45	82.09
702.000	ZONING BOARD OF APPEALS	2,603.00	291.08	0.00		0.00	0.00
704.000	PLANNING COMMISSION	11,339.00	18,862.23	9,293.28		1,168.81	81.96
751.000	RECREATION AND PARKS	116,780.00	101,130.65	99,769.49		9,923.14	85.43
753.000	COMMUNITY PROMOTIONS	85,652.00	0.00	75,669.53		4,056.53	88.35
753.001	COMMUNITY PROMOTIONS - 4TH OF JULY	0.00	20,000.00	0.00		0.00	0.00
753.002	COMMUNITY PROMOTIONS - VETERAN'S DAY	0.00	977.58	0.00		0.00	0.00
753.003	COMMUNITY PROMOTIONS - CHRISTMAS EVENTS	0.00	1,372.82	0.00		0.00	0.00
753.004	COMMUNITY PROMOTIONS CONCERTS/MOVIES	0.00	4,328.58	0.00		0.00	0.00
753.300	COMMUNITY PROMOTIONS - ADMINISTRATION	0.00	23,358.16	0.00		0.00	0.00
790.000	LIBRARY	467,542.00	407,740.25	437,056.90		41,634.53	93.48
TOTAL EXPENDITURES		6,329,157.00	4,315,500.23	6,035,996.59		396,699.93	95.37
Fund 101 - General Fund:							
TOTAL REVENUES		6,589,932.00	4,544,502.41	6,661,292.11		1,205,299.72	101.08
TOTAL EXPENDITURES		6,329,157.00	4,315,500.23	6,035,996.59		396,699.93	95.37
NET OF REVENUES & EXPENDITURES		260,775.00	229,002.18	625,295.52		808,599.79	239.78

FUND BALANCE = \$4,913,231

CASH BALANCE = \$5,101,130

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			12/31/2021	12/31/2022	MONTH 12/31/2022	INCREASE (DECREASE)	
Fund 249 - Building Department Fund							
Revenues							
249-000.000-480.000	BUILDING PERMITS	225,000.00	188,879.75	214,274.00		14,656.00	95.23
249-000.000-481.000	Electrical Permits	65,000.00	69,755.00	59,380.20		4,410.00	91.35
249-000.000-482.000	PLUMBING PERMITS	48,000.00	50,708.00	43,958.00		3,082.00	91.58
249-000.000-483.000	Mechanical Permits	63,000.00	64,902.00	57,930.00		5,582.00	91.95
249-000.000-613.000	MISC INCOME	0.00	100.00	0.00		0.00	0.00
249-000.000-665.000	Interest	65.00	14.32	78.58		0.00	120.89
TOTAL REVENUES		401,065.00	374,359.07	375,620.78		27,730.00	93.66
Expenditures							
223.000	AUDIT	500.00	474.60	481.90		0.00	96.38
248.000	ADMINISTRATION	12,405.00	12,180.97	12,404.53		0.00	100.00
371.000	INSPECTION DEPARTMENT	382,206.00	356,989.30	359,786.38		27,332.51	94.13
TOTAL EXPENDITURES		395,111.00	369,644.87	372,672.81		27,332.51	94.32
Fund 249 - Building Department Fund:							
TOTAL REVENUES		401,065.00	374,359.07	375,620.78		27,730.00	93.66
TOTAL EXPENDITURES		395,111.00	369,644.87	372,672.81		27,332.51	94.32
NET OF REVENUES & EXPENDITURES		5,954.00	4,714.20	2,947.97		397.49	49.51

FUND BALANCE = \$35,511

CASH BALANCE = \$36,351

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			12/31/2021	12/31/2022	MONTH	12/31/2022	
Fund 252 - RENTAL ADMINISTRATION							
Revenues							
252-000.000-485.000	RENTAL REGISTRATION	30,410.00	30,960.00	30,410.00		0.00	100.00
252-000.000-617.000	RENTAL INSPECTIONS	60,000.00	38,485.00	59,870.00		0.00	99.78
252-000.000-665.000	Interest	0.00	8.74	61.51		0.00	100.00
252-000.000-699.000	Transfer In	0.00	15,000.00	0.00		0.00	0.00
TOTAL REVENUES		90,410.00	84,453.74	90,341.51		0.00	99.92
Expenditures							
371.000	INSPECTION DEPARTMENT	92,646.00	82,415.76	88,578.40		6,523.63	95.61
TOTAL EXPENDITURES		92,646.00	82,415.76	88,578.40		6,523.63	95.61
Fund 252 - RENTAL ADMINISTRATION:							
TOTAL REVENUES		90,410.00	84,453.74	90,341.51		0.00	99.92
TOTAL EXPENDITURES		92,646.00	82,415.76	88,578.40		6,523.63	95.61
NET OF REVENUES & EXPENDITURES		(2,236.00)	2,037.98	1,763.11		(6,523.63)	78.85

FUND BALANCE = \$22,550

CASH BALANCE = \$24,949

User: Tim

DB: Allendale

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 253 - Library Building Debt Fund						
Revenues						
253-000.000-665.000	Interest	30.00	38.26	164.75	0.00	549.17
TOTAL REVENUES		30.00	38.26	164.75	0.00	549.17
Fund 253 - Library Building Debt Fund:						
TOTAL REVENUES		30.00	38.26	164.75	0.00	549.17
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		30.00	38.26	164.75	0.00	549.17

FUND BALANCE = \$96,950

CASH BALANCE = \$96,950

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 254 - Cemetery Improvement Fund						
Revenues						
254-000.000-643.000	GRAVE SITES	15,000.00	18,440.00	15,200.00	0.00	101.33
254-000.000-665.000	Interest	30.00	34.92	204.10	0.00	680.33
254-000.000-670.000	PROPERTY RENTAL	150.00	150.00	150.00	0.00	100.00
TOTAL REVENUES		15,180.00	18,624.92	15,554.10	0.00	102.46
Expenditures						
223.000	AUDIT	241.00	237.30	240.95	0.00	99.98
248.000	ADMINISTRATION	9.00	10.19	8.48	0.00	94.22
TOTAL EXPENDITURES		250.00	247.49	249.43	0.00	99.77
Fund 254 - Cemetery Improvement Fund:						
TOTAL REVENUES		15,180.00	18,624.92	15,554.10	0.00	102.46
TOTAL EXPENDITURES		250.00	247.49	249.43	0.00	99.77
NET OF REVENUES & EXPENDITURES		14,930.00	18,377.43	15,304.67	0.00	102.51

FUND BALANCE = \$111,767

CASH BALANCE = \$111,767

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			12/31/2021	12/31/2022	MONTH	12/31/2022	
Fund 270 - Allendale Historical Society							
Revenues							
270-248.000-665.000	Interest	5.00	3.33	14.82	0.00	296.40	
270-804.000-644.030	150Th Book Sales	0.00	75.00	135.00	0.00	100.00	
270-806.000-665.030	ENDOWMENT FUND INTEREST	0.00	825.00	0.00	0.00	0.00	
TOTAL REVENUES		5.00	903.33	149.82	0.00	2,996.40	
Expenditures							
804.000	KNOWLTON HOUSE	1,850.00	2,479.93	291.18	0.00	15.74	
TOTAL EXPENDITURES		1,850.00	2,479.93	291.18	0.00	15.74	
Fund 270 - Allendale Historical Society:							
TOTAL REVENUES		5.00	903.33	149.82	0.00	2,996.40	
TOTAL EXPENDITURES		1,850.00	2,479.93	291.18	0.00	15.74	
NET OF REVENUES & EXPENDITURES		(1,845.00)	(1,576.60)	(141.36)	0.00	7.66	

FUND BALANCE = \$7,870

CASH BALANCE = \$7,870

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 285 - AMERICAN RESCUE PLAN ACT						
Revenues						
285-000.000-665.000	Interest	0.00	144.18	5,037.34	0.00	100.00
TOTAL REVENUES		0.00	144.18	5,037.34	0.00	100.00
Fund 285 - AMERICAN RESCUE PLAN ACT:						
TOTAL REVENUES		0.00	144.18	5,037.34	0.00	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	144.18	5,037.34	0.00	100.00

FUND BALANCE = \$5,182

CASH BALANCE = \$2,251,996



01/17/2023 01:05 PM  
User: Tim  
DB: Allendale

REVENUE AND EXPENDITURE REPORT FOR ALLENDALE CHARTER TOWNSHIP  
PERIOD ENDING 12/31/2022

Page: 9/12

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE 12/31/2021 NORMAL (ABNORMAL)	YTD BALANCE 12/31/2022 NORMAL (ABNORMAL)	ACTIVITY FOR MONTH 12/31/2022 INCREASE (DECREASE)	% BDGT USED
Fund 403 - FIRE STATION BUILDING FUND						
Revenues						
403-000.000-582.000	CONTRIBUTION-DDA	3,500,000.00	0.00	3,500,000.00	0.00	100.00
403-000.000-583.000	CONTRIBUTION-GENERAL FUND	2,110,000.00	0.00	2,110,000.00	0.00	100.00
403-000.000-584.000	CONTRIBUTION-OTHER	1,000,000.00	0.00	1,000,000.00	0.00	100.00
403-000.000-665.000	Interest	6,500.00	0.00	5,599.87	0.00	86.15
TOTAL REVENUES		6,616,500.00	0.00	6,615,599.87	0.00	99.99
Expenditures						
901.000	CONSTRUCTION	5,700,000.00	0.00	5,425,660.96	755,721.55	95.19
TOTAL EXPENDITURES		5,700,000.00	0.00	5,425,660.96	755,721.55	95.19
Fund 403 - FIRE STATION BUILDING FUND:						
TOTAL REVENUES		6,616,500.00	0.00	6,615,599.87	0.00	99.99
TOTAL EXPENDITURES		5,700,000.00	0.00	5,425,660.96	755,721.55	95.19
NET OF REVENUES & EXPENDITURES		916,500.00	0.00	1,189,938.91	(755,721.55)	129.84

FUND BALANCE = \$1,189,939

CASH BALANCE = \$1,210,240

User: Tim

DB: Allendale

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDTG USED
			12/31/2021	12/31/2022	MONTH 12/31/2022	12/31/2022	
Fund 494 - Dda Development Fund							
Revenues							
494-000.000-401.000	TAXES	0.00	913,160.18	0.00	0.00	0.00	
494-000.000-402.000	REAL PROPERTY TAXES	1,795,287.00	823,334.16	1,794,949.51	4,154.19	99.98	
494-000.000-410.000	PERSONAL PROPERTY TAXES	64,469.00	35,100.52	64,469.23	4,340.79	100.00	
494-000.000-437.000	INDUSTRIAL FACILITY TAX	3,456.00	0.00	3,455.70	0.00	99.99	
494-000.000-613.000	MISC INCOME	1,450.00	1,000.00	1,450.00	0.00	100.00	
494-000.000-665.000	Interest	5,000.00	2,075.48	4,010.04	0.00	80.20	
494-000.000-678.000	PPT LOSS REIMB	91,086.00	89,002.06	91,086.37	0.00	100.00	
TOTAL REVENUES		1,960,748.00	1,863,672.40	1,959,420.85	8,494.98	99.93	
Expenditures							
223.000	AUDIT	4,000.00	3,796.80	3,855.20	0.00	96.38	
248.000	ADMINISTRATION	3,669,523.00	1,197,377.44	3,657,960.53	8,744.50	99.68	
266.000	ATTORNEY	10,000.00	13,725.00	437.00	0.00	4.37	
446.000	ROADS	95,000.00	126,352.22	82,451.96	0.00	86.79	
901.000	CONSTRUCTION	137,000.00	750,429.90	126,007.90	0.00	91.98	
TOTAL EXPENDITURES		3,915,523.00	2,091,681.36	3,870,712.59	8,744.50	98.86	
Fund 494 - Dda Development Fund:							
TOTAL REVENUES		1,960,748.00	1,863,672.40	1,959,420.85	8,494.98	99.93	
TOTAL EXPENDITURES		3,915,523.00	2,091,681.36	3,870,712.59	8,744.50	98.86	
NET OF REVENUES & EXPENDITURES		(1,954,775.00)	(228,008.96)	(1,911,291.74)	(249.52)	97.78	

FUND BALANCE = \$2,311,608

CASH BALANCE = \$2,411,430

User: Tim

DB: Allendale

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR		% BDGT USED
			12/31/2021 NORMAL (ABNORMAL)	12/31/2022 NORMAL (ABNORMAL)	MONTH INCREASE (DECREASE)	12/31/2022 (DECREASE)	
Fund 592 - Water & Sewer							
Revenues							
592-248.000-631.000	FINANCE AGREEMENT FEE	120.00	150.00	120.00		30.00	100.00
592-248.000-632.000	CONNECTION FEES-WATER	215,000.00	228,504.00	225,519.00		10,556.00	104.89
592-248.000-632.010	CONNECTIONS FINANCE-WATER	12,000.00	10,729.00	10,720.00		0.00	89.33
592-248.000-633.000	CONNECTION FEES-SEWER	292,525.00	293,050.00	308,350.00		25,775.00	105.41
592-248.000-633.010	CONNECTIONS FINANCE-SEWER	5,875.00	11,750.00	5,875.00		0.00	100.00
592-248.000-647.000	Penalties	25,000.00	30,156.27	27,961.51		(211.46)	111.85
592-248.000-665.000	Interest	8,000.00	4,039.64	16,003.25		0.00	200.04
592-248.000-665.010	Interest On Assessments	9,000.00	9,345.59	8,658.20		0.00	96.20
592-536.000-569.020	STATE GRANTS	7,500.00	0.00	7,500.00		0.00	100.00
592-536.000-582.000	CONTRIBUTION-DDA	0.00	272,000.00	0.00		0.00	0.00
592-536.000-613.000	MISC INCOME	1,880.00	80,288.97	2,380.02		500.00	126.60
592-536.000-619.000	INSPECTIONS	8,500.00	9,937.75	9,315.00		1,406.25	109.59
592-536.000-620.000	WATER METER CHARGES	43,000.00	45,129.00	45,365.50		2,250.00	105.50
592-536.000-630.000	WATER HYDRANT USAGE	4,000.00	5,854.38	4,638.64		712.53	115.97
592-536.000-646.000	Utility Charges	2,925,000.00	3,054,338.44	3,054,361.76		620,757.06	104.42
592-536.000-667.020	ROBINSON TWP HYDRANT RENT	450.00	450.00	450.00		0.00	100.00
592-536.000-667.050	Rental-Water Tank-Omnipoint	15,500.00	16,423.31	15,490.87		1,425.11	99.94
592-536.000-674.900	DEVELOPER CONTRIBUTIONS	0.00	153,650.00	0.00		0.00	0.00
592-537.000-569.020	STATE GRANTS	7,500.00	0.00	7,500.00		0.00	100.00
592-537.000-582.000	CONTRIBUTION-DDA	0.00	243,386.72	(243,386.72)		0.00	100.00
592-537.000-613.000	MISC INCOME	1,000.00	5,427.16	11,342.80		10,580.00	1,134.28
592-537.000-619.000	INSPECTIONS	1,000.00	5,588.00	1,912.50		787.50	191.25
592-537.000-646.000	Utility Charges	2,563,218.00	2,219,118.21	2,622,593.88		681,452.52	102.32
592-537.000-646.010	Sewer Charges - Leprino	100,860.00	100,860.00	84,050.00		0.00	83.33
592-537.000-674.900	DEVELOPER CONTRIBUTIONS	0.00	28,320.00	0.00		0.00	0.00
TOTAL REVENUES		6,246,928.00	6,828,496.44	6,226,721.21		1,356,020.51	99.68
Expenditures							
248.000	ADMINISTRATION	225,887.00	1,317,275.21	222,434.89		3,655.91	98.47
536.000	WATER	2,594,452.00	2,197,108.26	2,345,582.21		180,196.92	90.41
537.000	SEWER	2,451,061.00	1,267,082.55	2,207,657.62		463,986.59	90.07
906.000	DEBT	615,251.00	143,769.44	108,247.00		0.00	17.59
TOTAL EXPENDITURES		5,886,651.00	4,925,235.46	4,883,921.72		647,839.42	82.97
Fund 592 - Water & Sewer:							
TOTAL REVENUES		6,246,928.00	6,828,496.44	6,226,721.21		1,356,020.51	99.68
TOTAL EXPENDITURES		5,886,651.00	4,925,235.46	4,883,921.72		647,839.42	82.97
NET OF REVENUES & EXPENDITURES		360,277.00	1,903,260.98	1,342,799.49		708,181.09	372.71

FUND BALANCE = \$40,176,136

CASH BALANCE = \$8,870,664

PERIOD ENDING 12/31/2022

GL NUMBER	DESCRIPTION	2022 AMENDED BUDGET	YTD BALANCE	YTD BALANCE	ACTIVITY FOR	% BDGT USED
			12/31/2021 NORMAL (ABNORMAL)	12/31/2022 NORMAL (ABNORMAL)	MONTH 12/31/2022 INCREASE (DECREASE)	
Fund 811 - Road Fund						
Revenues						
811-000.000-452.000	SPECIAL ASSESS-ROADS	25,000.00	46,602.58	34,468.35	2,330.22	137.87
811-000.000-665.000	Interest	100.00	176.95	918.61	0.00	918.61
811-000.000-665.010	Interest On Assessments	2,000.00	2,230.36	1,432.28	0.00	71.61
811-000.000-699.000	Transfer In	0.00	50,000.00	0.00	0.00	0.00
TOTAL REVENUES		27,100.00	99,009.89	36,819.24	2,330.22	135.86
Expenditures						
223.000	AUDIT	1,000.00	949.20	963.80	0.00	96.38
248.000	ADMINISTRATION	0.00	4,639.35	0.00	0.00	0.00
446.000	ROADS	105,302.00	84,234.80	5,302.27	0.00	5.04
TOTAL EXPENDITURES		106,302.00	89,823.35	6,266.07	0.00	5.89
Fund 811 - Road Fund:						
TOTAL REVENUES		27,100.00	99,009.89	36,819.24	2,330.22	135.86
TOTAL EXPENDITURES		106,302.00	89,823.35	6,266.07	0.00	5.89
NET OF REVENUES & EXPENDITURES		(79,202.00)	9,186.54	30,553.17	2,330.22	38.58
TOTAL REVENUES - ALL FUNDS						
TOTAL REVENUES - ALL FUNDS		21,947,898.00	13,814,204.64	21,986,721.58	2,599,875.43	100.18
TOTAL EXPENDITURES - ALL FUNDS		22,427,490.00	11,877,028.45	20,684,349.75	1,842,861.54	92.23
NET OF REVENUES & EXPENDITURES		(479,592.00)	1,937,176.19	1,302,371.83	757,013.89	271.56

FUND BALANCE = \$500,858

CASH BALANCE = \$495,297

**ALLENDALE CHARTER TOWNSHIP  
PLANNING COMMISSION MEETING**

*January 2, 2023*

*7:00 p.m.*

*Allendale Township Public Meeting Room*

1. Call the Meeting to Order
2. Roll Call:  
Present: Longcore, Adams, Zuniga, Chapla, Zeinstra  
Absent: Westerling and Nadda  
Staff and Guests Present: Kevin Yeomans, Fresh Coast Planning, Scott Walper, Sean Caird, Nate Koella, John & Becky Bakale, Todd Stuive
3. Communications and Correspondence: None
4. Motion by Chapla to approve the December 19, 2022, Planning Commission Minutes as presented.  
Seconded by Adams. **Approved 5-0**
5. Motion by Longcore to approve the January 2, 2023, Planning Commission Agenda as presented.  
Seconded by Zeinstra. **Approved 5-0**
6. Public Comments for *non-public hearing item*:  
*Chairperson Longcore opened the public comment section for non-public hearing items.*  
*Seeing no comments, Chairperson Longcore closed the public comment section.*
7. Public Hearings:
  - A. John Bakale Mining Application – 12943 76<sup>th</sup> Ave. & 12673 76<sup>th</sup> Ave.  
A representative for the applicant introduced the project.  
Mr. Yeomans from Fresh Coast Planning reviewed the memo that was prepared for the project and informed the public of the process.  
*Chairperson Longcore opened the public comment section for the Public Hearing.*  
Sean Caird, a resident of Allendale, has questions about the times the mine will be operating, dust control and the effect on wells of the surrounding properties.  
Scott Walper, a resident of Allendale, questioned whether this project would be a subdivision or a private pond.  
*Seeing no more comments, Chairperson Longcore closed the public comment section.*  
Chairperson Longcore answered some of the questions brought up by the residents, stating that the mine has agreed to operate on Monday – Friday from 8:00 AM – 5:00 PM. At this time there is no application for a subdivision, and while that is a possibility with the way the property is set up it is unlikely that will happen.  
The applicant has laid down crushed asphalt for the drive and is committed to keeping the dust to a minimum. Last year they sprayed the drive at least 11 times to help control the dust to keep it from affecting the neighbors.  
Motion by Adams to approve the resolution for the John Bakale Mining application located at 12943 76<sup>th</sup> Ave. and 12673 76<sup>th</sup> Ave. with the following conditions:
    - The sidewalk will be deferred until there is a sidewalk going along 76<sup>th</sup>.

- That condition no. 15 regarding the cash deposit be struck from the resolution.

Seconded by Zuniga. **Approved 5-0**

8. Site Plan Review:

A. Rusk Lake Associates Mining Application – 10618 Pierce St.

Todd Stuive from Exxel Engineering, representing the applicant, presented the proposed mining application, stating that the end goal would be a development on the property after the pond is completed.

Mr. Yeomans reviewed the memo that was prepared by Fresh Coast Planning and noted that if the project moves forward they will need to return for a public hearing.

Commissioners asked for clarification as to when possible construction of the site condominium project would be. Mr. Stuive believes that at this time the site condominium project is not slated to start until the mining is complete.

Truck route and maintenance of the gravel road was discussed and Mr. Stuive noted that the applicant was familiar with maintenance of gravel roads for the purpose of mining.

Commissioners discussed the timeline of the project, and the permit will be good for 5 years and if it needs to go longer the applicant will have to return for an extension to the permit.

The proximity of the existing houses to the proposed mining site was discussed.

Commissioners opined that the deferment of the sidewalk along 92<sup>nd</sup> and a waiver from front yard landscaping would be agreeable.

Commissioners directed Mr. Yeomans to set the public hearing for this project.

9. New Business:

A. 2022 Annual Report

Motion by Zeinstra, seconded by Zuniga to approve the 2022 Annual Report as presented.

**Approved 5-0**

B. 2023 Work Program

Motion by Adams to approve the 2023 Work Program with the removal of item 7 – Regulations for development in the 100-year flood plain and to relocate item 11 – Update Planning Commission Bylaws to number 5. Seconded by Zeinstra. **Approved 5-0**

C. Election of Officers

Motion by Adams to table the discussion of the election of officers until new members are appointed as 2 of the members present will be stepping down and 2 members are absent. Seconded by Zeinstra. **Approved 5-0**

10. Old Business: None

11. Public Comments:

*Chairperson Longcore opened the public comment section.*

An attendee inquired about the process of being appointed to the Planning Commission. Chairperson Longcore directed the person to contact Supervisor Elenbaas.

*Seeing no more comments, Chairperson Longcore closed the public comment section.*

12. Township Board Reports:

Mr. Zeinstra reported that the Board finalized the Budget for 2023, did committee appointments, and at the last meeting of the year did the budget amendments for 2022.

13. Commissioner and Staff Comments:

Mr. Adams thanks Chairperson Longcore for his dedication and his time serving as the Chairperson of the Planning Commission.

14. Chairperson Longcore adjourned the meeting at 8:15 PM.

**Next meeting January 16, 2023, at 7:00 p.m.**

Minutes respectfully submitted by Kelli McGovern



<u>ALARM TYPE</u>	<u>MONTH</u> December	<u>MAY</u> 2022	<u>YEAR TO DATE</u> 2021	<u>CHANGE</u> 2022
<b>MEDICAL EMERGENCIES</b>	<b>84</b>	<b>803</b>	<b>634</b>	<b>169</b>
Canceled Enroute	9	54	35	19
Squad 172 Responses	35	389	349	40
Asst. Amb.	6	154	197	-43
Lift Assist	2	16	16	EVEN
<b>VEHICLE ACCIDENTS WITH INJURIES</b>	<b>2</b>	<b>56</b>	<b>52</b>	<b>4</b>
Cancelled Enroute	0	0	1	-1
<b>PROPERTY DAMAGE ACCIDENTS</b>	<b>2</b>	<b>18</b>	<b>13</b>	<b>5</b>
Canceled Enroute	1	4	9	-5
<b>SMOKE/ODOR INVESTIGATION</b>	<b>1</b>	<b>21</b>	<b>25</b>	<b>-4</b>
Canceled Enroute	0	1	0	1
<b>MEDICAL ALARM</b>	<b>0</b>	<b>10</b>	<b>8</b>	<b>2</b>
Canceled Enroute	1	3	2	1
<b>FIRE ALARM</b>	<b>9</b>	<b>103</b>	<b>83</b>	<b>20</b>
Canceled Enroute	3	26	32	-6
<b>SERVICE CALL / LOCK-IN/OUT</b>	<b>5</b>	<b>46</b>	<b>40</b>	<b>6</b>
<b>MUTUAL AID/AUTOMATIC AID:</b>				
AUTOMATIC AID GIVEN:	4	20	30	-10
MUTUAL AID GIVEN:	4	36	28	8
AUTOMATIC AID RECEIVED	3	21	18	3
MUTUAL AID RECEIVED	1	21	3	18
<b>BUILDING FIRES</b>	<b>3</b>	<b>15</b>	<b>14</b>	<b>1</b>
<b>GRASS, BRUSH, WOODS</b>	<b>0</b>	<b>5</b>	<b>6</b>	<b>-1</b>
<b>TRASH, REFUSE, DUMPSTER</b>	<b>1</b>	<b>4</b>	<b>10</b>	<b>-6</b>
<b>VEHICLE FIRES</b>	<b>0</b>	<b>6</b>	<b>8</b>	<b>-2</b>
<b>CO ALARM</b>	<b>3</b>	<b>18</b>	<b>17</b>	<b>1</b>
<b>GAS LEAK / WIRE DOWN</b>	<b>3</b>	<b>33</b>	<b>36</b>	<b>-3</b>
<b>NO DISPATCH</b>	<b>2</b>	<b>25</b>	<b>16</b>	<b>9</b>
<b>UNAUTHORIZED BURN</b>	<b>0</b>	<b>16</b>	<b>13</b>	<b>3</b>
<b>TOTALS</b>	<b>145</b>	<b>1493</b>	<b>1325</b>	<b>168</b>
	<u>Month</u>	<u>2022 to Date</u>	<u>2021 To Date</u>	<u>22/21 Change</u>
Property Loss: (\$)	\$433,590.00	\$1,051,846.00	\$1,026,175.00	\$25,671.00
Property Saved (\$)	\$225,643	\$4,325,565	\$1,891,578	\$2,433,987.00
Man Hours on Alarms	762.75	6,424	5988.90	435.1
Training Man Hours	132.75	1,071.75	1,428.40	-357
Fire School / PPS / Meeting / EQ Checks / Fire Prev / Other	1,209.16	2,962.43	2,787.59	174.84
Burning Permits Issued	29	162	191	-29
Grand Valley Alarms	10	138	106	32
Off-Campus Student Housing	18	174	169	5
Stonebridge Senior Housing	4	53	27	26
Green Acres	3	72	34	38
Atrium of Allendale	15	121	57	64



## Report Filters

Activity/Training Start Date Time: is between '12/1/2022' and '12/31/2022'

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
<b>Activity/Training Event Type: Activity</b>				
12/02/2022 06:00:00	12/02/2022 18:00:00	Friday	PART TIME SHIFT	1
12/02/2022 17:45:00	12/02/2022 19:45:00	Friday	PUBLIC SERVICE	2
12/03/2022 09:00:00	12/03/2022 12:30:00	Saturday	EQUIPMENT CHECKS #3	6
12/05/2022 06:00:00	12/05/2022 08:30:00	Monday	PART TIME SHIFT	1
12/05/2022 08:30:00	12/05/2022 18:00:00	Monday	PART TIME SHIFT	1
12/07/2022 17:30:00	12/07/2022 20:00:00	Wednesday	PUBLIC SERVICE	3
12/08/2022 09:30:00	12/08/2022 10:30:00	Thursday	FIRE PREVENTION	1
12/09/2022 06:00:00	12/09/2022 18:00:00	Friday	PART TIME SHIFT	2
12/10/2022 08:00:00	12/10/2022 10:00:00	Saturday	EQUIPMENT CHECKS #4	5
12/10/2022 11:30:00	12/10/2022 13:00:00	Saturday	PUBLIC SERVICE	4
12/16/2022 16:45:00	12/16/2022 19:15:00	Friday	EQUIPMENT CHECKS #5	4
12/17/2022 12:00:00	12/17/2022 14:00:00	Saturday	PUBLIC SERVICE	4
12/23/2022 06:00:00	12/23/2022 12:00:00	Friday	PART TIME SHIFT	2
12/23/2022 12:00:00	12/23/2022 18:00:00	Friday	PART TIME SHIFT	2
12/23/2022 18:30:46	12/24/2022 20:30:35	Friday	EQUIPMENT CHECKS #6	5
12/24/2022 06:00:00	12/24/2022 12:00:00	Saturday	PART TIME SHIFT	3
12/27/2022 09:00:00	12/27/2022 11:00:00	Tuesday	PART TIME SHIFT	1
12/31/2022 09:00:00	12/31/2022 12:00:00	Saturday	EQUIPMENT CHECKS #1	5
12/01/2022 08:44:50	12/31/2022 08:45:00	Thursday	CAPTAIN PAY	1
12/01/2022 08:48:36	12/31/2022 08:49:17	Thursday	EMS COORDINATOR	1
12/01/2022 08:51:08	12/31/2022 08:51:15	Thursday	EMS REPORT AUDIT	1
12/01/2022 11:26:03	12/31/2022 11:26:09	Thursday	OFFICER PAY D.C.	1
12/01/2022 11:44:44	12/31/2022 11:44:52	Thursday	OFFICER PAY LT	5
12/01/2022 11:46:55	12/31/2022 11:47:08	Thursday	SERGEANT PAY	6

Activity/Training Start Date Time	Activity/Training End Date Time	Activity/Training Start Day Name	Activity/Training Event Name	Activity/Training Attendee Count
<b>Activity/Training Event Type: Training</b>				
12/18/2022 10:30:00	12/18/2022 20:00:00	Sunday	ACTIVE ASSAILANT TRAINING	8
12/19/2022 18:30:00	12/19/2022 20:30:00	Monday	SOG UPDATE	26
12/05/2022 18:45:00	12/05/2022 21:00:00	Monday	FIRST DUE OPERATIONS	8
12/05/2022 18:45:00	12/05/2022 21:15:00	Monday	SCBA	7
12/05/2022 18:45:00	12/05/2022 20:45:00	Monday	MEDICAL	6

## Alarm Analysis by District - Average Response Time AFD

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
<b>Basic Shift Or Platoon (FD1.30): (None)</b>					
22-0001421	12/16/2022 19:44:14	170, 171	Friday	190	12
					<b>Avg: 11.65</b>
<b>Basic Shift Or Platoon (FD1.30): A - Shift 6P SUN / 6A FRI</b>					
22-0001402	12/12/2022 21:15:45	170, 171	Monday	170	7
22-0001403	12/13/2022 02:13:24	170, 171	Tuesday	191	10
22-0001404	12/13/2022 03:29:47	171, 170	Tuesday	161	10
22-0001399	12/12/2022 02:21:31	170, 171	Monday	180	11
22-0001410	12/14/2022 19:51:46	171, 170	Wednesday	164	9
22-0001411	12/14/2022 23:57:26	192, 121, 176, 173	Wednesday	120	4
22-0001412	12/15/2022 03:04:23	173	Thursday	100	10
22-0001413	12/15/2022 04:36:28	173	Thursday	140	9
22-0001358	12/03/2022 03:05:01	170, 171	Saturday	190	10
22-0001352	12/02/2022 00:29:35	171, 170	Friday	180	15
22-0001353	12/02/2022 03:51:43	170, 171	Friday	192	11
22-0001372	12/04/2022 22:37:23	170, 171	Sunday	100	9
22-0001373	12/05/2022 03:38:40	170, 199	Monday	180	
22-0001377	12/05/2022 23:50:37	171, 194	Monday	120	11
22-0001382	12/08/2022 01:31:18	170, 171	Thursday	120	6
22-0001386	12/08/2022 21:15:33	170, 171	Thursday	161	9
22-0001387	12/09/2022 01:10:06	197	Friday	180	
22-0001415	12/15/2022 18:01:44	170, 171	Thursday	140	6
22-0001416	12/15/2022 19:18:49	170	Thursday	190	5
22-0001417	12/16/2022 04:03:07	170, 171	Friday	161	12
22-0001443	12/19/2022 20:13:18	171, 170	Monday	100	
22-0001445	12/20/2022 19:28:49	170, 171	Tuesday	100	7
	12/20/2022 18:45:47	195	Tuesday	120	
22-0001447	12/22/2022 00:47:07	171, 170	Thursday	190	11
22-0001448	12/22/2022 01:03:27	170, 121	Thursday	OUT	6
22-0001442	12/18/2022 22:17:50	171, 170	Sunday	120	4
22-0001450	12/22/2022 22:17:53	122, 161, 141, 197, 121, 181	Thursday	100	12
22-0001465	12/25/2022 20:27:13	171, 121, 199	Sunday	141	1
22-0001464	12/25/2022 19:22:22	171, 170	Sunday	171	14
22-0001463	12/25/2022 18:52:30	170, 171	Sunday	140	7
22-0001462	12/25/2022 18:13:53	171, 170	Sunday	170	6
22-0001466	12/26/2022 03:34:39	199	Monday	190	16
22-0001469	12/26/2022 23:44:40	170	Monday	190	12
22-0001470	12/27/2022 00:06:21	171	Tuesday	192	0
22-0001477	12/28/2022 22:04:50	192, 141, 121	Wednesday	140	11
22-0001475	12/28/2022 22:02:14	170	Wednesday	120	
22-0001476	12/28/2022 22:03:00	192	Wednesday	OUT	0
22-0001482	12/29/2022 23:14:05	170, 171	Thursday	170	10
22-0001483	12/29/2022 23:59:22	171, 170	Thursday	170	3
22-0001484	12/30/2022 00:28:57	171	Friday	191	4
22-0001474	12/28/2022 18:48:04	173, 192	Wednesday	140	11
					<b>Avg: 8.33</b>
<b>Basic Shift Or Platoon (FD1.30): B - Shift 6A MON / 6P FRI</b>					
22-0001473	12/28/2022 09:00:51	171	Wednesday	100	7
22-0001486	12/30/2022 12:17:07	171	Friday	120	4
22-0001487	12/30/2022 19:18:09	170	Friday	140	7
22-0001481	12/29/2022 16:49:47	171	Thursday	190	8



CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
22-0001485	12/30/2022 08:33:46	171	Friday	140	6
22-0001478	12/29/2022 06:59:42	121, 190, 161	Thursday	831	11
22-0001479	12/29/2022 10:39:13	190, 121, 141	Thursday	160	10
22-0001480	12/29/2022 14:16:07	171	Thursday	190	7
22-0001471	12/27/2022 09:25:59	171	Tuesday	160	6
22-0001472	12/28/2022 07:54:40	171	Wednesday	160	
22-0001467	12/26/2022 12:03:44	121	Monday	141	14
22-0001468	12/26/2022 17:59:55	171, 194	Monday	140	9
22-0001451	12/23/2022 16:10:07	171, 170	Friday	192	7
22-0001446	12/21/2022 08:45:11	121, 181, 190, 161	Wednesday	OUT	7
22-0001449	12/22/2022 08:14:53	171	Thursday	164	13
22-0001419	12/16/2022 16:34:37	190	Friday	401	3
22-0001414	12/15/2022 12:04:50	171	Thursday	190	6
22-0001418	12/16/2022 16:09:49	171	Friday	140	7
22-0001388	12/09/2022 07:06:55	170	Friday	141	5
22-0001389	12/09/2022 16:53:39	171	Friday	192	6
22-0001390	12/09/2022 17:56:57	171, 170	Friday	180	5
22-0001384	12/08/2022 10:03:30	170	Thursday	100	5
22-0001385	12/08/2022 16:48:02	171	Thursday	120	6
22-0001383	12/08/2022 09:31:18	121, 190	Thursday	140	3
	12/06/2022 12:03:48	121, 190	Tuesday	120	
22-0001379	12/06/2022 13:59:12	141, 190	Tuesday	1006	7
22-0001380	12/07/2022 14:07:16	170	Wednesday	190	5
22-0001381	12/07/2022 14:28:29	170, 171	Wednesday	180	4
22-0001374	12/05/2022 12:40:53	170, 171	Monday	194	5
22-0001376	12/05/2022 17:56:26	171	Monday	120	3
22-0001375	12/05/2022 14:33:22	171	Monday	194	5
22-0001351	12/01/2022 17:40:04	171	Thursday	191	6
22-0001354	12/02/2022 10:28:33	171	Friday	180	7
22-0001355	12/02/2022 11:28:35	171	Friday	191	7
22-0001356	12/02/2022 17:09:53	171	Friday	141	8
22-0001409	12/14/2022 16:33:13	171	Wednesday	190	6
22-0001400	12/12/2022 12:25:20	171	Monday	141	8
22-0001349	12/01/2022 09:29:36	171	Thursday	170	1
	12/01/2022 14:45:00	170	Thursday	111	
22-0001401	12/12/2022 15:47:12	190, 122, 121	Monday	140	7
22-0001405	12/13/2022 15:23:03	122, 121	Tuesday	140	10
22-0001406	12/13/2022 17:49:31	171	Tuesday	190	
22-0001407	12/14/2022 08:34:06	170	Wednesday	160	5
22-0001408	12/14/2022 14:03:27	171	Wednesday	120	5
					Avg: 6.42
Basic Shift Or Platoon (FD1.30): C - Shift 6P FRI / 6P SUN					
22-0001429	12/17/2022 13:29:58	121, 170	Saturday	180	9
22-0001428	12/17/2022 10:52:06	199, 170, 171	Saturday	191	12
22-0001425	12/17/2022 02:12:17	171, 170	Saturday	170	12
22-0001427	12/17/2022 09:30:23	121, 170	Saturday	128	5
22-0001426	12/17/2022 08:56:37	121, 194	Saturday	140	13
22-0001431	12/17/2022 18:09:42	121, 171, 194, 141, 161	Saturday	190	10
22-0001432	12/17/2022 23:23:36	170, 171	Saturday	170	12
22-0001433	12/18/2022 01:46:45	181	Sunday	190	12
22-0001434	12/18/2022 07:23:51	170, 171	Sunday	141	15
22-0001435	12/18/2022 07:27:54	192, 121	Sunday	141	17

CAD Basic Incident Number	Basic Incident Alarm Date Time (FD1.26)	Basic Apparatus Call Sign List	Basic Incident Day Name (FD1.3)	Basic Incident Zone/District Number (FD1.32)	Basic First Apparatus Arrived At Scene Dispatch To Arrived At Scene In Minutes
22-0001430	12/17/2022 14:18:59	171	Saturday	192	6
22-0001436	12/18/2022 11:05:30	171, 170	Sunday	190	4
22-0001437	12/18/2022 12:17:46	171	Sunday	140	5
22-0001441	12/18/2022 16:18:42	170, 171	Sunday	141	4
22-0001440	12/18/2022 15:17:51	171	Sunday	160	17
22-0001438	12/18/2022 14:36:11	121, 192	Sunday	140	6
22-0001357	12/02/2022 22:57:56	171, 170	Friday	190	9
22-0001359	12/03/2022 04:17:56	171, 170	Saturday	100	7
22-0001360	12/03/2022 10:02:24	171, 170	Saturday	192	5
22-0001361	12/03/2022 13:15:36	171, 170	Saturday	140	5
22-0001363	12/03/2022 14:21:37	170, 171	Saturday	140	5
22-0001362	12/03/2022 13:49:50	171, 170	Saturday	120	5
22-0001364	12/03/2022 16:43:07	192	Saturday	190	7
22-0001365	12/03/2022 17:02:31	141, 192	Saturday	OUT	6
22-0001366	12/03/2022 19:44:08	171, 170	Saturday	192	8
22-0001367	12/04/2022 01:42:59	170, 171	Sunday	194	10
22-0001368	12/04/2022 02:17:37	170	Sunday	180	6
22-0001369	12/04/2022 02:19:33	170, 121	Sunday	120	10
22-0001370	12/04/2022 14:20:53	170, 171	Sunday	141	10
22-0001371	12/04/2022 16:39:45	171, 170	Sunday	100	11
22-0001391	12/09/2022 21:04:08	170, 171	Friday	141	12
22-0001392	12/10/2022 04:06:22	170, 171	Saturday	170	11
22-0001393	12/10/2022 18:54:20	171, 170	Saturday	141	11
22-0001394	12/11/2022 00:35:38	170	Sunday	180	
22-0001395	12/11/2022 11:42:48	171, 170	Sunday	192	9
22-0001398	12/11/2022 17:01:01	170, 171	Sunday	141	6
	12/11/2022 15:29:40	121	Sunday	180	0
22-0001396	12/11/2022 15:02:53	121, 197, 122	Sunday	180	12
22-0001423	12/16/2022 22:30:18	170, 171	Friday	170	5
22-0001424	12/17/2022 00:04:17	194, 121	Saturday	140	14
22-0001422	12/16/2022 21:19:54	170, 121	Friday	OUT	13
22-0001420	12/16/2022 18:52:38	194	Friday	100	4
22-0001452	12/23/2022 18:51:37	171, 170	Friday	140	10
22-0001439	12/18/2022 15:08:31	121, 192	Sunday	OUT	13
22-0001456	12/24/2022 00:56:59	170, 171, 181	Saturday	161	19
22-0001455	12/23/2022 20:36:38	122, 121, 171, 170, 141	Friday	140	10
22-0001453	12/23/2022 19:45:41	170	Friday	110	28
22-0001454	12/23/2022 19:47:47	199	Friday		0
22-0001459	12/24/2022 08:12:44	199	Saturday	141	21
22-0001458	12/24/2022 06:27:59	171	Saturday	100	11
22-0001457	12/24/2022 01:59:25	121, 170, 122	Saturday	141	9
22-0001461	12/25/2022 01:23:22	181, 170, 171	Sunday	100	19
22-0001460	12/24/2022 19:01:08	199	Saturday	141	15
22-0001488	12/30/2022 19:24:44	171	Friday	170	7
22-0001489	12/31/2022 12:56:46	171, 170	Saturday	190	6
22-0001491	12/31/2022 19:09:22	170, 171	Saturday	100	11
22-0001490	12/31/2022 15:09:49	170, 171	Saturday	140	7
22-0001492	12/31/2022 21:55:41	121, 198	Saturday	190	8
22-0001493	12/31/2022 22:11:49	170, 171	Saturday	121	0
					Avg: 9.50
					Avg: 8.29

Report Filters



## Report Filters

Basic Incident Date Time: is between '12/1/2022' and '12/31/2022'

## Report Criteria

Incident Type (Fd1.21): Is Not Blank

Basic Incident Type Code And Description (FD1.21)	Total Incidents Percent of Incidents
<b>Incident Type Category (FD1.21): 1 - Fire</b>	
111 - Building fire	2.76%
114 - Chimney or flue fire, confined to chimney or flue	0.69%
121 - Fire in mobile home used as fixed residence	0.69%
131 - Passenger vehicle fire	0.69%
154 - Dumpster or other outside trash receptacle fire	0.69%
<b>Total: 5.52%</b>	
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>	
3001 - Lift Assist, Medical	1.38%
321 - EMS call, excluding vehicle accident with injury	62.76%
322 - Motor vehicle accident with injuries	1.38%
324 - Motor vehicle accident with no injuries.	1.38%
352 - Extrication of victim(s) from vehicle	0.69%
<b>Total: 67.59%</b>	
<b>Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)</b>	
412 - Gas leak (natural gas or LPG)	1.38%
424 - Carbon monoxide incident	2.07%
444 - Power line down	0.69%
<b>Total: 4.14%</b>	
<b>Incident Type Category (FD1.21): 5 - Service Call</b>	
500 - Service call, other	1.38%
522 - Water or steam leak	2.07%
531 - Smoke or odor removal	0.69%
551 - Assist police or other governmental agency	1.38%
571 - Cover assignment, standby, moveup	0.69%
<b>Total: 6.21%</b>	
<b>Incident Type Category (FD1.21): 6 - Good Intent Call</b>	
611 - Dispatched and cancelled en route	3.45%
6110 - Dispatched and cancelled en route (Medical)	2.07%
6111 - Dispatched and cancelled en route (Fire Alarm)	4.14%
622 - No incident found on arrival at dispatch address	0.69%
651 - Smoke scare, odor of smoke	0.69%
<b>Total: 11.03%</b>	
<b>Incident Type Category (FD1.21): 7 - False Alarm &amp; False Call</b>	
7001 - Dispatch Error (Never Dispatched)	1.38%
715 - Local alarm system, malicious false alarm	0.69%
733 - Smoke detector activation due to malfunction	2.76%
735 - Alarm system sounded due to malfunction	0.69%
<b>Total: 5.52%</b>	
<b>Total: 100.00%</b>	

## AFD Incident Type Report (Summary)

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
<b>Incident Type Category (FD1.21): 1 - Fire</b>						
22-0001446	08:44:56	B - Shift 6A MON / 6P FRI	111 - Building fire	Automatic aid given	Wright-Tallmadge Fire Dept	
22-0001450	22:16:49	A - Shift 6P SUN / 6A FRI	111 - Building fire	Automatic aid received		
22-0001455	20:35:49	C - Shift 6P FRI / 6P SUN	111 - Building fire	Automatic aid received		
22-0001457	01:56:57	C - Shift 6P FRI / 6P SUN	111 - Building fire	Mutual aid received		
22-0001478	06:56:23	B - Shift 6A MON / 6P FRI	114 - Chimney or flue fire, confined to chimney or flue	Automatic aid given	Georgetown Township	
22-0001431	18:07:49	C - Shift 6P FRI / 6P SUN	121 - Fire in mobile home used as fixed residence	Automatic aid received		
22-0001439	15:08:24	C - Shift 6P FRI / 6P SUN	131 - Passenger vehicle fire	Mutual aid given	Wright-Tallmadge Fire Dept	
22-0001492	21:54:05	C - Shift 6P FRI / 6P SUN	154 - Dumpster or other outside trash receptacle fire	None		
						<b>Total: 0.00%</b>
<b>Count: 8</b>						
<b>Incident Type Category (FD1.21): 3 - Rescue &amp; Emergency Medical Service Incident</b>						
22-0001442	22:16:13	A - Shift 6P SUN / 6A FRI	3001 - Lift Assist, Medical	None		
22-0001483	23:56:40	A - Shift 6P SUN / 6A FRI	3001 - Lift Assist, Medical	None		
22-0001349	09:29:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001351	17:37:08	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001352	00:27:08	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001353	03:49:00	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001354	10:27:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001355	11:24:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001356	17:07:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001357	22:54:28	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001358	03:03:21	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001359	04:15:30	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001360	09:59:09	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001361	13:14:31	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001362	13:47:46	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001363	14:20:12	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001366	19:41:26	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001367	01:39:45	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001369	02:16:33	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001370	14:18:55	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001371	16:37:36	C - Shift 6P FRI /	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		6P SUN	vehicle accident with injury			
22-0001372	22:34:49	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001374	12:39:06	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001375	14:32:44	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001376	17:55:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001377	23:49:46	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001380	14:07:04	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001382	01:30:16	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001385	16:45:32	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001386	21:14:16	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001388	07:05:16	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001389	16:52:50	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001390	17:55:45	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001391	21:00:57	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001392	04:05:22	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001393	18:48:20	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001395	11:42:21	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001397	15:29:08	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001398	17:00:44	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001399	02:15:34	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001400	12:24:25	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001402	21:15:37	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001403	02:12:16	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001404	03:28:06	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001407	08:32:04	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001408	14:01:10	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001409	16:32:50	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001410	19:47:21	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001414	12:03:44	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001415	17:59:34	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001417	04:02:33	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001418	16:07:56	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		



Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
22-0001421	19:41:42		321 - EMS call, excluding vehicle accident with injury	None		
22-0001423	22:28:21	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001425	02:10:22	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001427	09:28:04	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001428	10:49:23	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001430	14:18:01	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001432	23:22:05	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001434	07:22:12	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001435	07:24:55	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001436	11:04:13	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001437	12:15:58	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001440	15:16:24	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001441	16:16:09	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001445	19:26:35	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001447	00:45:02	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001449	08:09:21	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001451	16:09:54	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001452	18:49:20	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001456	00:51:21	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001458	06:27:32	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001461	01:21:15	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001462	18:11:01	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001463	18:50:23	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001464	19:21:09	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001468	17:57:41	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001469	23:43:32	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001470	00:06:11	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001471	09:23:43	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001473	08:58:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001480	14:14:26	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001481	16:49:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001482	23:09:38	A - Shift 6P SUN	321 - EMS call, excluding	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
		/ 6A FRI	vehicle accident with injury			
22-0001484	00:28:11	A - Shift 6P SUN / 6A FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001485	08:31:37	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001486	12:14:53	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001487	19:17:57	B - Shift 6A MON / 6P FRI	321 - EMS call, excluding vehicle accident with injury	None		
22-0001488	19:19:00	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001489	12:56:12	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001490	15:08:13	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001491	19:05:50	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001493	22:09:15	C - Shift 6P FRI / 6P SUN	321 - EMS call, excluding vehicle accident with injury	None		
22-0001401	15:44:11	B - Shift 6A MON / 6P FRI	322 - Motor vehicle accident with injuries	None		
22-0001422	21:19:12	C - Shift 6P FRI / 6P SUN	322 - Motor vehicle accident with injuries	Mutual aid given	Wright-Tallmadge Fire Dept	
22-0001420	18:52:27	C - Shift 6P FRI / 6P SUN	324 - Motor vehicle accident with no injuries.	None		
22-0001429	13:26:34	C - Shift 6P FRI / 6P SUN	324 - Motor vehicle accident with no injuries.	None		
22-0001448	01:02:47	A - Shift 6P SUN / 6A FRI	352 - Extrication of victim(s) from vehicle	Mutual aid given	Robinson Township Fire Dept	
						Total: 0.00%
Count: 98						
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
22-0001396	15:00:51	C - Shift 6P FRI / 6P SUN	412 - Gas leak (natural gas or LPG)	None		
22-0001405	15:21:25	B - Shift 6A MON / 6P FRI	412 - Gas leak (natural gas or LPG)	None		
22-0001384	10:02:51	B - Shift 6A MON / 6P FRI	424 - Carbon monoxide incident	None		
22-0001413	04:33:52	A - Shift 6P SUN / 6A FRI	424 - Carbon monoxide incident	None		
22-0001474	18:47:09	A - Shift 6P SUN / 6A FRI	424 - Carbon monoxide incident	None		
22-0001412	02:53:34	A - Shift 6P SUN / 6A FRI	444 - Power line down	None		
						Total: 0.00%
Count: 6						
Incident Type Category (FD1.21): 5 - Service Call						
22-0001453	19:44:56	C - Shift 6P FRI / 6P SUN	500 - Service call, other	None		
22-0001460	18:56:30	C - Shift 6P FRI / 6P SUN	500 - Service call, other	None		
22-0001465	20:25:45	A - Shift 6P SUN / 6A FRI	522 - Water or steam leak	None		
22-0001466	03:32:54	A - Shift 6P SUN / 6A FRI	522 - Water or steam leak	None		
22-0001467	12:03:29	B - Shift 6A MON / 6P FRI	522 - Water or steam leak	None		
22-0001459	08:09:01	C - Shift 6P FRI / 6P SUN	531 - Smoke or odor removal	None		
22-0001416	19:18:14	A - Shift 6P SUN / 6A FRI	551 - Assist police or other governmental agency	None		
22-0001433	01:46:33	C - Shift 6P FRI / 6P SUN	551 - Assist police or other governmental agency	None		

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
22-0001379	13:58:43	B - Shift 6A MON / 6P FRI	571 - Cover assignment, standby, moveup	Mutual aid given	Grand Haven Township Fire/Rescue	Total: 0.00%
Count: 9						
Incident Type Category (FD1.21): 6 - Good Intent Call						
22-0001365	17:02:11	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	Automatic aid given	Coopersville/Polkton Fire Dept.	Total: 0.00%
22-0001368	02:15:47	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
22-0001394	00:30:04	C - Shift 6P FRI / 6P SUN	611 - Dispatched and cancelled en route	None		
22-0001419	16:34:04	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	Automatic aid given	Coopersville/Polkton Fire Dept.	
22-0001472	07:51:52	B - Shift 6A MON / 6P FRI	611 - Dispatched and cancelled en route	None		
22-0001406	17:47:33	B - Shift 6A MON / 6P FRI	6110 - Dispatched and cancelled en route (Medical)	None		
22-0001443	20:12:47	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
22-0001475	22:00:10	A - Shift 6P SUN / 6A FRI	6110 - Dispatched and cancelled en route (Medical)	None		
22-0001350	14:44:05	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0001373	03:38:21	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0001378	12:03:27	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0001383	09:30:54	B - Shift 6A MON / 6P FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0001387	01:09:25	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0001444	18:45:25	A - Shift 6P SUN / 6A FRI	6111 - Dispatched and cancelled en route (Fire Alarm)	None		
22-0001364	16:42:49	C - Shift 6P FRI / 6P SUN	622 - No incident found on arrival at dispatch address	None		
22-0001411	23:54:33	A - Shift 6P SUN / 6A FRI	651 - Smoke scare, odor of smoke	None		
Total: 0.00%						
Count: 16						
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
22-0001454	19:47:47	C - Shift 6P FRI / 6P SUN	7001 - Dispatch Error (Never Dispatched)	None		Total: 0.00%
22-0001476	22:03:01	A - Shift 6P SUN / 6A FRI	7001 - Dispatch Error (Never Dispatched)	None		
22-0001424	00:03:58	C - Shift 6P FRI / 6P SUN	715 - Local alarm system, malicious false alarm	None		
22-0001426	08:54:33	C - Shift 6P FRI / 6P SUN	733 - Smoke detector activation due to malfunction	None		
22-0001438	14:33:55	C - Shift 6P FRI / 6P SUN	733 - Smoke detector activation due to malfunction	None		
22-0001477	22:01:29	A - Shift 6P SUN / 6A FRI	733 - Smoke detector activation due to malfunction	None		
22-0001479	10:38:52	B - Shift 6A MON / 6P FRI	733 - Smoke detector activation due to malfunction	None		
22-0001381	14:27:05	B - Shift 6A MON / 6P FRI	735 - Alarm system sounded due to malfunction	None		
Total: 0.00%						

Basic Incident Number (FD1)	Basic Incident Actual Time	Basic Shift Or Platoon (FD1.30)	Basic Incident Type Code And Description (FD1.21)	Basic Aid Given Or Received (FD1.22)	Basic Aid Given Their Fire Department Name (FD1.23)	Total Incidents Percent of Incidents
Count: 8						Total: 0.00%
Count: 145						

## AFD Aid Given/Received Report

Incident Number	Basic Incident Date Time	Basic Incident Day Name (FD1.3)	Basic Incident Full Address	Aid Given Or Received	Automatic Aid Received Departments
<b>Department Name: (None)</b>					
22-0001431	12/17/2022 18:07:49	Saturday		Automatic aid received	Wright-Tallmadge Fire Dept, Blendon Township Fire Dept
22-0001450	12/22/2022 22:16:49	Thursday		Automatic aid received	
22-0001455	12/23/2022 20:35:49	Friday		Automatic aid received	Wright-Tallmadge Fire Dept, Blendon Township Fire Dept, Robinson Township Fire Dept
22-0001457	12/24/2022 01:56:57	Saturday		Mutual aid received	Wright-Tallmadge Fire Dept, Robinson Township Fire Dept, Coopersville/Polkton Fire Dept., Blendon Township Fire Dept
				<b>Count: 4</b>	
<b>Department Name: Coopersville/Polkton Fire Dept.</b>					
22-0001365	12/03/2022 17:02:11	Saturday		Automatic aid given	
22-0001419	12/16/2022 16:34:04	Friday		Automatic aid given	
				<b>Count: 2</b>	
<b>Department Name: Georgetown Township</b>					
22-0001478	12/29/2022 06:56:23	Thursday		Automatic aid given	
				<b>Count: 1</b>	
<b>Department Name: Grand Haven Township Fire/Rescue</b>					
22-0001379	12/06/2022 13:58:43	Tuesday		Mutual aid given	
				<b>Count: 1</b>	
<b>Department Name: Robinson Township Fire Dept</b>					
22-0001448	12/22/2022 01:02:47	Thursday	104TH Avenue and PIERCE ST Zeeland MI 49464	Mutual aid given	
				<b>Count: 1</b>	
<b>Department Name: Wright-Tallmadge Fire Dept</b>					
22-0001422	12/16/2022 21:19:12	Friday	LAKE MICHIGAN Drive and LINDEN DR Allendale MI 49401	Mutual aid given	
22-0001439	12/18/2022 15:08:24	Sunday	LINDEN Drive and RIVER HILL DR Allendale MI 49401	Mutual aid given	
22-0001446	12/21/2022 08:44:56	Wednesday		Automatic aid given	
				<b>Count: 3</b>	
				<b>Count: 12</b>	

## AFD NFIRS Run Data Report - Hour of Day

Hour of Day	Number of Runs
00:00:00 - 00:59:59	7
01:00:00 - 01:59:59	7
02:00:00 - 02:59:59	6
03:00:00 - 03:59:59	5
04:00:00 - 04:59:59	4
06:00:00 - 06:59:59	2
07:00:00 - 07:59:59	4
08:00:00 - 08:59:59	7
09:00:00 - 09:59:59	5
10:00:00 - 10:59:59	4
11:00:00 - 11:59:59	3
12:00:00 - 12:59:59	8
13:00:00 - 13:59:59	4
14:00:00 - 14:59:59	10
15:00:00 - 15:59:59	7
16:00:00 - 16:59:59	10
17:00:00 - 17:59:59	9
18:00:00 - 18:59:59	9
19:00:00 - 19:59:59	11
20:00:00 - 20:59:59	3
21:00:00 - 21:59:59	5
22:00:00 - 22:59:59	9
23:00:00 - 23:59:59	6
Total: 145	

# *2022 ANNUAL REPORT of the PLANNING COMMISSION of ALLENDALE CHARTER TOWNSHIP*

Pursuant to Section 9 of the Allendale Charter Township Planning Commission Bylaws & Rules of Procedure

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## **Executive Summary**

On February 17, 2014, the Allendale Charter Township Planning Commission adopted its Bylaws and Rules of Procedure of the Planning Commission to facilitate the performance of its duties as outlined in the Michigan Planning Enabling Act, PA 33 of 2008, MLC 125.3801, et seq., and the Michigan Zoning Enabling Act, PA 110 of 2006, MCL 125.3101, et seq. Pursuant to Section 9 of the Allendale Charter Township Planning Commission Bylaws and Rules of Procedure, we present the following report regarding the structure and operations of the Planning Commission, the status of planning activities as well as other pertinent actions of the Planning Commission.

## **Membership & Meetings**

### *Membership of the Planning Commission*

- Andrew Longcore
- Ray Nadda
- Bruce Zeinstra
- Rick Chapla
- Tom Zuniga
- Rick Westerling
- Mark Adams

### *Officers of the Planning Commission*

- Chairperson – Andrew Longcore
- Vice Chairperson – Rick Chapla
- Secretary – Tom Zuniga

### *Meetings & Meeting Attendance*

Regular Meetings: 21 <> Special Meetings: 0

- Longcore: 21
- Nadda: 19
- Zeinstra: 15
- Zuniga: 18
- Adams: 19
- Westerling: 12
- Chapla: 16

## Operations & Activity

### *Procedural Approvals and Documents*

- Elected Officers of the Planning Commission
- 2022 Annual Work Program
- 2021 Annual Report

### *Site Plan Approvals*

- Churchside Estates – Tentative Preliminary Plat
- Centennial Farms – Site Condominiums
- Conifer Creek – Planned Unit Development Phase
- Mystic Woods – Planned Unit Development Phase
- Marcusse Office Building – Multiple tenant office building
- Pearline Estates – Tentative Preliminary Plat
- ALDI – Grocery Store

### *Site Plan Denials, Suspensions, or Withdrawals*

- None

### *Special Use Approvals*

- Wendy's Restaurant – Drive through and site down restaurant
- Great Lakes Excavating Service (JMM Developers) – Mining amendment
- Griffioen – Farm Equipment Storage with Incidental Repair and Service
- Tommy's Express – Drive Through Car Wash
- Bakale – Mining operation

### *Special Use Denials, Suspensions, or Withdrawals*

- None

### *Zoning Map & Text Amendment Recommendations of Approval*

- Map (Rezone)
  - 5380 & 5316 Lake Michigan Drive – from R-2 to GC
  - 5713 Lake Michigan Drive – from R-1 to GC
  - 5630 Lake Michigan Drive – from R-2 and R-3 to GC
  - 11500 56<sup>th</sup> Avenue – from Industrial to R-1
  - 10222, 10274, & 10320 52<sup>nd</sup> Avenue – from RE to R-4
- Text
  - Zoning Ordinance
    - Section 4.01D – Zoning Districts
    - Article 8 – [Title change]
    - Section 12.06A – Development Requirements for PUD's with Residential Uses, Determination of Number of Dwellings
    - Section 12.06B7 – Formula to Determine Number of Dwellings
    - Section 13A.05(3) – Area Regulations, Side Yard
    - Section 13A.05(4) – Area Regulations, Rear Yard



- Section 14.01 – Description and Purpose
- Section 14.03O – Uses Requiring Special Approval
- Section 14.05B – Area Regulations, Side Yard
- Section 14.05C – Area Regulations, Rear Yard
- Section 14.07 – Moratorium
- Section 15.02AC – Use Regulation
- Section 15.05B – Area Regulations, Side Yard
- Section 15.05 C – Area Regulations, Rear Yard
- Section 16.02I – Permitted Uses
- Section 16.06 B – Area Regulations, Side Yard
- Section 16.06C – Area Regulations, Rear Yard
- Section 23.20 – Renewable Energies
- Section 24.06H –Waste Disposal Facilities
- Section 24.06J – Building Appearance
- Subdivision Ordinance
  - None

#### *Zoning Map & Text Amendment Recommendations of Denial*

- Map (Rezone)
  - None
- Text
  - None

#### *Other Amendments, Approvals, or Reviews*

- Bliss Street Annual Mining Report
- 5015 Warner Annual Mining Report
- Master Plan

#### **General Recommendations & Inquiries**

- No general recommendations or inquiries are provided with this Report.



Andrew Longcore, Chairperson  
Allendale Charter Township Planning Commission

# Allendale Charter Township Planning Commission – 2023 Work Program

*Adopted: January 2, 2023*

*Revised: \_\_\_\_\_*

1. Consider amendments to regulate outdoor furnaces, other alternative energies
2. Mining Operations
  - Consider requiring resulting lots to possess the ability to appropriately accommodate septic systems that will experience longevity
  - Minimum provisions
3. Improve Planned Unit Development language, particularly open space minimums in residential development
4. Consider revisions to Section 23.18 – Residential Open Space Development
5. Update Planning Commission Bylaws
  - Meeting date and time
6. Consider whether language is needed to allow Short Term Rentals in residential zoning districts
7. Revise and clarify the requirements which trigger site plan review and major and minor amendments to an approved site plan
8. Examine means to improve ground water quality
9. Non-Motorized Pathway 2015 amendment to Section 24.06C1
10. Review the Zoning Ordinance to revise those sections in the Ordinance that allow certain discretionary decisions by the Zoning Administrator
11. Differentiate farm use versus special uses within the Agricultural and Rural Zoning District

Board of Trustees:

In November of 2018, Allendale Charter Township adopted the current Personnel Policy. Since starting with the Township in 2020, one of the items that we can improve is the Personnel Policy. The current Personnel Policy is 77 pages. Some of the challenges of the current policy includes finding items within the policy quickly, it's length when going over it for new hire orientation, and it's too detailed. Working with our legal counsel, we have created a new Employee Handbook and a Policies and Procedures Manual.

The new Employee Handbook is trimmed down and more accessible to all employees. The Policies and Procedures Manual will contain all policies and procedures for the Township. There will be references made to some policies in the handbook, but the full policy or procedure will be in the Policies and Procedures Manual. This will improve efficiency for our team in finding what we need in the Employee Handbook and the Policies and Procedures Manual.

My recommendation is to change the name of the Personnel Policy to the Employee Handbook and to adopt the Employee Handbook and the Policy and Procedures Manual for Allendale Charter Township.

Respectfully,  
Lydale Weaver  
HR Director



# Policies and Procedures Manual

Allendale Charter Township  
6676 Lake Michigan Drive  
P.O. Box 539  
Allendale, MI 49401  
(616) 895-6295  
[www.allendale-twp.org](http://www.allendale-twp.org)

# TABLE OF CONTENTS

<b>CHAPTER ONE: INTRODUCTION</b> .....	3	Family and Medical Leave Act .....	42
Purpose .....	4	Personal Leave of Absence .....	47
Policy Approval .....	5	Military Leave of Absence .....	50
Policy Changes .....	6	Workers' Compensation .....	53
Policy Application to Elected Officials.....	7	Employee Death .....	56
<b>CHAPTER TWO: BOARD ADMINISTRATION</b> .....	8	<b>CHAPTER SIX: BENEFITS ADMINISTRATION</b> ..	57
Township Board Powers .....	9	Short-Term Disability .....	58
Authority Delegated from the Board .....	10	<b>CHAPTER SEVEN: FINANCE AND EXPENSES</b> ...	61
Authority to Interpret Manual .....	11	Expense Reimbursement.....	62
Direction and Control of Daily Administration .....	12	Employee Certification / Training Reimbursement .....	64
<b>CHAPTER THREE: EEO POLICY COMPLIANCE</b> .	13	Employee Uniforms and Safety Equipment Allowance .....	66
Equal Employment Opportunity .....	14	Employee Prescription Safety Glasses Allowance .....	67
Disability and Reasonable Accommodations .....	16	<b>CHAPTER EIGHT: RECORDS MANAGEMENT</b> ..	68
Anti-Harassment and Non-Discrimination Policy .....	20	Personnel Files.....	69
<b>CHAPTER FOUR: SELECTION AND HIRING</b> .....	23	Social Security Privacy .....	70
Recruitment and Hiring.....	24	<b>CHAPTER NINE: PROPERTY MANAGEMENT</b> ..	72
Employment Eligibility Verification Compliance .....	26	Normal Business Hours.....	73
Background Checks .....	28	Emergency Closings .....	74
Employment of Related Individuals .....	29	Security / Keys .....	75
Diversity and Inclusion .....	30	Township Vehicle Use.....	76
<b>CHAPTER FIVE: PERSONNEL ADMINISTRATION</b> .....	31	<b>CHAPTER TEN: PUBLIC RELATIONS</b> .....	78
Employee Supervision.....	32	Public Contact.....	79
Performance Appraisals.....	33	Township Internet Use .....	80
Employee Performance and Discipline .....	35	<b>CHAPTER ELEVEN: HEALTH AND SAFETY</b> .....	81
Ethical Standards.....	38	Workplace Accident and Injury Reporting... 82	
Lactation Policy .....	39	Hepatitis A and B Vaccinations.....	83
Bereavement Leave .....	40	Drug-Free and Alcohol-Free Workplace .....	84
		<b>INDEX AND FORMS</b> .....	87
		Policy and Appendix Index.....	88

# CHAPTER ONE: INTRODUCTION

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This Policies and Procedures Manual was adopted by the Allendale Charter Township Board to provide for the efficient and uniform application of policies and procedures in Allendale Charter Township where such procedures have not been provided for under state law.

The policies and detailed procedures within this Policies and Procedures Manual are intended to serve as a guide for management and other supervisory personnel in implementing the Township's various policies and procedures, including those which are generally summarized in the Township's Employee Handbook.

The policies and procedures described in this manual are not to be construed as a contract existing between any employee and Allendale Charter Township.

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The policies included in this Policies and Procedures Manual were approved as official policy of Allendale Charter Township by the Allendale Charter Township Board on [insert date].

All Township officials and personnel are bound by these policies except where otherwise specifically noted. Any deviation from established policy is prohibited.



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The Township Board shall develop and periodically review and update this Policies and Procedures Manual to help guide the Board or its designated personnel officer, employee supervisors, and managers in the implementation of all employee workplace issues.

The provisions of this Policies and Procedures Manual may be changed at the discretion of the Township Board. Township Board Members, officials, and employees may submit any suggested changes or additions to these policies and procedures to the Township Board.

The Township Board shall also develop and periodically update the Township's Employee Handbook to answer employees' questions and to generally advise employees on Township policies, which are elaborated upon within this Policies and Procedures Manual.

The provisions of the Employee Handbook may be changed at the discretion of the Township Board. Employees may submit any suggested changes or additions to these policies and procedures to the Township Board.



**Policy Application to Elected  
Officials**

Chapter: Introduction  
Reference: 100.4  
Page: 1 of 1

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The Township Supervisor and Township Clerk work in the Township offices on a full-time basis and are considered elected officials as well as employees of the Township. The Township Officials in these roles are compensated for more than just their statutory duties as elected officials. They are subject to the provisions of this Policies and Procedures Manual and the Employee Handbook, except for the discipline and paid-time off policies; however, any state, federal, local law, or benefit plan document that outlines different expectations or treatment for elected officials would control.

# **CHAPTER TWO: BOARD ADMINISTRATION**



## Township Board Powers

Chapter: Board Administration

Reference: 200.1

Page: 1 of 1

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The Board of Allendale Charter Township retains the power to determine the administrative policies and procedures for Allendale Charter Township, except where the laws of the State of Michigan have assigned such power to a specific elected Township Official.

The authority to adopt any administrative policy or determine appropriate procedures not provided for in this Policies and Procedures Manual or provided for by State law shall be retained by the Township Board.

The Township Board also reserves the right to alter, modify, amend, or repeal any or all provisions of this Policies and Procedures Manual, at any time and for any reason.

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In the interest of promoting the efficient operation of the Township and pursuant to MCL 41.96, as well as the implied powers of the Township Board, the Allendale Charter Township Board assigns to various Township elected and appointed Officials the authority to exercise the non-statutory administrative responsibilities contained within this Policies and Procedures Manual and the Township's Employee Handbook, in accordance with the specific policies and procedures contained therein.

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The Township Supervisor shall provide to Department Heads and employees interpretations to implement the provisions of this Policies and Procedures Manual, as well as the Township's Employee Handbook.

These interpretations shall be considered authoritative and binding unless the interpretation is appealed to the Township Board. Any such appeal shall be made at the next regular meeting of the Township Board. The Township Board may uphold, overturn, or alter all or a part of any interpretations made pursuant to this section.

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To promote efficient administration, the Township Board authorizes the Township Supervisor to provide day-to-day direction and control over all Township activities that are not assigned by state law to another Official, and to provide a liaison between the Board and the various Township departments.

Board members should make all inquiries, requests, or complaints directed at Department Heads or employees to the Township Supervisor.

Any directives, complaints, or requests made by a member of the Board directly to a Department Head or employee, other than from an Elected Official with statutory authority of the Department Head or Employee, shall be brought to the attention of the Township Supervisor prior to initiating any response.

# **CHAPTER THREE: EEO POLICY COMPLIANCE**



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**POLICY STATEMENT**

The Township is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Township ensures equal employment opportunity without discrimination or harassment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, veteran status, disability, age, marital status, height, weight, or genetic information (including family medical history), or any other characteristic protected by law, and finds any type of harassment based on these protected categories to be a form of discrimination affecting the work environment. All employees shall conduct themselves in a manner conducive to creating a work environment free of coercion, intimidation, harassment, retaliation, or discrimination.

**SCOPE**

This Equal Employment Opportunity policy applies to all applicants, employees, and contractors affiliated with the Township. Further, this policy applies to all aspects of the relationship between the Township and its employees, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with the Township.

**PROCEDURES**

The Township administers our equal employment opportunity policy fairly and consistently by:

- Posting all required notices regarding employee rights under EEO laws in areas highly visible to employees.
- Advertising for job openings with the statement *"We are an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law."*
- Forbidding retaliation against any individual who files a charge of discrimination, opposes a practice believed to be unlawful discrimination, reports harassment, or assists, testifies, or participates in an EEO agency proceeding.

- 
- Requiring employees to report to a member of management any apparent discrimination or harassment.
  - Promptly notifying the Township's Supervisor of all incidents or reports of discrimination or harassment and taking other appropriate measures to resolve the situation.

***Violations of this Policy***

Violations of this policy, regardless of whether an actual law has been violated, will not be tolerated. The Township will promptly, thoroughly, and fairly investigate every issue that is brought to its attention in this area and will take disciplinary action, when appropriate, up to and including termination of employment.

***Administration of this Policy***

Department Heads and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for overall compliance and will maintain personnel records in compliance with applicable laws and regulations.

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**POLICY STATEMENT**

It is the Township's policy to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and Michigan Department of Civil Rights (MDCR). Furthermore, it is the Township's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment. Beyond its legal obligations, the Township is committed to providing accommodations that will allow its employees with disabilities to contribute at the highest levels.

**PROCEDURES*****Requesting Accommodations***

Employees or applicants with disabilities may request reasonable accommodations, regardless of title, salary, or employment status. Requests for Reasonable Accommodation should be submitted, in writing, to the Human Resources Director by completing the Township's [Accommodation Request Form](#).

**If an employee makes a reasonable accommodations request to a supervisor or Department Head, including a request for time off as a result of a disability, the supervisor or Department Head must refer the employee to the Human Resources Director to properly process the request. Supervisors and Department Heads are not authorized to approve reasonable accommodations requests.**

The reasonable accommodation does not have to be requested at the beginning of employment. However, a reasonable accommodation request will not cancel out any prior performance improvement or disciplinary actions.

***Identifying a Need for Accommodation***

Upon receiving the reasonable accommodation request, the Human Resources Director will meet with the individual to conduct an informal, interactive discussion.

The discussion will generally include the following steps:

1. A review of the employee's position description or job announcement delineating the essential job functions from the marginal or auxiliary functions.
2. A determination of how the employee's disability limits their ability to perform the essential job functions of their job in order to identify the employee as a qualified individual with a disability.
3. Identification of potential accommodations and assessment of the effectiveness of such accommodations on the employee's job performance.

**Medical Documentation**

If the disability is not obvious and there is no other appropriate medical information already on record for the employee, the Township may require the employee to provide documentation from a physician or other medical professional concerning the existence and extent of the disability. This may include the completion of the Township's [Accommodation Request Medical Inquiry Form](#).

It shall be the employee's responsibility to ensure that the doctor's documentation is properly provided to and received by the Township by the timeline provided. Once the additional information is requested, the employee's accommodation request will not be further processed until the requested information is received.

If the doctor refuses to comply with the Township's request or does not adequately address each of the Township's questions, the Township may deny the employee's request based on the doctor's refusal to cooperate. The Township may also request for the employee to get a second opinion from a different doctor.

**Confidentiality**

Medical documentation, as well as other related materials, will be maintained at the Human Resources Department. Such documentation is kept confidential, except as necessary to administer the reasonable accommodations process. Accordingly, such documentation may be shared only with those individuals directly involved in the accommodation process on an as-needed basis.

**Determination**

After meeting and reviewing medical documentation, the Township's Human Resources Director, or his or her designee, will determine whether the employee is a qualified individual with a disability, develop a reasonable accommodation plan for the employee (if applicable), and complete an [Accommodation Request Resolution Form](#).

This determination will be based in accordance with the following:

- A. Reasonableness: What constitutes a reasonable accommodation will vary depending on the circumstances of each case.
- B. Determinations The Township will make a determination regarding implementation of accommodations. The Township will consider each request for reasonable accommodation and determine:
  - i. Whether the accommodation is needed, based on the available documentation;
  - ii. If the accommodation is needed, whether it would be effective; and
  - iii. If effective, whether providing the accommodation would impose an undue hardship on the Township or present a safety risk.

- C. Undue Hardship: The Township will attempt to provide a reasonable accommodation if it is needed, would be effective, and will not impose an undue hardship on the Township. In general, a request will be denied if it would require the Township to promote the employee, create a new job, violate a seniority system, or remove an essential job function from the employee's position.
- D. Direct Threats: The Township will not provide a requested accommodation where such request would cause or create a direct threat to workplace safety. Applicants who pose a direct threat to the health, safety, and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired. Current employees who pose a direct threat to the health or safety of themselves or other individuals in the workplace will be placed on leave until an organizational decision has been made in regard to the employee's immediate employment situation. All employees are required to comply with the Township's safety standards.

***Types of Reasonable Accommodation***

Accommodations will be determined on a case-by-case basis. The Human Resources Department will work closely with the employee and his or her supervisor to ensure that reasonable accommodations are provided when warranted and that they are effective. In evaluating alternatives for accommodation, the employee's preferences will be considered, but the ultimate decision regarding what type of accommodation, if any, will be provided is made by the Township.

Within 90 days or less after the accommodations have been provided, the Human Resources Department will assess the effectiveness of the accommodations in enabling the employee to perform the essential functions of the job.

***Special Provisions for Leave as a Reasonable Accommodation***

- A. Notice: If an employee requests any increment of leave from work on account of a disability, the employee must inform the Township when the employee becomes aware that the leave is needed or within a reasonable amount of time prior to the shift from which the employee needs the time off.
- B. Authorized Leave: Leave will be granted in conjunction with an approved reasonable accommodations request or in consideration of any other Township policy or state or federal requirements.
- C. Documentation: Whenever possible, the employee must provide medical documentation in conjunction with the requested leave or at least prior to the occurrence of the requested leave.
- D. No Shows: If the employee fails without adequate justification to timely provide this notice, the employee shall be considered a "no-show" for any shift occurring during the unauthorized leave. The employee will receive a written warning with each no-show.

- E. Assurance: When requesting leave as a result of the employee's disability, the employee must be able to assure the Township that the employee will be able to perform the essential job functions of the employee's job in the near future and provide an estimated date of return.
- F. Vacation Time and Available Leave: The employee's available Paid Time Off must be used first for any leave requested. After that point, the Township may award additional unpaid leave for a short period, as part of an approved reasonable accommodation.
- G. Communication: While on leave, the employee is required to provide the Township with periodic, at least monthly or as otherwise instructed by the employee's supervisor, updates and communication regarding the employee's condition and return-to-work status.
- H. Conditions: The Township may also include any other reasonable conditions it determines to be necessary when authorizing the leave.
- I. End of the Authorized Leave: At the estimated date of return, the employee must return to work. If the employee needs additional leave at that point, the employee must make an additional reasonable accommodations request, which will be treated as a new request under this policy.

### ***Complaints***

Retaliation against an employee who requests an accommodation is prohibited. Individuals who feel that they have experienced retaliation for requesting an accommodation may make a complaint to the Human Resources Department.

### ***Written Notice Requirement***

Michigan law provides that a person with a disability may not allege a violation for failure to accommodate unless such individual provides written notice of the need for accommodation within 182 days after the date on which the person with a disability knew or reasonably should have known that an accommodation was needed.

### ***Questions***

An employee shall refer any questions regarding this policy to the Human Resources Department.

### **FORMS:**

- Appendix A: Accommodation Request Form**
- Appendix B: Accommodation Request Medical Inquiry Form**
- Appendix C: Accommodation Request Resolution Form**

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**POLICY STATEMENT**

This policy addresses the Township's commitment to providing a work environment that is free from harassment and discrimination. In pursuit of this goal, the Township adheres to all relevant federal, state, and local laws and regulations regarding harassment and discrimination, including sexual harassment.

**SCOPE**

This policy applies to all applicants, employees, consultants, contractors, vendors, temporary employees, seasonal employees, interns, and any other individuals having a business relationship with the Township. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

**DEFINITIONS**Definitions and Examples of Prohibited Conduct***Discrimination Defined***

Adverse treatment of an individual based on a protected characteristic, rather than individual merit.

Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic;
- Failing or refusing to hire or admit an individual because of their protected characteristic; or
- Terminating an individual from employment based on their protected characteristic.

***Harassment Defined***

Unwelcome conduct which is based on a protected category and has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment;
- Unreasonably interfering with an individual's work performance; or
- Otherwise negatively affecting an individual's employment opportunities.

Examples include, but are not limited to, jokes, stereotypes, denigration, name calling, threats, visual displays, hazing, and segregation.

***Sexual Harassment Defined***

Includes unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- Submission to sexual conduct or sexual communication is made an express or implied condition of obtaining or maintaining employment;

- Submission to or rejection of sexual conduct is used as a basis or factor in decisions affecting the employment of any personnel; or
- Sexual conduct or communication has the purpose or effect of interfering with an employee's duties, assignment, or work performance, or creating an intimidating, hostile or offensive environment.

Examples include, but are not limited to:

- Suggestive comments and innuendo;
- Unwanted physical contact or advances;
- Repeated requests or pressure for "dates";
- Sexually suggestive messages of any kind via technology;
- Insults or verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body;
- Use of sexually degrading words or vulgar words of a sexual nature;
- Humor or jokes about sex or gender-specific traits;
- Display of sexually suggestive objects or pictures;
- Leering, whistling or suggestive sounds;
- Obscene gestures;
- Displaying pornographic materials and lewd photographs in common areas or via computer; and
- Prohibited touching with associated innuendoes (includes unwelcome touching of a sexual nature or intentional brushing of the body).

## PROCEDURES

### ***Complaint Procedure***

The Township strongly urges the reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Further, such reports should be made at the earliest possible stage to prevent any harassing conduct from becoming severe or pervasive. If an employee believes he or she has experienced conduct that is contrary to the Township's policy or has concerns about such matters, the employee has an obligation to take advantage of this complaint procedure early by reporting the alleged conduct to his or her **Department Head** or the **Human Resources Director**. If the employee's concern or complaint is not resolved by these individuals within a reasonable period, the employee should address such concerns or file his or her complaint with the **Township's Supervisor**.

### ***No Retaliation***

The Township prohibits retaliation against any individual who reports discrimination or harassment or against any individual who participates in an investigation of such reports, and treats all questions, concerns, and complaints seriously. Retaliatory action or conduct of any kind taken by an agent of the Township against an employee as a result of that employee having sought redress under this policy, or having provided information regarding a complaint, is strictly prohibited and shall be regarded as a



separate and distinct violation of this policy, subjecting the offending employee to disciplinary action, up to and including discharge.

***False Complaints***

False and malicious complaints of harassment, discrimination, or retaliation, as opposed to complaints which are (even if erroneous) made in good faith, will also be the subject of appropriate disciplinary action.

***Investigation Process***

Any Department Head, supervisor, or employee within the Personnel Committee or Human Resources Department must respond appropriately and immediately to any report of harassment, discrimination, or retaliation that is received, or he or she must report such to another individual who is authorized to respond. Any of the above-referenced employees who receive a complaint and fail to take any necessary corrective action will also be subject to disciplinary action.

All reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The extent of the investigation will depend on the facts and circumstances involved, and may include interviews of the parties involved, and with individuals who may have observed the alleged conduct or have relevant knowledge. During the investigation, confidentiality will be maintained to the fullest extent possible, and disclosed only on a need-to-know basis.

***Complaints Against Elected Officials by Staff***

All complaints directed toward an elected official, which cannot be resolved with that person directly, will be turned over to the two elected officials serving on the Personnel Committee for further action. Those officials will determine an appropriate course of action, taking counsel from the Township Attorney, if deemed necessary. If the complaint is deemed valid, these officials will inform the Township Board.

***Responsive Action***

After the Township completes the investigation, it will determine whether this policy has been violated. If a violation has occurred, the Township will take action reasonably calculated to end the harassment and to prevent future misconduct. Such action may include disciplinary action, up to and including termination.

In addition, the Township will notify the individual complaining and the alleged harasser about the resolution of the Complaint. The Township, except as required by law, has no obligation to provide a defense or to pay damages assessed against any employee or manager who has violated this policy.

The Township will document complaints, investigations, findings, recommendations, and corrective, preventive and disciplinary actions, and will keep this documentation confidential to the greatest extent possible and permitted by law.

**FORMS:**

- Appendix D: Harassment, Discrimination, and Retaliation Incident Reporting Form**  
**Appendix E: Leader Memorandum of Understanding**

## **CHAPTER FOUR: SELECTION AND HIRING**

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**POLICY STATEMENT**

Allendale Charter Township believes that hiring qualified individuals to fill positions contributes to the overall success of the Township. Each employee is hired to make significant contributions to the Township. In hiring the most qualified candidates for positions, the following process should be followed.

**PROCEDURES*****Personnel Requisition***

Personnel requisitions must be completed to fill Township positions. Requisitions must be initiated by the Department Head and approved by the Human Resources Department, Township Supervisor, and Township Board.

Personnel requisitions should indicate the following:

- ▶ Position title.
- ▶ Position hours/shifts.
- ▶ Exempt or nonexempt status of the position.
- ▶ Reason for the opening.
- ▶ Essential job functions and qualifications (or a current job description may be attached).
- ▶ Any special recruitment advertising instructions.

The Township Supervisor, Department Heads, and the Human Resources Director should review the job descriptions for Township employees to ensure that the knowledge, skills, abilities, and other qualifications required for jobs keeps pace with the changing work environment and needs of the Township.

***Job Postings***

Human Resources will create job postings that briefly describe the job opening. All job openings will be posted concurrently on the Township's intranet and/or externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled, or as otherwise determined by the Township.

The Human Resources Department will be responsible for tracking all applicants and retaining applications and resumes as required.

***Internal Applicants***

Current employees with a satisfactory employment status may apply for internal job openings. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully. Internal candidates who are not selected will be notified by the Human Resources Department.

***Interview Process***

The Human Resources Department, Township Supervisor, and/or Department Head will screen applications and resumes prior to scheduling interviews. The Human Resources Department will notify applicants who are not selected for positions at the Township.

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**Reference Checks**

Human Resources may conduct professional reference checks and employment verification on the top candidates based on the results of the evaluation forms completed by the interviewers.

**Job Offers**

The Township Supervisor, with the assistance of the affected Department Head and Human Resources, shall be responsible for the recruitment and hiring of all Township personnel, consistent with the Township's selection policy.

After a decision has been made to hire a candidate, an offer will be made contingent on the satisfactory completion of required background checks and testing. Background checks will vary depending on the position and may include criminal history, credit history, driving record, drug testing, or any other relevant information for the job.

Internal applicants must complete required background checks or tests not previously completed.

Once the Human Resources Department receives satisfactory results from all required background checks and tests, candidates will be provided with a final job offer. If a candidate fails to accept an offer of employment within the timeline stated the offer letter, the offer may be rescinded by the Township.

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**POLICY STATEMENT**

In compliance with the Immigration Reform and Control Act of 1986 ("IRCA") and any other applicable federal, state, or local laws, the Township is committed to:

- Employing only those individuals who are authorized to work in the United States.
- Not discriminating on the basis of national origin or citizenship in hiring, recruiting, or terminating the employment of employees.

Every employee of the Township must adhere to all aspects of this policy. Failure to comply with the IRCA may subject the Township and any responsible individuals to civil monetary or criminal penalties. Violations of this policy may be grounds for employee discipline, up to and including termination of employment.

**PROCEDURES*****Immigration Compliance Officer***

The Township's immigration compliance officer is the Human Resources Director, and may be contacted at (616) 892-3113. Tips, questions, or concerns may be submitted anonymously to the immigration compliance officer by submitting information via the Township's feedback box located near the mailbox station at the Township Offices.

***Pre-Hire Inquiries***

The Township will not inquire unnecessarily about citizenship, national origin, or immigration status during the recruitment process.

***IRCA and Contract Workers***

The Township requires that its contractors and subcontractors independently comply with IRCA's requirements. The Township prohibits the use of contract workers or independent contractors to evade IRCA if the worker's employment authorization status is unknown or with knowledge that the worker is not authorized to work in the United States. Contractors that employ foreign workers may require postings or statements by the Township. Any such requests should be directed to the immigration compliance officer.

***Employees with Expiring Employment Authorizations***

Employees may present employment authorization documents that will expire. The Township tracks expiring employment authorization dates. Employees with expiring employment authorization dates are notified in advance of expiration and on the day of expiration.

Employees with expiring work authorization must present evidence of continuing employment authorization no later than the day on which the current work authorization expires. The document(s) will be reviewed to determine if they appear to be genuine and related to the person who has presented them. Employees who do not present continuing work authorization by the date their current authorization expires will have their employment terminated as of the expiration date.

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***Reverification of Employment Authorization***

Reverification on the Form I-9 Section 3 is conducted by the Township's Human Resources Director, who is responsible for recalling the Form I-9 from storage or accessing the electronic I-9 record.

***Reverification for Name Change***

When employees notify the Township's Human Resources Department of a name change, the notified party must note the name change in Section 3 of the Form I-9.

***Storing I-9 Forms***

Completed Forms I-9 and copies of supporting documents are stored in a secure location, separate from all other personnel files. Only authorized employees can access the forms. The storage method allows Forms I-9 to be recalled when needed.

***Form I-9 Retention***

The Township is required to retain Forms I-9 and supporting documentation for current and recently terminated employees the longer of three years from the date of the employee's hire or one year from the date of termination. The Township tracks the document retention dates, and Forms I-9 that no longer need to be retained are destroyed.

***Compliance Reports or Questions***

Employees may contact the immigration compliance officer if they have questions or want to report information or suspicions about potential violations regarding:

- Employment eligibility verification (the Form I-9 process)
- Government visits, inquiries, audits, or investigations about immigration compliance
- E-Verify
- Social Security no-match notifications
- Employment authorization for self or others
- Immigration status for self or others

In addition, an employee may contact any Township supervisor or Department Head to raise compliance concerns or to provide tips about compliance issues or potential violations. The Township supervisors and Department Heads are obligated to work with the immigration compliance officer to consider, investigate, and resolve immigration compliance issues.

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**POLICY STATEMENT**

The Township requires applicants and employees to satisfactorily complete a background check. The Township will consider an employee's job duties, among other factors, in determining what constitutes satisfactory completion of the background check. All information obtained from a background check will be used solely for employment purposes.

If the Township uses a consumer reporting agency to obtain background check information or make an employment decision based on that information, the Township complies with relevant requirements under the Fair Credit and Reporting Act (FCRA).

**PROCEDURES*****Authorization***

When a background check is required, employees are required to complete the Township's authorization form. Failure to timely complete an authorization may result in termination of the Township's consideration of an applicant's application. Falsification or omission of information may result in denial of employment or discipline, up to and including termination.

***Confidentiality***

All background check information will be kept confidential. The Township complies with all applicable federal, state, and local laws regarding background checks.

***Administration of this Policy***

The Township's Human Resources Department is responsible for the administration of this policy. If an employee or applicant has questions regarding this policy, or questions about background checks that are not addressed in this policy, he or she should contact the Human Resources Department.

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**POLICY STATEMENT**

Allendale Charter Township is committed to a policy of employment and advancement based on qualifications and merit and does not discriminate in favor of or in opposition to the employment of relatives.

Due to potential for perceived or actual conflicts, such as favoritism or personal conflicts from outside the work environment which can be carried into the daily working relationship, close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other, or which are in the same line of authority in which employees can initiate or participate in decisions involving a direct benefit to the other employee.

For purposes of this policy, close relatives are defined as the following: spouse or significant other, father, mother, father-in-law, mother-in law, grandfather, grandmother, son, son-in-law, daughter, daughter-in law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister, sister-in-law, step relatives and cousins.

**SCOPE**

This policy applies to all current employees and candidates for employment and extends to practices that involves employee hiring, retention, promotion, transfer, wages, and leave requests.

**PROCEDURES**

Individuals will not be hired or promoted into a position that would create a conflict in the Township's policy.

If a personal relationship arises during an employee's existing employment which has the possibility of violating this policy, the employees involved must immediately report any such changes to their supervisor(s). The Township shall resolve the situation by eliminating the conflict in whatever manner it deems appropriate for the situation, including a possible reassignment, transfer, or termination of employment of one or more Township employees. In attempting to craft such an arrangement, the Township may, but is not obligated to, consider the preferences of the individuals involved.

***Exceptions***

An exception to this policy involves the employment of on-call and/or reserve Firefighters.

***Compliance***

The hiring supervisor is responsible for ensuring policy compliance. Department Heads are responsible for monitoring changes in employee reporting relations after initial hire to ensure compliance with this policy.



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**POLICY STATEMENT**

Diversity and inclusion are fundamental values of the Township. Diversity and inclusion are related and equally important concepts. Diversity includes but is not limited to differences in race, ethnicity, sex, gender, sexual orientation or identity, disability, religion, age, national origin, military or veteran status, and other categories protected under state or local law. Diversity also includes differences in backgrounds, experiences, perspectives, thoughts, interests, and ideas. Inclusion means ensuring that all employees are valued, heard, engaged, and involved at work and have full opportunities to collaborate, contribute, and grow professionally.

**SCOPE**

All leaders, managers, and employees are subject to this policy.

**PROCEDURES**

The Township promotes diversity, inclusion, equal employment opportunities, and a work environment free of harassment and hostility by, among other things:

- Applying principles of equity and social justice to achieve equal employment opportunities for qualified individuals of all backgrounds.
- Attracting, recruiting, retaining, engaging, supporting, developing, and advancing underrepresented and diverse employees, including women, people of color, LGBTQ individuals, and any other underrepresented employees.
- Promoting respectfulness, cultural awareness, and inclusivity by:
  - fostering a collaborative work environment in which all employees participate and contribute;
  - empowering and providing a safe space for all employees to express themselves, exchange ideas, and feel heard; and
  - encouraging employees to be open and curious about others' experiences and perspectives.

While the Township strives for equitable representation of employees, the purpose of this policy is not to favor certain individuals or groups or have the effect of excluding other individuals or groups.

# **CHAPTER FIVE: PERSONNEL ADMINISTRATION**

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Management, Department Heads, and other supervisory personnel (collectively, “supervisors”), shall provide direction to Employees in a manner that complies with the provisions of this Policies and Procedures Manual, as well as all federal and state laws, Township ordinances, and the Township Employee Handbook.

As management representatives, supervisors will be held to a high standard of respect and courtesy, and other standards of conduct. Supervisors are expected to be examples for others to follow.

## POLICY STATEMENT

The Township conducts performance appraisals to provide a means for discussing, planning, and reviewing the performance of each employee. Performance appraisals influence salaries, promotions, and transfers, and it is critical that supervisors are objective in conducting performance reviews and in assigning overall performance ratings.

## SCOPE

All full-time and part-time employees are provided an annual performance review and consideration for merit pay increases as warranted.

## PROCEDURES

### *Performance Review Schedule*

The Township abides by the following performance appraisal schedule:

- ▶ Orientation Period: This appraisal is completed at the end of the employee's Orientation Period, which is typically 90 days after their date of hire. The employee must satisfactorily complete this appraisal before advancing beyond the Orientation Period.
- ▶ Annual Employee Appraisal: Each employee will have an annual appraisal completed by December 31 of each year. Follow-up appraisals to check the employee's progress can be completed at any time.
- ▶ Additional Employee Appraisal: If a performance concern or special circumstance arises, an additional employee appraisal and follow-up appraisals may be completed by the employee's Department Head.

### *Performance Rating Scale*

Performance evaluations shall be completed using a 5-level rating scale, as follows:

5-Level Rating Scale	Descriptors	Descriptions
5	Outstanding	Performance is superior, far above what is required. Employee consistently exceeds highest standards.
4	Above Expectation	Performance is consistently above normal expectations and standards. Excels when compared to others performing the same job.
3	At Expectation	Performance is consistent with what is expected and considered acceptable. Referred to as "doing a great job." Understands and demonstrates the principles, techniques, and procedures necessary for efficient job performance.

5-Level Rating Scale	Descriptors	Descriptions
2	Does Not Meet Job Description	Performance is generally below the minimum requirements for the job.
1	Unsatisfactory	Performance does not meet minimum job requirements. Lack of improvement may result in disciplinary action.

**Appraisal Guidelines**

- ▶ All appraisals are conducted by the Township Supervisor or Department Head with assistance from Human Resources as required. Human Resources or a Board Trustee may be present upon the request of any of the parties involved.
- ▶ Performance appraisals will include but not be limited to an evaluation of the employee's aptitude, initiative, ability to learn, attitude, workmanship, attendance, and conduct. In addition, it encourages discussion between the employee and his or her Department Head regarding past performance and future goal setting.
- ▶ Appraisals will be reviewed with the employee, and the employee has the right to appeal to the Township Board if the employee feels that the appraisal is unfair.
- ▶ Appraisals are kept on permanent record in the employee's personnel file. Appraisals will be shared with others in accordance with the Personnel File Policy. Recommendations based on the appraisals will be submitted to the Township Board.
- ▶ Unsatisfactory job performance may prevent an employee from receiving pay increases and may result in disciplinary action, up to and including termination of employment.
- ▶ Annual pay increases are subject to approval by the Township Board.

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**POLICY STATEMENT**

Township employees are expected to meet performance standards and conduct themselves appropriately. This policy is intended to provide tools for addressing employee conduct and performance issues in a reasonable, consistent, and effective manner.

**SCOPE**

This policy applies to all employees of the Township.

**PROCEDURES**

Authorized employees may administer any level of discipline pursuant to guidelines adopted in the Township's Employee Handbook. In administering disciplinary action to an employee, the following procedures will generally be followed for the type of discipline noted:

▶ **Verbal and/or Written Warnings:**

1. The Township Supervisor, Department Head, and/or Human Resources Director will discuss the situation with the employee, and a Township Board Member may be present at the request of the employee. The Human Resources Director will advise the employee that a Township Board member may be present at the employee's request.
2. The employee will be informed how the Township expects the employee to act in the future, along with the potential consequences if he or she fails to act appropriately.
3. A memorandum for verbal warnings or the written warning will be presented to the employee for his or her review and signature, and then be placed in the employee's personnel file.
4. The employee may choose to write a letter of rebuttal to file with the warning memorandum or written warning.

▶ **Suspension (With or Without Pay):**

1. The Township Supervisor, Department Head, and/or Human Resources Director will discuss the offense with the employee, and a Township Board Member may be present at the request of the employee. The Human Resources Director will advise the employee that a Township Board member may be present at the employee's request.
2. A record of the meeting between the Township Supervisor and the employee will be prepared by the Township Supervisor, or his or her designee, summarizing the offense by the employee and the action taken by the Township.
3. The Township Supervisor, Department Head, or Human Resources Director will also author a written memorandum explaining the specific details of the suspension.

4. The meeting record and written memorandum will then be presented to the employee for his or her review and signature, and then be placed in the employee's personnel file.
5. The employee may choose to write a letter of rebuttal to the memorandum of suspension to add to his or her personnel file.

► **Discharge:**

1. The Township Supervisor, Department Head, and/or Human Resources Director will discuss the offense with the employee, and a Township Board Member may be present at the request of the employee. The Human Resources Director will advise the employee that a Township Board member may be present at the employee's request.
2. A memorandum of termination will be prepared by the Human Resources Director and presented to the employee. The employee's termination of employment shall be effective upon the date specified in the memorandum.
3. For purposes of this policy, Department Heads also have the authority to discharge an employee. When the Township Supervisor is not available, the above listed policy will still be followed. The Department Head may send the employee home, or place the employee on temporary suspension, with or without pay, while the above-listed individuals are convened.
4. If discharged, the employee may request to provide an explanation to the Township Board and the Human Resources Director will advise employee of this opportunity.

► **Appeal:**

1. If an employee is discharged, the employee may appeal the discharge, in writing, to the Township Board.
2. Such an appeal must be made within 14 calendar days of the discharge. Once an appeal is submitted to the Township Board, the Township Board will have 30 days to address it and respond.
3. If the Township Board determines via a simple majority vote that the employee should not have been discharged, the employee shall be reinstated and may be compensated for lost wages at the direction of the Township Board. If applicable, lost wages will be paid at the first payroll after the conclusion of the discharge procedure. Following reinstatement, the Township Supervisor and Department Head shall have authority, unless otherwise directed by the Township Board, to place the employee in a different role if reinstating the employee to their previous role would have adverse effects upon the employee, the department, other employees, or the Township. If the role or responsibilities of the employee are changed, the rate of pay for the employee shall not be reduced.

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***At-Will Employment***

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between the Township and its employees. Further, the Township reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are the egregiousness of the offense; whether the offense is repeated despite coaching, counseling or training; the employee's work record; and the impact the conduct and performance issues have on the organization.

**FORMS:**

- Appendix F: Employee Coaching and Mentoring Form**
- Appendix G: Employee Discipline Report**
- Appendix H: Employee Performance Improvement Plan**



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All elected and appointed officials, employees and volunteers shall fulfill their duties with the utmost attention to serving the best interest of the Township citizens, and no official, employee or volunteer shall participate in a decision or transaction on behalf of the Township that would result in a direct financial benefit to the Township official, employee, or volunteer.

Any official, employee or volunteer who believes that he or she may be placed in a potential conflict of interest shall immediately notify the Township Supervisor, and any subsequent action shall be in conformance with state law.

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**POLICY STATEMENT**

As part of the Township's family-friendly policies, the Township supports breastfeeding employees by accommodating an employee who needs to express breast milk during the workday by providing, among other things, breaks, a private space, a place for milk storage, and staff support.

**PROCEDURES**

The Township provides the following to enable breastfeeding employees to express milk during work hours:

- ▶ **Breaks:** Breastfeeding employees will receive reasonable break periods to breastfeed or express milk. This may be two to four times in an 8-hour period, for up to 30 minutes, for the first 12 months after birth. The first 30 minutes per day will be paid by combining regular paid break times, and any time thereafter will either be unpaid, or time off may be used. If further accommodations are necessary, please contact the Human Resources Director.
- ▶ **A Private Space:** All Township buildings will have a designated space to breastfeed or express milk that is not a bathroom. The room may not be expressly for this purpose, but the area may be adjusted to fit the needs of the breastfeeding employee. The space will not be accessible or visible to the public or other employees while occupied for this purpose. If the employee prefers, they may also breastfeed or express milk in their preferred location upon consultation with the Human Resources Director and approval from their Department Head. The Township will not provide breastfeeding equipment.
- ▶ **Milk Storage:** Expressed milk may be stored in a break room refrigerator or personal cooler. The employee is responsible for proper storage of their milk and must properly label all containers.
- ▶ **Staff Support:** The Township or its employees will not discriminate against employees for expressing milk during the work period and make reasonable efforts to assist employees in meeting their breastfeeding goals while working.

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**POLICY STATEMENT**

The Township's Bereavement Leave Policy establishes uniform guidelines for providing paid time off to employees for absences related to the death of immediate family members and fellow employees.

**SCOPE**

All full-time and part-time employees are eligible for benefits under this policy.

**PROCEDURES*****Notification***

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor as soon as possible. If an employee leaves work early on the day he or she is notified of the death, that day will not count as bereavement leave.

In addition to bereavement leave, an employee may, with his or her supervisor's approval, use any available vacation for additional approved time off as necessary. Employees under discipline for attendance issues may be required to provide documentation with regard to their bereavement leave.

***Amount***

Paid bereavement leave for full-time employees will be granted according to the following schedule:

Relationship	Paid Bereavement Days (Salaried Employee / Hourly Employee)
Spouse, Partner, or Child	7 days / 56 hours
Parent, Parent-in-law, Daughter-in-law, Son-in-law, or sibling	5 days / 40 hours
Grandparent, grandchild, sister-in-law, brother-in-law, aunt, or uncle	3 days / 24 hours

Part-time employees are entitled to benefits in accordance with the allotments in the table above, on a pro-rata basis based on the number of hours generally worked.

Employees who experience the death of someone close to them who is not on the above list may request an unpaid leave of absence, which must be approved by the employee's supervisor and Human Resources.

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***Calculation of Pay***

Bereavement pay is calculated based on the base pay rate at the time of the absence, and it will not include any special forms of compensation, such as incentives, commissions, bonuses, overtime or shift differentials.

In no event will bereavement pay be paid in addition to pay received by the employee for the same hours (e.g., paid holiday, hours worked, etc.)

***Exclusions***

Bereavement leave will only be paid to the extent the employee was regularly scheduled to work and would have worked but for the bereavement leave.

Employees on an existing leave of absence are not eligible for bereavement leave.

***Discretion***

The Township reserves the right to use its discretion when granting bereavement leave benefits.

***Administration of this Policy***

The Human Resources Department is responsible for the administration of this policy. Employees with questions regarding this policy should speak with the Human Resources Director.

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**POLICY STATEMENT**

The Township complies with the Family and Medical Leave Act (FMLA) and will grant up to 12 weeks of unpaid leave during a 12-month period to eligible employees (or up to 26 weeks of military caregiver leave) for Qualifying Reasons.

**SCOPE**

This policy applies to all FMLA-eligible Township employees. To be eligible to take FMLA leave, an employee must:

- ▶ Have been employed by the Township for at least 12 months (separate periods of employment will be counted, provided that the break in service does not exceed seven years); and
- ▶ Have worked at least 1,250 hours in the preceding 12 months from the first date of leave (must be actual hours worked, not including time off whether paid or unpaid).

All periods of absence due to or necessitated by service in the uniformed services are counted as hours worked in determining eligibility.

**PROCEDURES*****Qualifying Reasons for Leave***

To qualify as FMLA leave under this policy, the leave must be for one of the following Qualifying Reasons:

- ▶ The birth of a child or placement of a child with the employee for adoption or foster care.
- ▶ To care for a spouse, child, or parent who has a serious health condition.
- ▶ For a serious health condition that makes the employee unable to perform the essential functions of his or her job.
- ▶ For any qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or on call to covered active duty status.
- ▶ To care for a covered service member with a serious injury or illness.

***Amount of Leave and Eligibility Year***

An eligible employee can take up to 12 weeks of unpaid FMLA leave during any 12-month period. The Township will measure the 12-month period as a rolling 12-month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the Township will compute the amount of leave the employee has taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA military caregiver leave during a single 12-month period. For this military caregiver leave, the Township will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Eligible spouses who both work for the Township may only take a combined total of 12 weeks of leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition. Both may only take a combined total of 26 weeks of leave to care for a covered injured or ill service member (if each spouse is a parent, spouse, child or next of kin of the service member).

#### ***Intermittent Leave or a Reduced Work Schedule***

Employees may take FMLA leave in one consecutive block of time, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member) in a 12-month period.

The Township may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable, and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Township and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced-hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Township's operations.

#### ***Requesting FMLA Leave***

To apply for FMLA leave, an employee must contact the Human Resources Director, who will provide the employee with a Notice of Eligibility outlining their eligibility for FMLA leave and FMLA request form. If a medical certification is required, the Human Resource Coordinator will also provide the appropriate document to be completed by the employees' health-care provider.

After appropriate medical certification is received, the Human Resources Director will review the documentation and prepare, in accordance with FMLA regulations, a Designation Notice explaining the employee's approved or unapproved FMLA leave in further detail.

The Township reserves the right to select a health-care provider to follow up with the employees' health-care provider for purposes of clarification and determining authenticity. The employee may also be required, at the Township's discretion and expense, to be seen by a health-care provider selected by the Township to receive a 2nd or 3rd opinion.

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***Employee Notice Requirement***

All employees requesting FMLA leave must provide written notice of the need for leave to the Human Resources Director. **When the need for the leave is foreseeable, the employee must provide the Township with at least 30 days' advance notice.** When an employee becomes aware of a need for FMLA leave fewer than 30 days in advance, the employee must provide notice of the need for the leave either the same day the need for leave is discovered or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the Township's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances. Employees must also follow the Township's process for reporting absences even though the absence may be FMLA covered.

***Designation of FMLA Leave***

If an employee returns from any period of absence which has not been designated as FMLA leave, and the employee wishes to have the leave counted as FMLA leave, the employee must notify the Township within two business days of returning to work that the leave was for FMLA reasons. Failure to provide the necessary notice will prevent any subsequent assertion of FMLA protection for that absence.

***Pay During Leave***

Employees must first use available PTO, which will count toward the 12-week period of FMLA leave, unless applicable state law requires otherwise. Thereafter, any FMLA leave will be unpaid, unless covered by another benefit program.

Employees must continue to utilize the Township's timekeeping system to request time off for FMLA, whether on an intermittent or continuous basis. If PTO or other benefits are available, employees must run the PTO concurrent with the FMLA leave by requesting both PTO and FMLA time off.

Any other leaves recognized by the Township including but not limited to time awarded under the Workers' Compensation Insurance, Disability, PTO, or other Township-recognized leaves of absence will run concurrently with FMLA leave.

An employee on unpaid FMLA leave will not accrue PTO benefits.

***Continuation of Benefits***

The Township will continue an employee's health benefits during the leave period at the same level and under the same conditions as if the employee was continuously at work, subject to the following payment conditions:

- ▶ While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of insurance premiums as directed by Human Resources. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The employee may request that the Township cover the cost of the employee's contribution if the employee has no income during the period of the employee's leave; if such request is granted, all such payments made by the Township on behalf of the employee must be repaid at the end of the employee's leave.

- ▶ If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the Township may require the employee to reimburse the Township the amount it paid for the employee's health insurance premium during the leave period.
- ▶ Periods of unpaid leave will not be treated as credited service for purposes of benefit accrual, vesting or eligibility to participate in a benefit plan.

Basic life insurance will also be continued during the term of FMLA leave provided. If the employee is purchasing any supplemental insurance of any kind under the group policy, the employee must make arrangements to continue the employee's contributions for these benefits to continue the employee's coverage during the term of the employee's leave. The Township Human Resources Director will provide the employee with specific information regarding the necessary arrangements when requesting FMLA leave.

During the leave, the employee is to notify the Human Resource Director in writing of any changes in coverage or other relevant personal information.

#### ***Medical Certification***

If an employee is requesting leave due to a serious health condition or to care for a parent, child, or spouse, the employee will be required to provide medical certification from a health-care provider of the health condition involved and, if applicable, verification that the employee is needed to care for the ill family member including an estimate of time that the employee will be needed. The employee must provide the requested medical certification within 15 days of being supplied with the necessary certification form from the Human Resource Coordinator, or the request for FMLA leave may be delayed or denied. During the term of the leave, employees may be asked to recertify the continued medical necessity for the leave.

#### ***Recertification***

Employees will be required, unless the Township waives the requirement, to recertify the need for the leave at least every 30 days. Employees on leave must also call in and report to the Township on a periodic basis (at least every two weeks) with respect to their progress or the progress of their parent, spouse or child, and their anticipated date for return to work.

#### ***Return from Leave***

An employee who takes leave under this policy due to the employee's own serious health condition will be asked to provide a certification of his or her fitness and ability to return to work at the conclusion of the leave. Failure to provide the requested certification or fitness for duty statement may lead to the denial of a leave, denial of the continuation of leave, or denial of reinstatement.

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one that is virtually identical in terms of pay, benefits and working conditions. The Township may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of his or her status as a key employee.



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***Coordination With Other Leaves and/or Paid Time Off Plans***

The Township requires employees to draw down accrued PTO while on FMLA leave. Accrued paid leave must be used to make up the difference in pay if on FMLA and receiving partial pay through some other means.

The Township will designate any leave that qualifies as both FMLA and another type of leave as running concurrently (i.e., disability leave, worker's compensation). All time off work which meets the definitions of FMLA will be charged against the employee's yearly FMLA allowance. This provision applies even when the employee makes no reference to FMLA at the time the employee requests or takes time off.

When a holiday falls within a designated FMLA leave, and the employee is actively drawing down accrual banks, the employee will be paid for the holiday. In the event the holiday falls within an unpaid portion of an FMLA leave because leave banks are exhausted, the holiday will not be paid.

***Termination of FMLA Leave***

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

- ▶ The employment relationship would have terminated if the employee had not taken FMLA leave;
- ▶ The employee informs the Township of his or her intent not to return from leave; or
- ▶ The employee fails to return from leave or continues on leave after exhausting his or her FMLA leave entitlement.

An employee who is able to return to work but does not return to work at the conclusion of his or her FMLA leave of absence will be considered to have voluntarily resigned his or her employment.

***Falsification or Misrepresentation***

Any employee who falsifies or misrepresents information to obtain FMLA leave will be subject to disciplinary action, up to and including discharge. The Township, consistent with federal regulations, may ask for updated leave certification information from employees during their leave. Any employee who falsifies or misrepresents information when updates are requested is also subject to disciplinary action up to and including discharge.

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## POLICY STATEMENT

An unpaid personal leave of absence may be granted upon request to regular full- and part-time employees for important pressing personal needs, at the discretion of the employee's Department Head Human Resources, and the Township Supervisor.

## PROCEDURES

### ***Applying for Unpaid Personal Leave***

Requests for unpaid personal leave must be made in writing to the employee's Department Head or Human Resources by completing an [Unpaid Personal Leave of Absence Request Form](#). Such forms are available from the Human Resources Department and require employees to (i) state the reason for the leave; (ii) the proposed start and end date of the requested leave; and (iii) be signed by the employee.

No leave of absence shall be used for reasons other than those stated in the employee's leave application; further, an employee may not use a leave of absence to seek or perform work with another employer.

The Township may waive the procedural rules for an employee who wishes to obtain a leave of absence, if the Township determines in its discretion that following such rules would serve no valid purpose. Any such waiver will not establish any precedent for future situations.

### ***Approval or Denial of a Personal Leave of Absence Request***

No employee is guaranteed a personal leave of absence. The Township's Supervisor, or his or her designee, may approve or deny a request for a leave of absence in his or her sole discretion.

A decision to grant or deny a leave of absence request will include, but not be limited to, consideration of the following criteria: the purpose for which the leave is requested, the length of time the employee will be away; the effect the leave will have on the ability of the department to carry out its responsibilities; the quality of the employee's performance prior to the submission of the request; qualified and available substitute help; the frequency of such requests; and any other factors deemed pertinent by the Township.

All unpaid personal leaves must be approved by the Department Head for the department in which the employee works and concurred with by the Human Resources Director and Township Supervisor.

If a leave of absence is granted by the Township, it shall be granted in writing, specifying the beginning and ending dates of the leave, and shall be signed by an authorized representative of the Township.

The granting or denial of any leave or extension of a prior leave of absence shall not be deemed a practice or precedent insofar as any other case is concerned.

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***Employee Status and Benefits While on a Leave of Absence***

Employees must exhaust all available paid leave before any request for a personal leave of absence will be approved.

An approved personal leave of absence does not alter an employee's at-will status.

Employees on a personal leave of absence are not eligible for Township benefits, including but not limited to accrual of paid time off or holiday pay.

Personal leaves of absence shall not be granted for periods longer than 3 months; however, the Township may, in its discretion, extend or renew leaves of absence for additional periods not to exceed 3 months. Requests for extensions shall be made in the same manner as is required for an original leave. The granting of any leave extension or renewal shall not result in the resumption or continuation of any insurance payments or benefits by the Township.

Verification of an employee's leave status may be required by the Township.

***Termination of a Leave of Absence***

Notwithstanding any other provisions of this policy, the Township may terminate an employee's leave of absence and/or initiate disciplinary action if it appears that the leave is no longer appropriate (e.g., no longer necessary, not being used for the purpose intended, etc.).

Further, if it appears that the leave is no longer appropriate (e.g., no longer necessary, not being used for the purpose intended, etc.), the Township may terminate an employee's leave of absence and initiate other disciplinary action.

***Procedure for Returning from Unpaid Personal Leave***

An employee who has been granted an unpaid personal leave of absence shall give the department manager reasonable notification of the intent to return to work at least two weeks prior to the return date. The Township may require a medical release and/or proof of fitness prior to allowing the employee to return to work.

Upon receiving notification of the employee's availability, the supervisor or department head will arrange to have the employee reinstated to the employee's previous position, provided the position is still open and the employee is still fully qualified for it.

If the previous position is no longer available, the employee may be considered for other open positions which the employee is qualified for as they become available.

If no position exists, the employee will remain on unpaid leave status until a suitable opening develops. If such an opening does not occur within a 6-month period, any obligation to reinstate the employee is discontinued and the employee's leave status is changed to a voluntary termination. Future reemployment would be as a rehire with only legally required reinstatement of applicable benefits.

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Determination of an employee's qualifications for any given position, for purposes of this policy, shall be made by the Township according to its discretion.

All of the foregoing provisions concerning leaves of absence are subject to the Family and Medical Leave Act of 1993 ("FMLA"). In the event of a conflict between these leaves of absence provisions and the FMLA, the FMLA will control.

**FORMS:**

**Appendix I: Unpaid Personal Leave of Absence Request Form**

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**POLICY STATEMENT**

The Township is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is Allendale Charter Township's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the uniformed services of the United States. Specifically, no person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Human Resources Department.

**SCOPE**

Employees taking part in a variety of military duties are covered under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including active duty, reserve or National Guard, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the law, these benefits are generally limited to five years of leave of absence.

**PROCEDURES*****Notice and Request***

Unless military necessity prevents it, or is otherwise impossible or unreasonable, an employee should provide the Township with notice of the need for leave as far in advance as is reasonable under the circumstances.

To request a temporary or extended military leave of absence, the employee should generally obtain a request for leave of absence form from Human Resources. Written notice is preferred, but not required under the law or this policy.

Human Resources will review the request for leave of absence, collect any applicable insurance premiums from the employee, generate other applicable documents and process the leave of absence accordingly. In the event of verbal notice by the employee, Human Resources will document the military leave on a leave of absence form.

Employees on temporary or extended military leave may, at their option, use any or all accrued paid vacation or personal leave during their absence.

When the employee intends to return to work, he or she must make application for reemployment to Human Resources within the application period set forth below. If the employee does not intend to return to work, he or she should notify Human Resources as soon as practicable.

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**Benefits**

If an employee is absent from work due to military service, benefits will continue as follows:

- ▶ **Absences of less than 31 days:** The employee is entitled to coverage under the health benefits plan as if he or she were employed continuously, under the same terms and conditions. The employee shall continue to pay his or her regular premium.
- ▶ **Absences of 31 or more days:** The employee may elect to continue coverage for up to 24 months at 102% of the overall (both employer and employee) premium rate. Employees must elect coverage and make the required payments to Human Resources in a timely manner to continue coverage.

Employees do not accrue vacation, personal leave or sick leave while on military leave of absence status.

**Reemployment**

Upon an employee's prompt application for reemployment (as defined below), an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

- ▶ **Less than 91 days of military service:** reinstated to a position that the employee would have attained if employment had not been interrupted by military service; or, if found not qualified for such position after reasonable efforts by the Township, in the position in which the employee had been employed prior to military service.
- ▶ **More than 90 days and less than 5 years of military service:** reinstated to a position that the employee would have attained if employment had not been interrupted by military service or a position of like seniority, status and pay, the duties of which the employee is qualified to perform; or, if proved not qualified after reasonable efforts by the Township, in the position the employee left, or a position of like seniority, status and pay, the duties of which the employee is qualified to perform.
- ▶ **Employee with a service-connected disability:** if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in another position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by the Township; or, if no such position exists, in the nearest approximation consistent with the circumstances of the employee's situation.

**Application for Reemployment**

An employee who has engaged in military service must, in order to be entitled to the reemployment rights set forth above, submit an application for reemployment to Human Resources according to the following schedule:

- ▶ **If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service):** the employee must report for reemployment at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours after a time for safe transportation back to the employee's residence.
- ▶ **If service is for 31 days or more but less than 181 days:** the employee must submit an application for reemployment to Human Resources no later than 14 days following the completion of service.
- ▶ **If service is over 180 days:** the employee must submit an application for reemployment to Human Resources no later than 90 days following the completion of service.
- ▶ **If the employee is hospitalized or convalescing from a service-connected injury:** the employee must submit an application for reemployment to Human Resources no later than two years following completion of service.

#### ***Exceptions to Reemployment***

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

- ▶ The Township's circumstances have so changed as to make reemployment impossible or unreasonable.
- ▶ Reemployment would pose an undue hardship upon the Township.
- ▶ The employee's employment prior to the military service was merely for a brief, non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.
- ▶ The employee did not receive an honorable discharge from military service.

#### ***General Benefits Upon Reemployment***

Employees reemployed following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed. An employee's time spent on active military duty will be counted toward eligibility for FMLA leave. Additionally, upon reemployment, a covered employee will not be discharged except for cause for up to one year following reemployment.

#### ***Documentation***

The Human Resources Department will, upon the employee's reapplication for employment, request that the employee provide the Township with military discharge documentation to establish the timeliness of the application for reemployment, the duration of the military service, and the honorable discharge from the military service, if applicable.

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## POLICY STATEMENT

In accordance with applicable law, Allendale Charter Township pays for and maintains workers' compensation insurance for work-related injuries and illnesses. This Policy outlines the process and procedure for: (i) reporting work-related injuries/illnesses and seeking the appropriate medical attention for such injuries/illnesses; (ii) investigating and recording incidents of work-related injuries/illnesses; (iii) seeking and receiving workers' compensation benefits; and (iv) returning to work from a work-related injury/illness.

## SCOPE

This policy applies to all employees employed with the Township.

## PROCEDURES

### ***Reporting a Work-Related Injury or Illness:***

An employee must report a work-related injury or illness to his or her supervisor or the appropriate Department Head as soon as practicable (such as the same or next business day when possible), and no later than 24 hours following the occurrence.

### ***Medical Care for a Work-Related Injury or Illness***

For work-related injuries or illnesses that threaten the life and limb of the employee, or that otherwise render the employee non-ambulatory, the employee's supervisor or the appropriate Department Head must call 911 immediately. For other work-related injuries, the employee can choose to seek treatment at the Student Health Center or another health facility.

Please take note that, in order to be eligible for workers' compensation benefits, an employee must receive medical care for his or her work-related illness or injury. Please also take note that employees may apply for reimbursement for any "out-of-pocket" medical and medical-related expenses resulting from a work-related illness or injury (such as medical supply or mileage/transit costs to and from doctors' appointments), and should submit records of such expenses to the Township's third-party administrator as necessary and appropriate.

### ***Workers' Compensation Benefits***

If and when an employee starts receiving workers' compensation benefits, and how much he or she will receive in benefits, depends on applicable law and the duration, nature, and extent of the injury/illness. Upon reporting a work-related injury/illness and filing a claim for workers' compensation, the employee will receive additional documentation from the Township or its third-party workers' compensation administrator on his or her eligibility for and receipt of workers' compensation benefits, as applicable.

Typically, all medical charges are covered so that an employee does not have to pay copays or deductibles. Employees must refrain from providing the healthcare provider with their personal health insurance information on workers compensation claims.

The workers compensation carrier may require a medical or psychiatric examination before the issuance of benefits, and for the first 28 days an employee is on workers compensation, the carrier and the Township may choose the healthcare provider for the employee.



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**Health Insurance**

An employee who receives health insurance from the Township is entitled to the continuation of that group health insurance coverage while receiving workers' compensation benefits as if he or she had continued to work. The employee must continue to make any normal contributions to the cost of the health insurance premiums. Note: If the employee's premium payment obligations under the applicable plan are not covered by the employee's paycheck, the employee must provide the Township with a check or money order in the appropriate amount.

**Lost Wages**

In instances where an employee receives benefits for lost wages, there is an initial seven (7) day waiting period in which an employee will not be paid lost wages. If the employee chooses, they may use PTO to cover the lost wages. From days eight (8) through fourteen (14) the workers compensation carrier will pay for lost wages. If an employee is still unable to work after the 14th day, the workers compensation carrier may pay retroactive to day one, and the employee may receive an adjustment for any PTO that was used.

In the event the workers compensation carrier approves pay for lost wages, employees will receive approximately 80% of their regular take-home pay. This is calculated using an average from the highest 39 weeks in the last 52 weeks leading up to the date of injury. An employee may supplement the approximate 80% take-home pay by using PTO to "make them whole".

**Other Township Leaves**

**Paid Time Off:** An employee will not begin to receive workers' compensation benefits until the employee has exhausted his or her available paid sick leave.

**FMLA Leave/Disability Accommodation Leave.** When eligible, workers' compensation benefits will run concurrently with leave taken: (i) for an employee's serious health condition under the Family and Medical Leave Act (FMLA), or applicable state or local equivalent, or (ii) as a disability accommodation under the Americans with Disabilities Act (ADA) and equivalent federal, state, and local laws.

**Scheduled Holidays/Township Closures.** Unless otherwise provided under Township policy, an employee will not receive pay for a scheduled holiday or Township closure where he or she is exclusively receiving workers' compensation benefits.

**Long Term Disability Benefits.** An employee may be eligible for long-term disability benefits in accordance with the terms of the applicable plan.

**Exclusions**

The workers compensation carrier and the Township may not be liable for payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity, even if it is sponsored by the Township.

**Return to Work**

The Township will work with employees who suffer from work-related illness or injuries to create a program to get back to work as quickly as possible.

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If an employee seeks to return to work from a work-related injury, he or she will be required to provide the Township's Human Resources Director with written confirmation from his or her medical provider of his or her ability to return to work, with or without restrictions. Such documentation shall consist of the medical provider completing either the Township's **Physician Statement / Return to Work Release Form**, or an equivalent form that at a minimum identifies any restrictions of the employee (including the basis for and duration of such restrictions). The Township will consult with its workers' compensation carrier to address the prescribed restrictions, in accordance with applicable law and Township procedure.

***Recordkeeping Requirements***

Workers' compensation records must be kept confidential and maintained separate and apart from the employee's personnel records. The Township's workers' compensation insurance carrier will serve as the official repository for workers' compensation records.

***Anti-Retaliation***

All Township employees have the right to report work-related injuries and illnesses. The Township shall not discharge, or otherwise discriminate or retaliate against any employee for raising a safety or health concern, for reporting work-related injuries or illnesses, or for filing a workers' compensation claim.

**FORMS:****Appendix J: Physician Statement / Return to Work Release Form**

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**PROCEDURES*****Reporting a Death***

When an employee dies, the Department Head in which the employee worked is responsible for reporting all information to the Human Resources Director and giving what assistance it can.

The primary responsibility for contacting members of the family, however, rests with the Township Supervisor.

Department Heads and supervisors may wish to contact Human Resources to request counseling for their department if the death brings up emotional difficulties for staff.

***Funeral Attendance***

Unless distance precludes attendance at the funeral, the deceased employee's immediate supervisor and his or her close friends will be allowed to attend the funeral.

***Beneficiaries***

The surviving family members or named beneficiaries may be eligible for certain benefits. The Human Resources Director shall have the necessary insurance forms and will assure that any checks, paid time off, or sick leave allowance due, shall be sent to the proper beneficiary(ies).

***Employee Support***

Department Heads and supervisors may wish to contact Human Resources to request counseling for their department if the death brings up emotional difficulties for staff.

# **CHAPTER SIX: BENEFITS ADMINISTRATION**

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**POLICY STATEMENT**

This Short-Term Disability Policy provides for partial pay continuation for specific time periods to eligible employees who are disabled by non-work-related illnesses or injuries.

**SCOPE**

These provisions apply to all regular full-time employees. Part-time employees, seasonal employees, and independent contractors are not eligible to receive short-term disability benefits under this policy.

**PROCEDURES*****Payable Benefits***

The amount of the short term disability be paid to an eligible employee will be equal to two thirds (.667) of the employee's disability regular earnings, minus any payments received by the employee because of the employee's disability under federal or state disability income benefit law or similar law (e.g., social security disability, Medicare disability payments, workers compensation and/or other similar types of disability payments) and any payments received by the employee under any unemployment compensation law or similar law. The amount of the short-term disability benefit will not be offset by any supplemental insurance payments received by the employee (e.g., AFLAC)

Pre-disability earnings includes regularly scheduled pay. Any overtime pay, bonuses and other types of extra compensation are excluded from pre-disability earnings and the calculation of the short-term disability benefit. The Township will continue to provide employee's on short-term disability with work-related benefits (e.g., group health insurance, group life insurance, and group long-term disability insurance) to the extent permissible under the Township's respective group plans.

If an employee is paid on an annual salary basis, the employee's weekly rate of earnings is two thirds (.667) of one fifty-second (1/52) of the employee's annual salary. If an employee is paid hourly, the employee's weekly rate of earnings is based on two thirds (.667) of the employee's hourly pay rate multiplied by the number of hours the employee is regularly scheduled to work per week, but not more than twenty-six (26) hours. If an employee does not have regular work hours, the employee's weekly rate of earnings is based on the average number of hours the employee worked per week during the preceding fifty-two (52) weeks, or during the employee's period of employment if less than fifty-two (52) weeks, but not more than twenty six (26) hours.

***Payment Calculations***

Payment will be calculated for the days that the employee is regularly scheduled to work.

Payment calculations will begin following the seventh (7th) calendar day, or fifth (5th) workday, of an illness or injury.

An employee may use PTO during the 7-day waiting period, and prior to receiving any short-term disability benefits. Employees shall not earn or accrue paid sick time and/or vacation days while out on short-term disability. An employee will not earn or accrue paid sick time and vacation days until the employee is able to and does return to a full-time work week, which is a minimum of thirty (30) hours per week.

Employees who are eligible under the Family and Medical Leave Act due to a serious health condition are encouraged to apply for FMLA to run concurrently with their short-term disability benefits. As a reminder, FMLA is not paid, but a program that allows employees to take time away from work.

Short-term disability payments may continue for up to six months, at which point the Township's long-term Disability Policy becomes effective. Short-term disability payments will be paid in accordance with the employee's regular bi-weekly payment schedule.

***Disabilities Excluded from Coverage***

Work related injuries and illnesses that are covered under Workers Compensation are excluded from coverage under short-term disability. Under this policy, employees are not covered for a disability arising from, or that occurs during any employment for wage or profit.

An employee is not covered for a disability caused or contributed to by an intentionally self-inflicted injury, while sane or insane.

An employee is not covered for a disability caused or contributed by the employee's own commission or attempt to commit a crime, as determined by the Township, regardless of whether the individual is charged, prosecuted or convicted of the crime in question.

An employee is not covered for a disability caused or contributed by the loss of the employee's professional license, occupational license or certification.

***Limitations and Exclusions***

The employee must be under the ongoing care of a Health Care Provider (HCP) in the appropriate specialty.

No short-term disability benefits will be paid for any period of disability under any of the following circumstances:

- 1) When an employee is not under the ongoing care of an HCP in the appropriate specialty.
- 2) When an employee is receiving PTO or other salary continuation, including donated amounts, from the Township;
- 3) When an employee is confined for any reason in a penal or correctional institution; or
- 4) When an employee is not participating in good faith in the plan, program or course of medical treatment or vocational training or education, unless the employee's disability prevents such participation.

***Qualification and Filing Claims***

A short-term disability application and medical certification is required for all short-term disability claims which must include an expected return-to-work date. If the employee is not able to return to work upon the return-to-work date, the employee must provide the Township with an updated medical certification, stating a new return-to-work date.

The application and medical certification should be submitted to the Human Resource Coordinator as soon as possible, but no later than fifteen (15) days after the last day worked by the employee. The application will not be deemed complete without accompanying medical certification.

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***Confidentiality***

Medical certifications and any correspondence from the HCP and/or the employee regarding the disability will be kept in the employee's medical file, maintained by the Human Resource Coordinator, and in accordance with the personnel file policy.

***Concurrent Leave with FMLA***

Employees who have completed one year of service and who worked at least one thousand two hundred and fifty (1,250) hours in the previous year must also apply for leave under the Township's Family and Medical Leave Policy.

***Return to Work***

In the case where a return-to-work date is not provided, short-term disability will need to be approved on a bi-weekly basis.

The employee may not return to work until she or he has medical certification to do so.

As a condition of receiving short-term disability benefits, the employee is required to follow the prescribed course of medical treatment that is recommended by the employee's health care provider.

The employee is obligated, and the Township has the right to collect any short-term disability payments made for any time when the employee is no longer disabled and could have returned to work. This may arise when the employee's return-to-work date differs from the medical certification return-to-work date.

***Review of Claim***

The Township reserves the right to request a third-party administrator to review the claim of an employee in the event the medical certification is unsatisfactory to the Township, the Township may require, at its own expense, that the employee obtain the opinion of a second health care provider. The Township will select this HCP. If the second opinion differs from the original certification, the Township may require, at its own expense, that the employee obtain the opinion of a third physician approved jointly by the Township and the employee. The opinion of this third health care provider shall be binding.

# **CHAPTER SEVEN: FINANCE AND EXPENSES**



## POLICY STATEMENT

The Township shall reimburse all employees for necessary and authorized business-related expenses incurred in performing their duties for the Township.

## PROCEDURES

Guidelines and procedures for requesting and obtaining approval of reimbursement for such expenses vary based on the type of expense incurred.

- ▶ **Mileage:** Employees using personal vehicles for Township business will be reimbursed on a per mile basis at a rate established by the Township Board. All reimbursements must be documented on an expense report, which must be approved by the Township Board at its regular meeting in the payables presented, before reimbursement. Mileage reimbursement for use of an employee's personal vehicles will be figured from the place of employment to the employee's destination, and back, unless the employee receives an exception from the appropriate Department Head or Township Supervisor. Employees are encouraged to carpool as much as possible.
- ▶ **Lodging and Meals:** While traveling on Township business, the Township will pay for employee's lodging and a maximum amount for meals as set by Township Board resolution and upon prior approval of the Township Supervisor or a Department Head. Either the Township credit card will be used, or the employee will be reimbursed for expenses after their return. The Township will not pay for alcoholic beverages or for entertainment. With prior approval from the Department Head or Township Supervisor, family members may accompany a Township employee who is traveling on Township business; however, the Township will not reimburse any costs associated with the non-employee companion.
- ▶ **Supplies:** All requests for reimbursement of supplies must be submitted in writing and approved, as follows:

Cost	Approvals	Additional Requirements
Less than \$250.00	Appropriate Department Head	
\$250.00 to \$500.00	Appropriate Department Head and Finance Director	The requesting employee must include additional options for price comparisons in the written request.
More than \$500.00	Appropriate Department Head, Finance Director, and Township Board	The requesting employee must include additional options for price comparisons in the written request. Approval must be obtained from the Finance Director and Department Head before bringing the request to the Township Board for review and approval.

Supplies of any value purchased on an emergency basis are to be purchased in the discretion of the appropriate Department Head, who will be responsible for the expense. Supplies which are purchased on a recurring basis and which have historically been approved are exempt from this policy.

Department Heads maintain discretion for purchasing department specific supplies.

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**PROCEDURES**

Employee expenses will be reimbursed in accordance with the following policy.

- 1) An employee must complete an **Expense Reimbursement Request Form**, which is available from the Finance Director. The form requests the vendor name, purpose of the reimbursement request, description of the services or goods (including price and quantity), and the date the goods or services were rendered.
- 2) The request shall be submitted to the appropriate Department Head.
- 3) The Department Head will add the appropriate account number to the request and initial it. The Department Head's signature shall verify that the goods or services have in fact been rendered to the Township, the payment request is mathematically correct, and the account number to be charged is the appropriate payment source for the expense.

**FORMS:**

**Appendix K: Expense Reimbursement Request Form**

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**POLICY STATEMENT**

The Township will, as part of total compensation, pay for approved professional development expenses incurred in accordance with the following table:

- ▶ **Workshops, Seminars, and Trainings:** At Department Head Discretion
- ▶ **Certifications:** Reflect actual cost, but not to exceed \$1,500 per year

**PROCEDURES*****Submitting a Request***

If an employee would like to request for the Township to pay for their job-related certification, they must write a request to Human Resources, who will check their eligibility, and forward the request to the Department Head for review. If the Department Head approves the request, the employee or the Department Head may register and pay for the course or examination. Proof of purchase and a copy of the certification must be placed in the employee's personnel record.

***Approval Criteria***

In determining reimbursement allowances for expenses under this policy, the Township will consider and adhere to the following criteria:

- 1) If this course is taken during regular work hours, the employee shall be paid their regular wage while they are at the course.
- 2) If the course is outside of regular working hours, the employee may be paid for their time outside of regular working hours at the discretion of the Department Head or Township.
- 3) In the event the employee is required to take the course by the Department Head or Township Supervisor, they will be compensated according to hours worked.
- 4) If the course will provide the employee with a qualification or education that is not related to the employee's current industry or present/future role, the employee may appeal to the Personnel Committee who will decide whether the Township will pay some or all the costs of the course.
- 5) After approval from the employee's Department Head, the employee or the Department Head may register and pay for the course. Proof of purchase and attendance must be placed in the employee's personnel record.
- 6) Travel expenses may be covered in accordance with the Travel Reimbursement policy and Department Head discretion.

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***Additional Approval Criteria for Certifications***

In addition to the foregoing guidelines, the following additional guidelines specifically apply to employees seeking reimbursement for Certifications:

- 1) The cost of the course will be covered up to \$1,500 as well as any costs incurred for taking exams.
- 2) Materials, such as books and study guides which are not included in the cost of the class may be paid for by the Township.
- 3) If the certification is not obtained due to failing the exam or other circumstances, the employee may be responsible for reimbursing the Township.
- 4) The Township reserves the right to refuse to pay for additional examinations and courses if the employee does not pass their first attempt.
- 5) In addition to the right to reject a request if the request is not sufficiently related to the employee's job, the Personnel Committee may also reject a request for Township budgetary reasons or any other reason approved by the Township Supervisor.

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**POLICY STATEMENT**

The Township will provide eligible employees with uniforms and safety equipment according to their respective jobs and approved replacement schedules.

**PROCEDURES**

In issuing such uniforms and equipment, the Township adheres to the following additional guidelines for certain groups of employees:

- ▶ **New Employees:** New employees will meet with an approved uniform vendor during orientation to be fitted for their work uniform. They will receive temporary uniforms and will be required to launder these themselves until their regular uniforms arrive. New employees in safety-sensitive positions will also be provided with required safety-related equipment before they start or during their orientation period.

Upon successful completion of their orientation period, new hires will also be eligible for other items that are not required immediately to perform their job.

New employees may, but are not required to, personally purchase Township approved outwear that does not need to be logoed before their Orientation Period is completed and be eligible to receive a full reimbursement upon successful completion of the Orientation Period. If an employee chooses this option, they must speak with their Department Head about their intent to receive a reimbursement. If an employee quits or has his or her employment terminated before the Orientation Period is complete, the employee forfeits the option of reimbursement.

- ▶ **Seasonal Employees:** Seasonal employees will be provided with required personal protective equipment and receive screen-printed high visibility t-shirts identifying them as a team member. Seasonal employees are responsible to purchase their own safety shoes.

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**POLICY STATEMENT**

Any Township employee engaged in chemical, environmental, or mechanical operations, or as required for the job, is required to wear eye protection. Prescription safety glasses will be provided for all full and part-time employees who must wear prescription glasses or contacts and are required to wear eye protection as a regular part of their job. Employees who do not regularly use safety glasses will be provided with a reusable option that fits over their prescription lenses.

**PROCEDURES**

The Township will provide an allowance to eligible employees who must wear prescription glasses and are required to wear eye protection as a regular part of their job, subject to the following guidelines:

- ▶ Employees must purchase prescription safety glasses from the approved vendor.
- ▶ The Township will provide an allowance of up to \$175 for lenses and frames every 2 years as necessary.
- ▶ If an employee does not have a valid prescription, the Township will pay half of the negotiated rate for an exam, and the employee will be responsible for the other half.
- ▶ If the employee's prescription changes before they are eligible for new glasses, the Township will pay for the replacement lenses only.
- ▶ Any add-ons beyond standard frames and lenses (no-line bifocal, transition lenses, non-glare/scratch coatings, etc.) are the employees' responsibility to pay.
- ▶ Safety glasses must be OSHA stamped and include non-removable side shields in accordance with OSHA Rule 29 CFR Part 1910.133.
- ▶ If glasses are lost or broken due to negligence, the employee must purchase a replacement pair themselves, or continue wearing the reusable option that fits over their existing glasses until they are eligible for a new pair.
- ▶ New hires will be eligible for the prescription safety glasses allowance upon successful completion of their Orientation Period.
- ▶ Seasonal employees are not eligible for prescription safety glasses.

# **CHAPTER EIGHT: RECORDS MANAGEMENT**

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**POLICY STATEMENT**

Personnel files are the property of the Township and will be treated the same as any other confidential Township information. Such files are stored and maintained by the Human Resources Director in a secure location and are retained in accordance with the State of Michigan record retention laws.

**PROCEDURES*****Request to Review Personnel File***

Current or former employees, or their legal representatives, may request access to their personnel file. Such requests for access to their personnel file must be provided in writing to the Human Resources Director via a completed [Personnel File Review Request Form](#). Upon receipt of the written request, Human Resources will schedule an appointment for the employee to view their file during normal office hours. For purposes of this policy, it will not include any reference checks, medical records, or investigation files unless legally required.

Employees are not permitted to remove any documents from the personnel file but may provide a written response to any document in the personnel file if they disagree with the information contained therein. Written responses will be attached to the original document in the personnel file, unless the employee and Township mutually agree to remove or correct the information.

***Copies of Personnel Records***

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to the Human Resources Director. The Township may charge a fee for providing a copy of such records.

***Restricted Access***

Access to employee's personnel files for others, such as Department Heads, will be limited to those with a legitimate business need or under the Freedom of Information Act. Every effort to maintain the separation of personal and sensitive information will be made to decrease the opportunity for misuse of that information. Board members may access personnel files for employees at the Township under the supervision of Human Resources, or that of another Board Member. To receive copies of any employee record, Board Members will be required to complete a FOIA request and submit it to the Township Supervisor and the Human Resources Director for processing.

In addition to the Human Resources Director, the Township Supervisor will have full access to each personnel file without redaction to ensure that requests are able to be accommodated in the absence of the Human Resources Director. If the individual reviewing the file is the Township Supervisor, then a member of the Personnel Committee must also be present for the Township Supervisor to review the file.

**FORMS:****Appendix L: Personnel File Review Request Form**



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**POLICY STATEMENT**

The Township is required by the Michigan Social Security Privacy Act, Public Act 454 of 2004, MCL 445.81 et seq., (the "Privacy Act") to create a policy concerning the social security numbers that it possesses or obtains.

It is the Township's policy to protect the confidentiality of social security numbers it obtains in the ordinary course of Township business. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Privacy Act and this policy.

**PROCEDURES*****Collection of Social Security Numbers***

Social security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Policy.

The Township's legitimate reasons for collecting a social security number include, but are not limited to the following:

- 1) Applicants may be required to provide a social security number for purposes of a pre-employment background check;
- 2) Copies of social security cards may be obtained for purposes of verifying employee eligibility for employment;
- 3) Social security numbers may be obtained from employees for tax reporting, new hire reporting, or for enrollment in any Township employee benefit plans; and
- 4) Social security numbers may also be obtained from creditors or vendors for tax reporting purposes.

***Use, Storage, and Access of Social Security Numbers***

All documents containing social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

No more than four numbers of a social security number may be used in the following capacities:

- 1) On a Township identification card, badge, time card, employee roster, bulletin board, permit, computer screen, or any other material or document designed for public display;
- 2) For a Township account number connected to an individual; or
- 3) For use or transmission on the internet, a computer system, or a network, unless the connection is secure, or the transmission is encrypted.

Only Township personnel who have legitimate business reasons to know will have access to records containing social security numbers. The Department Heads having access to records containing social security numbers shall determine which other personnel within their departments have a legitimate reason in the Township's ordinary course of business to have access to such social security numbers. Personnel using records containing social security numbers must take steps to secure such records when not in use.

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***Disclosure and Retention of Social Security Numbers***

Any Township material or documents containing more than four sequential digits of a social security number shall only be transmitted electronically or physically in cases where a state or federal law, rule, regulation, court order, or court rule authorizes, permits, or requires so. Any such physical documents containing more than four sequential digits of a social security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Social security numbers contained within public records subject to release under the Freedom of Information Act must be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.

Documents containing social security numbers will be retained in accordance with the requirements of state and federal laws. When documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding.

***Enforcement of this Policy***

The Township shall take reasonable measures to enforce this policy and to correct and prevent the reoccurrence of any known violations. Any employee, who knowingly obtains, uses, or discloses social security numbers for unlawful purposes or contrary to the requirements of the policy shall be subject to discipline up to and including discharge. Certain violations of the Privacy Act carry criminal and civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains, uses, or discloses social security numbers through the Township for unlawful purposes.

# **CHAPTER NINE: PROPERTY MANAGEMENT**



## Normal Business Hours

Chapter: Property Management  
Reference: 900.1  
Page: 1 of 1

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The Township Hall shall be open to the public at 8:00 a.m. and shall be closed at 5:00 p.m. on every normal business day.

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**POLICY STATEMENT**

The Township Supervisor, or his or her designee, shall have the authority to close the Township office in an emergency situation.

**SCOPE**

Situations which could prompt such a closing include, but are not limited to: severe weather, failure of heating/mechanical systems, electrical failure, or any unusual situation which would either prohibit the normal operation of the Township offices, or jeopardize the safety of the Employees.

**PROCEDURES**

In such a closing is deemed necessary, the following guidelines will be followed:

- i. The Township Supervisor may choose to close any portion of the Township for the duration of such situations. Employees may be compensated for their lost wages at the Supervisor's discretion. In the case of extended closure – an event lasting more than three (3) consecutive days – continuation of wages determinations will be made by the Township Board.
- ii. If an employee was scheduled to work, but instructed not to report, they will be paid for the time they were scheduled to work.
- iii. Employees will accrue PTO at their normal rate during instances when the Township Supervisor closes the Township.
- iv. Essential personnel will likely be required to report to work. This typically includes part or all of the following departments: Fire, Maintenance, and Public Utilities. This list may be altered by the Township Supervisor depending on the conditions and/or reason(s) for closing.
- v. Employees that were required to report will be paid at their applicable rate. They will also have PTO hours added to their account for the time worked on that day.
- vi. If an employee was scheduled to report, and is required to report for a partial shift, the following will apply:
  - a. For time worked, the employee will be compensated per items (iii) and (iv).
  - b. For the portion of the shift not worked, the employee will be compensated per items (i) and (ii) above.

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Each Department Head shall determine who shall be issued a key to the department's door or any secured facilities, such as a safe, cash drawer or filing cabinet, within the department.

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## POLICY STATEMENT

The purpose of this policy is to ensure the safety of those individuals who drive Township vehicles and to provide guidance on the proper use of Township vehicles. Vehicle accidents are costly to the Township, but more importantly, they may result in injury to you or others. It is the driver's responsibility to operate the vehicle in a safe manner and to drive defensively to prevent injuries and property damage. As such, the Township endorses all applicable state motor vehicle regulations relating to driver responsibility, and expects each driver to obey all motor vehicle laws, maintain the vehicle properly at all times, drive in a safe and courteous manner, and otherwise follow the policies and procedures outlined in this policy. The attitude you take when behind the wheel is the single most important factor in driving safely.

## SCOPE

This policy applies to any employee of the Township who operates a Township vehicle or personal vehicle while conducting Township business.

## PROCEDURES

Any employee who drives a Township vehicle must have proper authorization from his or her Department Head and is expected to comply with all state motor vehicle laws (including, without limitation, refraining from driving while impaired due to alcohol or other substances). In addition, employees who drive Township vehicles will be subject to the following guidelines:

- 1) Township vehicles are to remain at the Township, unless appropriately in use for Township business.
- 2) Township vehicles may only be used for Township-related activities and must be driven directly from, and back to the Township, before and after the Township-related activity. Township vehicles may not be driven to an employee's home or to a personal appointment unless approved by the appropriate Department Head or the Township Supervisor.
  - a. Certain vehicles designated to be available for on-call or emergency response, such as Fire Department or Public Utilities, may be an exception to this policy. In this instance, the vehicle may be permitted for personal use and back and forth from the employees' home.
  - b. This exception allows for use within a 50-mile radius of Allendale Township.
  - c. Abuse or misuse of this policy may result in disciplinary action, up to and including termination.
- 3) Township vehicles may only be driven by Township-authorized employees. Authorized employees are required to maintain a valid driver's license and an acceptable driving history. Any employee with an alcohol-related incident in their driving history may be prohibited from driving a Township vehicle. Employees who drive Township vehicles will be registered with the State of Michigan, and the Township will receive a report when tickets are issued to those individuals.

- 4) When using Township vehicles, employees are expected to exercise care and follow all safety standards, applicable traffic laws and regulations, Department of Transportation guidelines, and Township policies. Vehicles are to be operated in a manner which is consistent with weather and road conditions.
- 5) All occupants in Township vehicles must wear seatbelts if the vehicle is equipped with them.
- 6) Smoking is not permitted in any Township vehicle.
- 7) If an employee is charged with a traffic, parking, or similar violation relating to a Township vehicle, the employee shall be solely responsible for any resulting fines or penalties. Any such violation must be reported immediately to the appropriate Department Head or the Township Supervisor. Any accident involving a Township vehicle must be immediately reported to the proper enforcement agency, and a report filed with the Safety Coordinator or Human Resources. Follow-up drug and alcohol testing may be required.
- 8) The Department Head must be notified of any damage, defect, or need for repair involving any Township vehicle.
- 9) If the vehicle is assigned to an employee, that employee is responsible for its maintenance, at the Township's expense.
- 10) Only Township employees may ride in Township vehicles. Exceptions to this policy may include an individual who is carrying out the Township's business, or an individual who has been approved to ride in the vehicle by the appropriate Department Head or the Township Supervisor.
- 11) A daily-use log shall be kept for each non-emergency vehicle, which is to be submitted to the Township Clerk at the end of each month for record-keeping.
- 12) Employees are encouraged to use Township vehicles for Township business, thereby limiting the use of personal vehicles and mileage reimbursement.



# CHAPTER TEN: PUBLIC RELATIONS

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**POLICY STATEMENT**

The primary goal of the Township is to serve the public. It is the policy of Allendale Township that all officials and employees will respond to requests for Township information from members of the public with courtesy and efficiency. All officials and employees shall communicate with the public in such a way that the image of the Township government is friendly, courteous, and efficiency is fostered and maintained.

**PROCEDURES*****Visitors to Township Facilities***

All visitors to the Township Hall shall be greeted in a friendly, helpful manner.

Department Heads shall make every effort to receive visitors who need their assistance. When workload or other commitments do not allow for an immediate meeting, the visitor will be asked to make an appointment at a mutually convenient time.

***Complaints and Problems***

If a citizen has a problem that is outside the jurisdiction or responsibility of the official or employee, the citizen will be directed to the appropriate office or official.

Complaints or other concerns received from a citizen shall be received with courtesy. The official or employee will make every effort to resolve a complaint or problem, within the official or employee's scope of authority. Department Heads will be notified of all complaints.

The Township Supervisor shall also be notified in writing of any citizen complaint arising from an official's or employee conduct or the administration of a department or Township Board policy or procedure. The notice shall include the name and address of the citizen, the nature of the complaint and how the complaint was resolved. The Township Supervisor may make a subsequent inquiry with the citizen to ensure that the issue was resolved to the citizen's satisfaction.

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**POLICY STATEMENT**

The Township will generally have the following types of information available on the internet:

- 1) Information relating to Township Departments;
- 2) Information which is also available in printed materials, such as Township newsletters, brochures, news releases, calendar of events, etc.;
- 3) News bulletins and information advisories;
- 4) Information from various Township databases as needed; and
- 5) Other Township information determined useful for public disclosure

**PROCEDURES**

The Township will not publish personal information, including but not limited to political preference or support or personal opinions on any topic.

On its website, the Township may include information regarding or links to items or pages of other governmental and education institutions, non-profit and public organizations with some relationship to the Township, community councils and organizations, festivals and other organizations with cultural significance to the Township.

***Township Social Media Terms of Use***

Users of Township social media sites are notified that the intended purpose of the site is to serve as a mechanism for communication between the Township and members of the public, and that any posted content may be a public record subject to public disclosure under the Michigan Freedom of Information Act.

***Removal of Content***

The Township reserves the right to remove certain forms of published content, including the following:

- 1) Activity which would be excluded from the Constitutional protections of the First Amendment, including activity which would be considered defamatory, obscene, indecent, hate speech, or fighting words;
- 2) Activity that the author does not have the necessary rights, licenses, and consents to post;
- 3) Activity which constitutes spam, incoherent or excessive links or codes, unauthorized advertising, or solicitation;
- 4) Activity which contains sensitive or personally identifiable information or otherwise invades another individual's privacy; and
- 5) Activity which violates or encourages the violation of any applicable state or federal law or regulation.

# CHAPTER ELEVEN: HEALTH AND SAFETY

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**POLICY STATEMENT**

Even though we are committed to providing a safe working environment for our employees, it is still possible for a work-related accident or injury to occur. All incidents that arise during employment activities, or involving Township vehicles, equipment, or people, no matter how minor and regardless of whether a personal injury results, must be reported immediately and with as much information as possible.

**PROCEDURES*****Immediate Reporting of Accident or Injury***

Upon receiving a report of an accident or incident occurring during the course of employment activities from any employee, all supervisors, Department Heads, and other management-level employees are required to immediately notify the Human Resources Director of such incident.

Additionally, the individual receiving the report from the employee must ensure that the following documentation is completed immediately and accurately:

1. **Incident with Injury – Employee Report:** This form must be completed by the employee who experienced the injury, as well as his or her Department Head. The Department Head must complete the “Incident Investigation – Department Head Report” section and then forward the report to the Safety Coordinator and Human Resources Department. Per the Allendale Charter Township Incident Response plan, the Health and Safety Committee will conduct an Incident Investigation if necessary and take steps to prevent such incidents from occurring in the future.
2. **Findings Report:** These forms should be completed by any staff member who encounters an unsafe condition or act. These forms may be found in the Allendale Charter Township Incident Response Plan binders. These forms should be submitted to the Safety Coordinator or Human Resources and will be followed up on by the Health and Safety Committee, with results to be shared with all Township staff.

These investigations are intended to promote a safe and healthy work environment focused on prevention and identification of root causes to implement corrective action, improve morale, decrease operational issues, and improve the training and effectiveness of the health and safety program.

***Confidentiality***

Accident reports are the property of the Township and will be considered confidential information. Accident reports will be stored in a confidential file with limited access.

***No Retaliation***

No employee will be disciplined for reporting an injury or illness, or for participating in an investigation.

**FORMS:**

- Appendix M: Incident with Injury – Employee Report**  
**Appendix N: Findings Report**

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**POLICY STATEMENT**

The Township provides eligible employees with access to the Hepatitis A and B vaccination series at no cost.

**SCOPE**

Eligible employees are those that have the potential for exposure to blood and other potentially infectious materials in the workplace, such as the Fire Department and Public Utilities Department.

**PROCEDURES**

All new employees with the potential for occupational exposure will be given a choice to accept or decline the vaccination and must choose one of the options within their first ten (10) days of employment.

Any employee who has the option of receiving the vaccine and refuses will be asked to sign a waiver indicating that they declined the vaccine.

If an employee chooses to receive the vaccine, they must go to the Township designated clinic for the vaccination series.

If an employee initially declines the Hepatitis A and B vaccination but decides at a later date they would like to receive the vaccine, the Township will make the vaccine and subsequent booster doses available to the employee at that time.

***Confidentiality***

Medical records shall be maintained in accordance with the personnel file policy and will remain confidential.

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## POLICY STATEMENT

The Township is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. Recognizing that alcohol abuse and drug use pose a significant threat to those goals, we have established a policy that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

## SCOPE

All applicants and employees are covered by this policy whenever any employee is representing or conducting business for the Township.

## PROCEDURES

### *Prohibited Behavior*

It is a violation of our Drug-Free and Alcohol-Free Workplace Policy for any applicant or employee to:

- ▶ Work or report to work under the influence of alcohol or controlled substances. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- ▶ Operate any vehicle while conducting Township business under the influence of alcohol or controlled substances.
- ▶ Be in possession of alcohol or controlled substances, including marijuana, while on the premises or conducting Township business.
- ▶ Sell or distribute alcohol or controlled substances on the Township's premises or while conducting the Township's business off its premises.
- ▶ Test "positive" for alcohol or controlled substances or refuse to cooperate in connection with requested testing.
- ▶ Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- ▶ Engage in any criminal activity involving alcohol or controlled substances.
- ▶ Failing to notify the Township of any arrest or conviction under any criminal drug statute within 2 days of the arrest or conviction.
- ▶ Failing to report to the office the use of a drug which may alter the employee's behavior or physical or mental ability or failure to keep prescribed medicine in its original container.
- ▶ Refusing to sign a statement agreeing to abide by the Township's Drug-Free and Alcohol-Free Workplace Policy.

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**Controlled Substances**

As used in this policy, “**controlled substances**” include any drug that is illegal under federal or state law, or that is legally obtainable but that has not been legally obtained. The term also includes prescribed drugs which are not being used for the prescribed purpose or in the prescribed manner. Examples of controlled substances subject to this policy include, but are not limited to the following: marijuana, opiates, amphetamines, cocaine, crack, phencyclidine (PCP), narcotics, barbiturates, stimulants, and depressants.

Although marijuana is legal in the state of Michigan, employees and other individuals in our workplace may not possess marijuana on any Township property. Further, an employee’s possession of a “medical marijuana card” or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or paraphernalia on Township property, or at a Township-sponsored activity.

**Notification of Convictions**

Employees are required to notify the Township of any criminal drug statute arrest or conviction for a violation occurring in the workplace no later than two days after such arrest or conviction. Within 30 days of receiving such notice, the Township will either: (1) take appropriate disciplinary action, up to and including termination of employment; or (2) require the employee to satisfactorily participate in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Each case will be evaluated on a case-by-case basis.

**Testing**

Employees may be required to submit to substance testing, including, but not limited to, urinalysis, blood, breath, hair, or similar tests under the following circumstances:

- ▶ **Pre-Employment:** Pre-employment testing will take place after a conditional job offer has been extended. The testing will be paid for by the Township and must be completed before the new employee begins work with the Township. The designated drug testing location will be chosen by the Township. Post-offer applicants who test positive for illicit drugs or alcohol may have their job offer rescinded.
- ▶ **Post-Accident or Incident Testing:** Employees involved in accidents or injuries on the job may be required to submit to a post-accident drug and alcohol test if the Township has good reason to believe that drug or alcohol use may have contributed to the accident. This includes testing all employees whose conduct could have contributed to the incident, not just employees who reported injuries. There will be no retaliation for employees who report an injury or illness
- ▶ **Reasonable Suspicion:** Employees may be subject to drug testing based on a belief by the Township that an employee is using or has used drugs or alcohol in violation of this policy, such as when there is a reasonable suspicion of alcohol or drug impairment.
- ▶ **Random:** Employees may also be subject to unannounced, random testing.



- ▶ **Return to Work:** Employees who return to work after a disciplinary layoff or any inactive period of 30 days or more may be subject to immediate testing upon returning to work.

The Township will determine how to deal with a positive drug test result on a case-by-case basis.

Employees or job applicants who refuse to undergo a drug or alcohol test, fail to cooperate fully, or substitute or adulterate any sample related to his or her drug or alcohol testing will be considered to have received a “positive” result and will be subject to appropriate disciplinary action, up to and including termination of employment or revocation of a prior employment offer.

### ***Medical Guidelines***

Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. There are numerous over-the-counter and prescription drugs that may negatively impact safe work performance. Therefore, employees are expected to consult with their personal physician or other health care professional to determine if use of such medication will have any potential negative impact on safe job performance. Use of medication that may pose a threat to workplace safety must be discussed with the employee’s direct supervisor or the Township Supervisor.

Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Employees should not, however, disclose to the Township the underlying medical conditions unless directed to do so.

### ***Consequences for Violations of this Policy***

If an employee violates this policy, he or she will be subject to discipline, up to and including termination of employment. Appropriate discipline will be administered on a case-by-case basis, and discipline with respect to one employee shall not be precedential to determining similar misconduct by another employee.

If an applicant violates this Policy, his or her conditional offer of employment may be withdrawn.

Further, an employee or job applicant will be subject to immediate discharge or rescission of his or her conditional offer of employment upon any of the following:

- ▶ Refusing to take a drug test;
- ▶ Failing to immediately report for a drug test once requested;
- ▶ Adulterating or diluting the specimen;
- ▶ Substituting the specimen with that from another person or sending an imposter; or
- ▶ Refusing to sign required forms related to this policy.

### ***Substance Abuse Treatment Programs***

Although the Township does not operate its own employee assistance program, employees should be aware that counseling and rehabilitation relative to drug abuse are available from many local sources. The Township encourages employees to voluntarily seek help for substance abuse problems before becoming subject to discipline or termination under this or other Township policies.

### ***Confidentiality***

All information received by the Township through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

# INDEX AND FORMS

<b>Section 1: Introduction</b>	100.1	Purpose
	100.2	Policy Manuals
	100.3	Policy Approval
	100.4	Elected Officials
<b>Section 2: Board Administration</b>	200.1	Township Board Powers
	200.2	Authority Delegated from the Board
	200.3	Authority to Interpret Manual
	200.4	Direction and Control of Daily Administration
<b>Section 3: EEO Policy Compliance</b>	300.1	Equal Employment Opportunity
	300.2	Disability and Reasonable Accommodations <ul style="list-style-type: none"> <li>Appendix A: Accommodation Request Form</li> <li>Appendix B: Accommodation Request Medical Inquiry Form</li> <li>Appendix C: Accommodation Request Resolution Form</li> </ul>
	300.3	Anti-Harassment and Non-Discrimination <ul style="list-style-type: none"> <li>Appendix D: Incident Reporting Form</li> <li>Appendix E: Leader Memorandum of Understanding</li> </ul>
<b>Section 4: Selection and Hiring</b>	400.1	Recruitment and Hiring
	400.2	Employment Eligibility Verification Compliance
	400.3	Background Checks
	400.4	Employment of Related Individuals
	400.5	Diversity and Inclusion
<b>Section 5: Personnel Administration</b>	500.1	Employee Supervision
	500.2	Performance Appraisals
	500.3	Employee Discipline and Performance <ul style="list-style-type: none"> <li>Appendix F: Employee Coaching and Mentoring Form</li> <li>Appendix G: Employee Discipline Report</li> <li>Appendix H: Employee Performance Improvement Plan</li> </ul>
	500.4	Ethical Standards
	500.5	Lactation Policy
	500.6	Bereavement Leave
	500.7	Family and Medical Leave Act
	500.8	Personal Leave of Absence <ul style="list-style-type: none"> <li>Appendix I: Unpaid Personal Leave of Absence Request Form</li> </ul>
	500.9	Military Leave of Absence
	500.10	Workers' Compensation <ul style="list-style-type: none"> <li>Appendix J: Physician Statement / Return to Work Form</li> </ul>
	500.11	Death of an Employee
	500.12	Authority for Personnel Matters
	500.13	Township Board Personnel Duties
	500.14	Employee Handbook
	500.15	Policy Manual

<b>Section 6: Benefits Administration</b>	600.1	Short-Term Disability
<b>Section 7: Finances</b>	700.1	Employee Expense Reimbursement <ul style="list-style-type: none"><li>Appendix K: Expense Reimbursement Request Form</li></ul>
	700.2	Employee Certification/Training Reimbursement
	700.3	Employee Uniforms and Safety Attire Allowance
	700.4	Prescription Safety Glasses Allowance
<b>Section 8: Records Management</b>	800.1	Personnel Files <ul style="list-style-type: none"><li>Appendix L: Personnel File Review Request Form</li></ul>
	800.2	Social Security Privacy
<b>Section 9: Property Management</b>	900.1	Normal Business Hours
	900.2	Emergency Closings
	900.3	Security / Keys
	900.4	Township Vehicle Use
<b>Section 10: Public Relations</b>	1000.1	Public Contact
	1000.2	Township Internet Use
<b>Section 11: Health and Safety</b>	1100.1	Workplace Accident and Injury Reporting <ul style="list-style-type: none"><li>Appendix M: Incident With Injury – Employee Report</li><li>Appendix N: Findings Report</li></ul>
	1100.2	Hepatitis A and B Vaccinations
	1100.3	Drug-Free and Alcohol-Free Workplace Policy

**Appendix A:**  
**Accommodation Request Form**

## SECTION 1: EMPLOYEE/APPLICANT INFORMATION

Last Name	First Name	M.I.	Date of Request
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor and Phone Number		

## SECTION 2: REASON FOR ACCOMMODATION REQUEST

Please check one:

☐ Currently employed by the Township and request a reasonable accommodation to perform essential job functions.

☐ Currently employed by the Township and request a reasonable accommodation to enjoy equal benefits and privileges of employment.

☐ Applying for employment. The accommodation request will allow me to participate in the application / examination process.

Specify position: \_\_\_\_\_

☐ Other: \_\_\_\_\_

What, if any, job function are you having difficulty performing? Attach additional pages, if necessary.

What, if any, employment benefit are you having difficulty accessing? (e.g., attending a training program or social event). Attach additional pages, if necessary.

What limitation is interfering with your ability to apply for employment, perform your job, or access an employment benefit? Attach additional pages, if necessary.

## SECTION 2: ACCOMMODATION REQUESTED

Describe any accommodations that you believe would minimize or eliminate the functional limitation listed above. Include any available information relating to cost, source, name of device, etc.

What specific accommodation are you requesting?

If you are not sure what accommodation is needed, do you have any suggestions about what options we can explore? ☐ Yes ☐ No

If yes, please explain:

Have you had accommodations in the past for this same limitation? ☐ Yes ☐ No  
If yes, what were they and how effective were they?

Is your accommodation request time sensitive? ☐ Yes ☐ No  
If yes, please explain:

#### SECTION 4: OTHER

Please provide any additional information that might be useful in processing your accommodation request. Attach additional pages, if necessary.

#### SECTION 5: ACKNOWLEDGMENT

Employee Name

Employee Signature

Date Submitted

#### For Office Use Only:

Received by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

**Appendix B:**  
**Accommodation Request Medical**  
**Inquiry Form**



## ACCOMMODATION REQUEST MEDICAL INQUIRY FORM

### SECTION 1: FOR COMPLETION BY EMPLOYEE/APPLICANT

**Instructions:** If requested by the Human Resources Department, employees seeking an accommodation should answer each item in Section 1 of this form and then provide the form, together with a copy of his or her position description, to the employee's medical professional for completion of Section 2. All information submitted in accordance with this form will be treated as confidential to the extent permitted by law. Please note that your request cannot be processed unless all sections of this form are completed. For further information, please speak with the Human Resources Department.

Last Name	First Name	M.I.	Date of Request
Home Address (Number and Street)		City	State Zip Code
Job Title	Dept.	Regular Work Schedule	

### SECTION 2: FOR COMPLETION BY MEDICAL PROVIDER

**Instructions:** A request for a reasonable accommodation has been made by the individual identified above. In order to assist with the interactive process, we are requesting you to provide feedback to the following questions based on your medical knowledge, experience, and examination of the patient. Please answer the questions on this form to help determine disability and reasonable accommodation.

Health Care Provider's Name and Business Address	Type of Practice / Medical Specialty
	Telephone Number
	Fax Number
Does this employee have a physical and/or mental impairment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the type of impairment.	
What is the duration or expected duration of the employee's impairment?	
List each major life activity (e.g., breathing, eating, sleeping, walking, talking, manual tasks, etc.) limited by the impairment and describe how the employee is restricted due to the condition, as compared to an average person.	
Please review the attached job description. Can the employee perform all job duties listed in the job description? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, please state which job functions cannot be performed and why.	
Describe any reasonable accommodations that would allow the employee to perform the job functions listed above. If medical leave is one of the possible accommodations, please provide an estimated duration for the leave.	
Would performing any job function listed in the job description result in a direct safety or health threat to the employee or other people (coworkers, the general public, etc.)? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please state which job functions would pose a threat, what that threat could be, and any reasonable accommodation that would eliminate or reduce the threat to an acceptable level.	
Medical Provider's Signature	Date

**For Office Use Only:** Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C:**  
**Accommodation Request**  
**Resolution Form**

## ACCOMMODATION REQUEST RESOLUTION FORM

SECTION 1: REQUEST INFORMATION			
Employee Last Name	Employee First Name	Employee M.I.	Date of Request
Home Address (Number and Street)	City	State	Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor and Phone Number		
Nature of Accommodation Requested (Check all that apply): <div> <input type="checkbox"/> Job Restructuring             <input type="checkbox"/> Modified or Part-time Schedule             <input type="checkbox"/> Reassignment to vacant position           </div> <div> <input type="checkbox"/> Leave             <input type="checkbox"/> Modified workplace policy             <input type="checkbox"/> Modification to equipment or facilities           </div> <input type="checkbox"/> Other: _____			
Description of Accommodation Requested:			
SECTION 2: DOCUMENTATION RELATING TO REQUEST			
Were medical records requested to support employee's accommodation request? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Were medical records provided to support employee's accommodation request? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but additional information is required			
Date Medical Records Were Received from Provider:			
SECTION 3: DETERMINATION			
Township Decision (Check one and complete corresponding information below):			
<input type="checkbox"/> Accommodation request GRANTED <input type="checkbox"/> Accommodation request DENIED <input type="checkbox"/> Alternative effective accommodation offered and: <div> <input type="checkbox"/> Accepted by employee  <input type="checkbox"/> Rejected by employee           </div>			
If an accommodation was GRANTED or an alternative effective accommodation was offered, complete the following information:			
Description of the Accommodation:			
Accommodation Start Date:	Accommodation End Date:	Accommodation Review Date (if applicable):	

If an accommodation was denied, complete the following information:

Reason for Denial (check primary reason):

- ☐ Employee did not respond to information requested and/or additional information is necessary to evaluate the accommodation request
- ☐ The employee's medical condition does not meet the ADA's definition of disability
- ☐ The accommodation would not be effective
- ☐ The accommodation would require removal of an essential job function
- ☐ The medical documentation provided does not adequately support the request
- ☐ The accommodation would require lowering of a performance or production standard
- ☐ The accommodation would cause an undue hardship to the organization
- ☐ The accommodation would create a direct threat to the safety of employees or others
- ☐ Other: \_\_\_\_\_

Further explanation of denial:

Form Completed By: (Print Name)

Title

Signature

Date

#### SECTION 4: STATEMENT TO EMPLOYEE AND EMPLOYEE ACKNOWLEDGMENT

If any of the information in this document is incorrect, please inform the Human Resources Director as soon as possible.

Employee Signature

Date

**Appendix D:**

**Harassment, Discrimination, and  
Retaliation Incident Reporting Form**



## HARASSMENT, DISCRIMINATION, AND RETALIATION INCIDENT REPORTING FORM

**INSTRUCTIONS:** This form is for employees and third parties to report acts of discrimination, harassment, or retaliation by an employee of the Township, or any third party on company property, or in any company-owned vehicle, including a vendor, contractor, etc. You do not need to complete this form to file a report. If you prefer, you may speak with a member of the Personnel Committee to voice your concerns. You also do not need to provide your name on this form, or you can request to remain anonymous. However, this will limit any actions that the Township may take to remedy the conduct, and our ability to provide support and resources.

PERSONAL INFORMATION			
Last Name	First Name	M.I.	Employee I.D. Number
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Work Hours
Email Address	Immediate Supervisor		Supervisor Work Phone
ACCUSED INFORMATION			
Name	Dept.	Relationship/Association to You	
Work Phone	Email Address	Immediate Supervisor	Supervisor Work Phone
COMPLAINT			
Indicate the type(s) of complaint being filed. <b>Please check all that apply.</b>			
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Harassment	<input type="checkbox"/> Retaliation	<input type="checkbox"/> Other: _____
If you are filing a discrimination or harassment complaint, indicate the protected status(es) that you believe was/were the basis(es) of the alleged discrimination or harassment. <b>Please check all that apply.</b>			
<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Disability	<input type="checkbox"/> Race
<input type="checkbox"/> Height	<input type="checkbox"/> Weight	<input type="checkbox"/> Marital Status	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Sex	<input type="checkbox"/> Religion	<input type="checkbox"/> National Origin	<input type="checkbox"/> Partisan Considerations
<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Gender Identity		
GENERAL			
Have you read the Township's Anti-Harassment and Non-Discrimination Policy? <input type="checkbox"/> Yes <input type="checkbox"/> No			
STATEMENT (Attach additional pages if necessary.)			
Please describe in detail the specific incident that is the basis of the alleged discrimination, harassment, or retaliation. Describe each incident of harassment, discrimination, or retaliation separately. Please be as detailed as possible, giving names, dates, times, places, and the names of individuals present.			

Describe the specific harm, if any, that was caused to you or others with whom you work because of the incident(s).

If you or others did something to try to resolve the issue, please describe.

If your complaint is based on a disability, please describe the disability, your history of disability, or why you think you were regarded as being disabled.

If you are alleging retaliation, why do you believe the act(s) was motivated by you (or another individual) having made a discrimination or harassment complaint, assisting someone with a report of discrimination/harassment, or engaging in other protected activity?

Is the behavior on which this report is made continuing? ☐ No ☐ Yes If yes, please identify the date, time, and location of the most recent occurrence.

### WITNESSES

Please identify any individuals who observed or witnessed the incident(s) that you described. Attach additional pages if necessary.

Name	Dept.	What specifically were they witness to?

Have you discussed this incident with anyone? ☐ No ☐ Yes

If yes, please identify who, his or her relationship to you and the Township, and the date(s), time(s), and location(s) of such discussion(s).

### DOCUMENTS

Are there any notes, physical evidence, or other documentation regarding the incident(s)? ☐ No ☐ Yes

If yes, please list and attach a copy.

## OTHER REPORTS

Do you know whether anyone has previously complained about harassing, discriminatory, or retaliatory conduct by this individual?

☐ No ☐ Yes

If yes, please identify who and explain.

Have you previously reported or otherwise complained about this or related acts of harassment, discrimination, or retaliation to a Township supervisor or official? ☐ No ☐ Yes

If yes, please identify the individual to whom you made the report, the date you made the report, and the resolution. Attach additional pages if necessary.

## REMEDY

How would you like to see this situation resolved? Please be as specific as possible.

## ADDITIONAL INFORMATION

Please provide any additional information or comments you would like the investigator to know.

## ACKNOWLEDGMENT

I certify that the information provided is true, accurate, and complete to the best of my knowledge and belief.

**Employee/Complainant:**

\_\_\_\_\_  
(Print Name)

**NOTICE:** You may be contacted by a company assigned investigator upon submitting this report and asked to participate in an interview. Please bring any additional information or evidence to that meeting. The investigation will be conducted in an objective and confidential manner. No action will be taken against you for having submitted a complaint, no matter what the investigation reveals (so long as you believed the complaint to be valid and your statement is truthful). At any time during the investigation, if you have additional thoughts or facts that should be considered by the investigator, please contact the assigned investigator immediately.

**Witnessed By: (If applicable)**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

### FOR OFFICE USE ONLY:

#### Investigation Meeting Details:

Investigator: \_\_\_\_\_  
Department: \_\_\_\_\_  
Title/Position: \_\_\_\_\_  
Date: \_\_\_\_\_  
Time: \_\_\_\_\_  
Location: \_\_\_\_\_  
Present: \_\_\_\_\_

### FOR OFFICE USE ONLY:

This form was completed by:

☐ Complainant

☐ Other: \_\_\_\_\_ (Name)  
\_\_\_\_\_  
\_\_\_\_\_  
(Position)  
(Dept.)

The information on this form was gathered:

☐ Submitted by Complainant

☐ By phone

☐ In person

Date: \_\_\_\_\_



# Harassment, Discrimination, and Retaliation Incident Reporting Form Instructions

## General Instructions

This form may be completed by Township employees and third parties who wish to file an internal complaint of potential violations of the Township's Anti-Harassment and Non-Discrimination Policy. Assistance in completing this form may be obtained from a supervisor, manager, or any member of the Personnel Committee. Please ensure that the following information is submitted promptly following the alleged event and record all information so that it is legible using type or block print.

1. Respond completely to all questions in the Incident Reporting Form;
2. Attach additional pages describing the alleged event(s);
3. Sign and date the form and any additional documents submitted;
4. Make a copy for your records;
5. Forward your completed Incident Reporting Form to the Personnel Committee as soon as practicable after the alleged violation(s); and
6. Refer to the Township's Policy and Procedures Manual for more information.

## Investigative Process

A thorough investigation will be conducted on all complaints of discrimination, harassment, or retaliation. The complainant shall provide the following information to the investigator to determine whether a full-scale investigation is warranted:

1. Specific details as to what happened;
2. Who was directly or indirectly involved;
3. When the incident(s) occurred (i.e., date and time);
4. Witnesses to the event(s);
5. Documents or other evidence that may be useful to the investigation;
6. Why the complainant believes that their protected status, i.e. race, gender, age, etc., is the reason for the adverse action(s) or conduct; and
7. How the treatment of the complainant differs from the treatment of other similarly situated employees who do not share the complainant's protected status.

## Retaliation Warning

Retaliation against anyone making a complaint, acting as a witness, or participating in the investigation is a violation of law and Township policy, and is strictly prohibited. Retaliation complaints shall be investigated as a separate charge and persons found in violation may be subjected to discipline, up to and including discharge.

## Additional Assistance and Information

The Township has an obligation to investigate complaints and take appropriate action even if the complainant does not wish to proceed with an internal investigation. The complainant's identity and complaint may be subjected to disclosure pursuant to the investigation and resolution of the complaint. Information contained in this form will be kept confidential to the extent allowed by law, and as is practical to conduct a complete and thorough investigation. If you have questions regarding this form or the investigative process, please contact the office at (616) 895-6295.

### PLEASE FORWARD COMPLETED FORMS TO:

**Allendale Charter Township**  
**Attention: Human Resources Director**  
6676 Lake Michigan Drive  
P.O. Box 539  
Allendale, MI 49401  
(616) 895-6295

**Appendix E:**  
**Leader Memorandum of Understanding**

The Township maintains that conduct involving discrimination, harassment, and retaliation are practices that undermine our organization's health and the professional conduct of our business. It is your responsibility to look for signs of discrimination, harassment, and retaliation, and to ensure that your team members are conscious of their actions and the consequences of committing violations of our anti-harassment and non-discrimination policies.

**Please read and understand the Township's Anti-Harassment and Non-Discrimination Policy in its entirety, which is included in the Township's Employee Handbook and Policies and Procedures Manual.** If you do not understand any part of it, ask. Do not let what you do not understand become part of a problem.

**What to do if you receive a complaint:**

- It is vitally important that you receive the complaint confidentially. Make sure that you listen to the person in a private place. It may be necessary to relocate the conversation if it is initiated in an area that is open or readily accessible by others.
- Behave professionally and impartially. You may be uncomfortable with what you hear. It is your responsibility to accurately pass on information. It is not your responsibility to pass judgment.
- Reassure the person making the complaint. Make sure they understand that their concern will be a priority and the issue will be dealt with immediately.
- Accurately document what you have been told.
- Obtain a Harassment, Discrimination, and Retaliation Incident Reporting Form for the person and give it to them. You may obtain necessary forms from the Human Resources Department.
- Immediately contact the Human Resources Director to initiate the investigative process.

***By signing below, I certify that I have received a copy of this Leader Memorandum of Understanding, and have read it, understand it, and agree to follow it:***

\_\_\_\_\_ (Print Name)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Department)

\_\_\_\_\_ (Date)

**For Office Use Only:**

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix F:**  
**Employee Coaching and**  
**Mentoring Form**

# Allendale Charter Township

## Employee Coaching and Mentoring Form

### Employee Information

Employee Name:

Date:

Department Head:

Job Title:

Supervisor:

Department:

### Details

**Coaching Topic / Area:**

**Desired Outcome:** (List desired behaviors, knowledge, skills, etc.)

**Benefits of Change:** (How will employee's actions or performance be positively impacted?)

**Action Plan:** (What actions can be taken to achieve these goals?)

**Timeline:** (Prepare a timeline for the plan and when to follow-up.)

### Acknowledgment of Discussion

Employee Signature

Date

Manager Signature

Date

#### For Office Use Only:

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix G:**  
**Employee Discipline Report**

# Allendale Charter Township

## Employee Discipline Report

### Employee Information

Employee Name:

Date:

Department Head:

Job Title:

Supervisor:

Department:

### Nature of Incident

- |   |  |
|---|--|
| <input type="checkbox"/> Tardiness / Leaving Early          | <input type="checkbox"/> Violation of Safety Rules         |
| <input type="checkbox"/> Substandard Work                   | <input type="checkbox"/> Violation of Company Policies     |
| <input type="checkbox"/> Absenteeism / Unexcused Absence(s) | <input type="checkbox"/> Rudeness to Customers / Coworkers |
| <input type="checkbox"/> Other: _____                       |  |

### Action to Be Taken

- |   |  |
|---|--|
| <input type="checkbox"/> Verbal Warning         | <input type="checkbox"/> Final Written Warning |
| <input type="checkbox"/> First Written Warning  | <input type="checkbox"/> Suspension            |
| <input type="checkbox"/> Second Written Warning | <input type="checkbox"/> Termination           |

### Details

**Facts of Incident:**

**Witnesses:**

**Prior Related Incidents:**

**Employee's Comments:**

**Plan for Improvement / Consequences of Further Infractions:**

# Allendale Charter Township

## Acknowledgment

By signing this form, you acknowledge you have received, read, and understand the information contained in this document. You also confirm that you and have discussed this document and its contents with your supervisor and/or the Human Resources Director.

Employee Signature

Date

Supervisor Signature

Date

Witness Signature (if employee understands document but refuses to sign.)

Date

**For Office Use Only:**

Received By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



**Appendix H:**  
**Employee Performance**  
**Improvement Plan**

# Allendale Charter Township

## Employee Performance Improvement Plan

### Employee Information

Employee Name:

Date:

Department Head:

Job Title:

Supervisor:

Department:

### Previous Warnings

Date:

Reason:

First Warning:

Second Warning:

Third Warning:

Termination Request:

### Details

**Areas of Concern:** Bullet point issues concerning employee's performance, behavior, etc.

**Plan for Improvement:** List the specific results that must be achieved. Include specific checkpoints and/or timeline to evaluate employee's improvement (include attachments if necessary).

**Resources:** Identify resources available to the employee to complete the identified improvement activities (this may include other people's time or expertise, funds for training materials and activities, or time away from usual responsibilities).

**Consequences of Further Infractions:**

# Allendale Charter Township

## Timeline for Improvement, Consequences, and Expectations

Effective immediately, you are placed on a **(30, 60, 75, or 90)**-day Performance Improvement Plan (“**PIP**”). During this time, you will be expected to make regular progress on the plan outlined above. Failure to meet or exceed these expectations, or any display of additional misconduct will result in further disciplinary action, up to and including termination.

In addition, if there is no significant improvement to indicate that the expectations and goals will be met within the timeline indicated in this PIP, your employment may be terminated prior to **(30, 60, 75, or 90)** days. Furthermore, failure to maintain performance expectations after the completion of the PIP may result in additional disciplinary action, up to and including termination.

**The PIP does not alter the employment-at-will relationship.** Additionally, the contents of this PIP are to remain confidential. Questions or concerns regarding the content of this PIP should be addressed with Human Resources.

## Acknowledgment of Receipt of PIP

By signing this form, you confirm that you understand the information in this warning and PIP. You also confirm that you and your manager have discussed the warning and a plan for improvement. Signing this form does not necessarily indicate that you agree with this warning.

---

**Employee Signature**

**Date**

---

**Manager Signature**

**Date**

---

**Witness Signature (if employee understands warning but refuses to sign)**

**Date**

### For Office Use Only:

Received by: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix I:**  
**Unpaid Personal Leave of Absence**  
**Request Form**



## UNPAID PERSONAL LEAVE OF ABSENCE REQUEST FORM

**INSTRUCTIONS:** Employees seeking a leave of absence must complete this form at least 30 days prior to the commencement of leave, or as soon as practicable in the event of an unforeseeable absence. An unpaid leave of absence is available in certain circumstances as described in the Township's Personal Leave of Absence Policy in the Township's Employee Handbook, and as otherwise detailed in the Township's Policies and Procedures Manual.

Please note:

- All leaves of absence must be approved in advance by the employee's Department Head, the Township Supervisor, and Human Resources.
- If the dates of requested leave change, a new Personal Leave of Absence Request Form must be submitted for approval.
- Employees on an unpaid leave of absence are responsible for payment of insurance premiums as agreed upon with Human Resources prior to the commencement of leave.
- Employees returning from a leave of absence must contact Human Resources at least one week in advance of the projected return date.

See the Township's Personal Leave of Absence Policy in the Township's Policies and Procedures Manual for additional information.

**This form should not be used to request leave under the Family and Medical Leave Act (FMLA), or to request leave as an accommodation under the Americans with Disability Act (ADA). Employees should consult with Human Resources to request leave under the FMLA or ADA.**

SECTION 1: EMPLOYEE INFORMATION				
Last Name		First Name	M.I.	Date of Request
Home Address (Number and Street)		City		State      Zip Code
Work Phone	Home Phone	Dept.		Job Title
Email Address		Immediate Supervisor		Supervisor Work Phone
SECTION 2: REQUESTED LEAVE (information provided is what will be used to determine if leave is approved)				
Request: <input type="checkbox"/> New Leave of Absence <input type="checkbox"/> Revision of Original Request (Superseding) <input type="checkbox"/> Extension of Leave		Request Leave of Absence Dates: (mm/dd/yy) From: ____ / ____ / ____ To: ____ / ____ / ____		Type of leave requested: <input type="checkbox"/> Full-time / continuous leave <input type="checkbox"/> Reduced / partial leave <input type="checkbox"/> Intermittently
Briefly explain the reason for the requested leave:				
For reduced, partial, or intermittent absences, please described your intermittent or reduced work schedule.				

**SECTION 3: EMPLOYEE ACKNOWLEDGMENT**

1. I certify that all the facts are true and correct to the best of my knowledge.
2. I understand that falsification of this request, or any documentation provided to support this request, is cause for immediate dismissal.
3. I understand that this request is subject to the approval of my supervisor, Department Head, and the Human Resources Department, and is without pay.
4. I understand that I am responsible for paying the Township for my group health insurance benefits coverage, including the Township's employer-paid portion and any applicable administrative fees, to ensure that such benefits will continue through the time of this leave, if approved.
5. If my request for a leave of absence is approved, I understand that I must abide by all the terms and conditions of my leave of absence. I understand that if I do not follow the Township's leave procedure, I am subject to applicable disciplinary action. Any issues in obtaining forms or documentation by the date provided in my leave approval letter must be reported to my supervisor and/or the Human Resources Director prior to the deadline for the submission of documentation in order for me to be in compliance with the Township's leave procedure.
6. If this request is approved, I understand and agree that I must report directly to the Human Resources Department for reinstatement, assuming the position is still open and available at that time. Failure to report on the expected date of return will be viewed as reason to believe that I am not returning to work, and will result in termination of my employment.

By signing below, and returning this form to the Human Resources Department, I am confirming my acceptance of these terms and all other terms and conditions as stated in the Township's Personal Leave of Absence Policy, which has been provided to me.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please note that a leave of absence is not approved until all approval / notification signatures have been obtained. You will be notified when the process is complete and a decision has been made.**

**SECTION 4: TO BE COMPLETED BY EMPLOYEE'S DEPARTMENT HEAD**

Name	Department	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Signature		Comments:	

**SECTION 5: TO BE COMPLETED BY TOWNSHIP SUPERVISOR**

Name	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Signature		Comments:

**SECTION 6: TO BE COMPLETED BY HUMAN RESOURCES**

Name	Title	Request: <input type="checkbox"/> Approved <input type="checkbox"/> Denied	Date
Signature		Comments:	
Employee's Last Day Worked		Employee's Return-to-Work Date	

File original form in the employee's personnel file and provide a copy to the employee and the employee's supervisor.

**For Office Use Only:** Received By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

(\_\_/\_\_/2023)

**Appendix J:**  
**Physician Statement /**  
**Return to Work Form**

**INSTRUCTIONS:**

**Immediate Supervisor:** Provide this form with an updated copy of the employee's job description/duties to the employee.

**Employee:** Complete Section 1 and provide your health care provider with the form and attached job description. Sections 2 through 6 must be completed by your medical provider. Return the completed, signed form to the Human Resources Director before you return to work.

**Health Care Provider:** Please review the attached job description for this employee, complete this form, and return it to the employee.

## PHYSICIAN STATEMENT / RETURN TO WORK RELEASE FORM

**SECTION 1: EMPLOYEE INFORMATION** *[to be completed by employee]*

Last Name:		First Name:	Middle Name:	
Home Address (Number and Street):		City:	State:	Zip Code:
Home Phone No.:	Cell Phone No.:	Email Address:		
Supervisor:		Date Last Worked:		
<b>I HEREBY AUTHORIZE MY HEALTH CARE PROVIDER TO RELEASE ANY INFORMATION OR COPIES THEREOF ACQUIRED IN THE COURSE OF EXAMINATION OR TREATMENT FOR THE INJURY/ILLNESS IDENTIFIED BELOW TO MY EMPLOYER OR THEIR REPRESENTATIVE.</b>				
Employee Signature:		Date:		

***THE REMAINDER OF THIS FORM MUST BE COMPLETED BY THE EMPLOYEE'S HEALTH CARE PROVIDER.***

**SECTION 2: HEALTH CARE PROVIDER INFORMATION**

Provider's Name:		Provider's Specialty:		
Provider's Practice Name:	Street Address:	City:	State:	Zip Code:
Business Phone Number:	Business Fax Number:	Email Address:		

**SECTION 3: WORK STATUS**

After reviewing the specific tasks within the attached job description, please mark **ONE OF THE FOLLOWING OPTIONS**, specifically identify any restrictions (if any), and sign and date below.

- ☐ **Option 1: Released to Return to Work Full Duty with No Restrictions**  
Employee released to the hours routinely worked and tasks routinely performed in job at the time of injury/illness.  
Date employee is released to return to work on Full Duty Status: \_\_\_\_\_
- ☐ **Option 2: Released to Return to Work with Restrictions (Modified Duty)**  
Employee released to work, subject to the following work restrictions/limitations. Please complete Sections 4 through 6 below, noting only those restrictions which are applicable.  
Date employee is released to return to work on Modified Duty Status: \_\_\_\_\_
- ☐ **Option 3: Not Released to Work**  
Employee is not capable of performing any work activities.  
Employee unable to work through: \_\_\_\_\_ Date of Next Examination: \_\_\_\_\_



#### SECTION 4: PHYSICAL RESTRICTIONS

Does employee have any physical conditions which would impact his/her return to work? ☐ Yes ☐ No

*If none, please skip to Section 5: Cognitive / Psychological Restrictions*

Is the employee expected to materially improve from medical treatment or the passage of time? ☐ Yes ☐ No

##### Lift/carry/push/pull restrictions:

- ☐ Lifting (max weight) \_\_\_\_\_ lbs.
- ☐ Repetitive Lifting \_\_\_\_\_ lbs.
- ☐ Carrying \_\_\_\_\_ lbs.
- ☐ Pushing/pulling \_\_\_\_\_ lbs.
- ☐ Pinching/gripping \_\_\_\_\_ lbs.
- ☐ Reaching over head
- ☐ Reaching away from body
- ☐ Repetitive motion restrictions: \_\_\_\_\_

##### Activity restrictions:

- ☐ Walking \_\_\_\_\_ hours per day
- ☐ Standing \_\_\_\_\_ hours per day
- ☐ Sitting \_\_\_\_\_ hours per day
- ☐ Driving \_\_\_\_\_ hours per day
- ☐ Bending \_\_\_\_\_ hours per day
- ☐ Kneeling/crawling \_\_\_\_\_ hours per day
- ☐ Squatting/crouching \_\_\_\_\_ hours per day
- ☐ Climbing/balancing \_\_\_\_\_ hours per day

##### Hand use restrictions:

- ☐ Fine actions: \_\_\_\_\_ hrs./day Left Hand  
\_\_\_\_\_ hrs./day Right Hand
- ☐ Keyboarding: \_\_\_\_\_ hrs./day Left Hand  
\_\_\_\_\_ hrs./day Right Hand
- ☐ Grasping: \_\_\_\_\_ hrs./day Left Hand  
\_\_\_\_\_ hrs./day Right Hand
- ☐ Climbing: \_\_\_\_\_ hrs./day Left Hand  
\_\_\_\_\_ hrs./day Right Hand

##### Foot use restrictions:

- ☐ Raise: \_\_\_\_\_ hrs./day Left Foot  
\_\_\_\_\_ hrs./day Right Foot
- ☐ Push: \_\_\_\_\_ hrs./day Left Foot  
\_\_\_\_\_ hrs./day Right Foot

These limitations/restrictions are:

- ☐ Temporary limitations/restrictions
- ☐ Permanent limitations/restrictions

Prognosis for return to full duty:

- ☐ Undetermined
- ☐ Date: \_\_\_\_\_

Please clarify or add any additional information here:

#### SECTION 5: COGNITIVE/PSYCHOLOGICAL RESTRICTIONS

Does employee have any cognitive or psychological conditions which would impact his/her return to work? ☐ Yes ☐ No

*If no, please skip to Section 6: Other Restrictions*

Is the employee expected to materially improve from treatment or the passage of time? ☐ Yes ☐ No

Please identify any applicable functional limitations of the diagnosis(es) by checking the appropriate box(es) below based on the current status of employee:

- |  |  |
|--|--|
| <input type="checkbox"/> Exercise full cognitive abilities       | <input type="checkbox"/> Handle tight deadlines                                      |
| <input type="checkbox"/> Maintain concentration / attention span | <input type="checkbox"/> Handle shifting priorities                                  |
| <input type="checkbox"/> Handle multiple simultaneous demands    | <input type="checkbox"/> Work independently  |
| <input type="checkbox"/> Exercise full memory capabilities       | <input type="checkbox"/> Work with others  |
| <input type="checkbox"/> Operate motorized equipment             | <input type="checkbox"/> Perform under stress and/or in emergencies                  |
| <input type="checkbox"/> Work and problem solve with accuracy    | <input type="checkbox"/> Receive and act upon simple written / verbal instructions   |
| <input type="checkbox"/> Work and problem solve with speed       | <input type="checkbox"/> Receive and act upon detailed written / verbal instructions |
| <input type="checkbox"/> Exercise sound judgment                 | <input type="checkbox"/> Driving   |
| <input type="checkbox"/> Maintain stamina                        | <input type="checkbox"/> Other: _____  |

These limitations/restrictions are:

- ☐ Temporary limitations/restrictions
- ☐ Permanent limitations/restrictions

Prognosis for return to full duty:

- ☐ Undetermined
- ☐ Date: \_\_\_\_\_

Please clarify or add any additional information here:

**SECTION 6: OTHER RESTRICTIONS**

If there are other job restrictions you have not described elsewhere, please describe here:

Duration of activity per day:

Duration of activity per week:

These limitations/restrictions are:

- ☐ Temporary limitations/restrictions  
☐ Permanent limitations/restrictions

Prognosis for return to full duty:

- ☐ Undetermined  
☐ Date: \_\_\_\_\_

Is the employee currently prescribed medication that would impair job function or safety? If so, please describe:

Are all listed work restrictions medically necessary? ☐ Yes ☐ No

**My signature below indicates that I have read and understand the employee's job description (attached) and the listed tasks and that my findings are based on my medical assessment of this employee's physical and cognitive capabilities as compared to the duties identified in the job description.**

**PROVIDER'S SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**PRINT PROVIDER'S NAME:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**For Office Use Only:**

Received by: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Appendix K:**

# **Expense Reimbursement Request Form**

[Existing form to be supplied by Allendale Charter Township]

**Appendix L:**  
**Personnel File Review Request Form**

SECTION 1: EMPLOYEE INFORMATION			
Last Name	First Name	M.I.	Date of Request
Home Address (Number and Street)		City	State      Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor		Supervisor Work Phone
SECTION 2: REQUEST			
Request:		Employment Status:	
<input type="checkbox"/> Review my personnel file <input type="checkbox"/> Obtain a copy of my personnel file <input type="checkbox"/> Obtain copies of specific documents from my personnel file listed as listed below:		<input type="checkbox"/> Current Employee <input type="checkbox"/> Former Employee	
I understand the following: <ul style="list-style-type: none"> <li>• If I am reviewing my personnel file, I may not add, remove, or revise any documents.</li> <li>• If I do not agree with documents in my personnel file, I may submit a statement in writing.</li> </ul>			
Documents Requested from File: <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Entire personnel file  <input type="checkbox"/> Township Employment Application  <input type="checkbox"/> Employment Offer Letter  <input type="checkbox"/> Performance Improvement Plan(s) or Disciplinary Letter(s)  <input type="checkbox"/> Authorizations for a deduction or withholdings of pay  <input type="checkbox"/> Employment History (including salary information)           </div> <div> <input type="checkbox"/> Required certifications and job-related certifications  <input type="checkbox"/> Performance development documents (including orientation records)  <input type="checkbox"/> Mandatory continuing education records  <input type="checkbox"/> Open enrollment / Fringe Benefit Information  <input type="checkbox"/> Retirement Application           </div> </div>			
SECTION 3: EMPLOYEE AUTHORIZATION TO RELEASE PERSONNEL RECORDS			
By my signature below, I certify that I am requesting a review and/or copy of my personnel records as described above.			
Employee Name:	Employee Signature:		Date:
Name and Address for Delivery of Personnel Records (if to an individual/entity other than Employee):			

FOR OFFICE USE ONLY: TO BE COMPLETED BY HUMAN RESOURCES		
Date and Time Request Received:	Received By:	Position Title:
Date File Picked Up:	Processed By:	Position Title:

## **Appendix M:**

### **Incident with Injury – Employee Report**

[Existing form to be supplied by Allendale Charter Township]

## **Appendix N:**

### **Findings Report**

[Existing form to be supplied by Allendale Charter Township]



# Employee Handbook

Allendale Charter Township  
6676 Lake Michigan Drive  
P.O. Box 539  
Allendale, MI 49401  
(616) 895-6295  
[www.allendale-twp.org](http://www.allendale-twp.org)

Adopted:



<b>WELCOME!</b>	<b>4</b>
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## **SECTION 1: INTRODUCTION .....5**

1.1	PURPOSE OF THIS HANDBOOK	5
1.2	CHANGES OF POLICY	5
1.3	AUTHORITY	5
1.4	SCOPE	5
1.5	AT-WILL EMPLOYMENT	5
1.6	HANDBOOK DISTRIBUTION	6
1.7	DISCLAIMER	6
1.8	QUESTIONS	6

## **SECTION 2: TOWNSHIP CULTURE .....6**

2.1	MISSION STATEMENT	6
2.2	OPEN-DOOR POLICY	6
2.3	COOPERATION	6
2.4	EFFICIENCY	7
2.5	CITIZEN RELATIONS	7

## **SECTION 3: WORKPLACE COMMITMENTS .....7**

3.1	EQUAL EMPLOYMENT OPPORTUNITY	7
3.2	REASONABLE ACCOMMODATIONS	7
3.3	ANTI-HARASSMENT AND NON-DISCRIMINATION	8
3.4	DRUG-FREE AND ALCOHOL-FREE WORKPLACE	8

## **SECTION 4: GENERAL EMPLOYMENT .....8**

4.1	CLASSIFICATIONS	8
4.2	TOWNSHIP STRUCTURE	9
4.3	ORIENTATION PERIOD	9
4.4	SERVICE DATE	9
4.5	EMPLOYEE INFORMATION	10
4.6	PERSONNEL FILES	10
4.7	SOCIAL SECURITY PRIVACY	10
4.8	RECORD RETENTION	10

## **SECTION 5: WORK SCHEDULES & HOURS.....10**

5.1	WORK SCHEDULES	10
5.2	OVERTIME	11
5.3	TIME CLOCK PROCEDURES	11
5.4	LUNCH AND REST BREAKS	11
5.5	LACTATION BREAKS	11
5.6	ATTENDANCE POLICY	11
5.7	SEVERE WEATHER AND CLOSINGS	12

## **SECTION 6: PERFORMANCE & ADVANCEMENT .....12**

6.1	PERFORMANCE APPRAISALS	12
6.2	LICENSING AND CERTIFICATION	12
6.3	PROFESSIONAL DEVELOPMENT AND TRAININGS	13

## **SECTION 7: EMPLOYEE COMPENSATION .....13**

7.1	WORKDAY AND WORKWEEK	13
7.2	PAYMENT SCHEDULE	13
7.3	PER DIEM PAY	13
7.4	COMPUTING OVERTIME PAY	13
7.5	DIRECT DEPOSIT	14
7.6	PAYROLL DEDUCTIONS	14
7.7	PAY ADVANCES	14
7.8	PAYROLL ERRORS AND QUESTIONS	14

## **SECTION 8: EMPLOYEE BENEFITS .....14**

8.1	GROUP HEALTH INSURANCE BENEFITS	15
8.2	INSURANCE OPT-OUT PAYMENT	15
8.3	CONTINUATION OF BENEFITS (COBRA)	15
8.4	LIFE INSURANCE	16
8.5	DISABILITY INSURANCE	16
8.6	RETIREMENT PLANS	16
8.7	PAID TIME OFF	16
8.8	PAID HOLIDAYS	19
8.9	PAID BEREAVEMENT LEAVE	20
8.10	FAMILY AND MEDICAL LEAVE	21
8.11	PERSONAL LEAVE OF ABSENCE	21
8.12	JURY DUTY LEAVE	22
8.13	MILITARY LEAVE	22
8.14	MATERNITY LEAVE	22
8.15	GENERAL EXPENSE REIMBURSEMENTS	22
8.16	MEMBERSHIP DUES REIMBURSEMENT	23

8.17	PROFESSIONAL DEVELOPMENT, CERTIFICATION, AND TRAINING REIMBURSEMENT .....	23
8.18	UNIFORMS AND SAFETY ATTIRE .....	23
8.19	SOCIAL SECURITY / MEDICARE .....	23
8.20	WORKERS' COMPENSATION .....	23
8.21	UNEMPLOYMENT .....	24

## **SECTION 9: EMPLOYEE CONDUCT EXPECTATIONS.....24**

9.1	PERSONAL APPEARANCE AND HYGIENE .....	24
9.2	IDENTIFICATION CARDS AND TAGS.....	25
9.3	IDENTIFICATION PLACARDS FOR VEHICLE USE 25	
9.4	FRATERNIZATION POLICY .....	25
9.5	TOWNSHIP PROPERTY AND EQUIPMENT .....	25
9.6	WORKSPACES .....	25
9.7	TOWNSHIP VEHICLES.....	26
9.8	PARKING .....	26
9.9	PERSONAL MAIL.....	26
9.10	PERSONAL PRINTER USE AND PHOTOCOPYING 26	
9.11	SOLICITATION AND LITERATURE DISTRIBUTION 26	
9.12	POLITICAL ACTIVITY .....	27
9.13	ARREST OR CONVICTIONS .....	27
9.14	PERSONAL CONDUCT .....	27
9.15	DISCIPLINE .....	29

## **SECTION 10: CONFLICTS OF INTEREST .....30**

10.1	SENSITIVE OR CONFIDENTIAL INFORMATION.	30
10.2	OUTSIDE EMPLOYMENT.....	30
10.3	BRIBES AND KICKBACKS .....	30
10.4	GIFTS AND GRATUITIES.....	30

## **SECTION 11: TECHNOLOGY AND ELECTRONIC COMMUNICATIONS .....31**

11.1	TOWNSHIP TECHNOLOGY AND EQUIPMENT .	31
11.2	COMPUTER, EMAIL, AND INTERNET USAGE..	31
11.3	PERSONAL CELL PHONE USE.....	31
11.4	PERSONAL ELECTRONICS.....	31
11.5	TOWNSHIP PHONES .....	32
11.6	SOCIAL MEDIA .....	32

## **SECTION 12: HEALTH, SAFETY, AND SECURITY .....33**

12.1	SAFETY IN GENERAL.....	33
12.2	MATERIAL SAFETY DATA SHEETS (MSDS)...	34
12.3	CELL PHONE USE WHILE DRIVING.....	34
12.4	SMOKE-FREE WORKPLACE.....	34
12.5	ACCESS TO TOWNSHIP PREMISES .....	34
12.6	VISITORS.....	34
12.7	PETS .....	34
12.8	SECURITY .....	35
12.9	EMERGENCIES.....	35
12.10	WORKPLACE VIOLENCE .....	35
12.11	WEAPONS.....	35
12.12	WORKPLACE SEARCHES .....	35
12.13	WORKPLACE ACCIDENTS AND INJURY REPORTING .....	36

## **SECTION 13: SEPARATION FROM EMPLOYMENT .....36**

13.1	VOLUNTARY RESIGNATION.....	36
13.2	STAFF REDUCTION.....	36
13.3	RETIREMENT .....	37
13.4	EXIT INTERVIEWS.....	37
13.5	RETURN OF TOWNSHIP PROPERTY.....	37
13.6	FINAL PAY.....	37
13.7	DEDUCTIONS IN FINAL PAY .....	37

## **SECTION 14: CONTACTS.....38**

APPENDIX A: ANTI-HARASSMENT AND NON- DISCRIMINATION POLICY .....	39
APPENDIX B: DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY .....	42
APPENDIX C: TOWNSHIP ORGANIZATIONAL CHART ...	45
APPENDIX D: COMPUTER, EMAIL, AND INTERNET USAGE POLICY	46

## Welcome!

Welcome and thank you for joining our family of employees! Whether you have just joined Allendale Charter Township (the “**Township**”) or have been at the Township for a while, we think you will find our organization a great place to work, and we look forward to a productive and successful association.

As you begin what we hope will be a long and fulfilling career with us, we want to be sure that you are comfortable with our mission, our expectations of you, and what you may expect of us. This Employee Handbook (the “**Employee Handbook**” or “**Handbook**”) is intended to be both a guide and a reference manual in helping you understand your employment package and responsibilities. Accordingly, you will find it to your advantage to read the entire Employee Handbook promptly so that you will have a complete understanding of the material covered.

Please do not consider this Employee Handbook your only source of information about the Township and your job. In fact, we want you to make every effort to learn as much as possible about your own department’s policies through your supervisor or Department Head. We will keep you updated on new policies and benefits, but please remember that if you have a question, any question, just ask.

Once again, welcome to the Township and thank you for providing your time, dedication, and talent to our organization and community residents.

With warm and welcome regards,

Adam Elenbaas  
Allendale Charter Township  
Township Supervisor

## Section 1: Introduction

### 1.1 PURPOSE OF THIS HANDBOOK

This Handbook has been written to serve as a general guide so you know what we expect from you as a member of our team. It will familiarize you with the privileges, benefits, and responsibilities of being an employee of the Township. It is not intended, however, to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, additional details or procedures regarding a policy, or the applicability of a policy or practice to you, you should address your specific questions to your supervisor, Department Head, or the Human Resources Director.

### 1.2 CHANGES OF POLICY

Because the Township is a growing, changing organization, the procedures, practices, policies, and benefits described here may change from time to time, or be discontinued, for any reason and without warning. We will try to inform you of any changes as they occur. These changes will be communicated to you through bulletin boards, newsletters, emails, or employee meetings. Employees are expected to review all changes and updates and remain abreast of all current personnel policies. Periodically, employees may be required to provide an updated signature form to affirm that they have received and reviewed the Handbook and changes in policy.

### 1.3 AUTHORITY

The policies and procedures contained in this Employee Handbook shall take effect immediately upon their formal adoption by the Township Board. The interpretation and administration of all personnel policies and procedures will be made at the discretion of the Township Supervisor, who will keep the Township Board informed of his/her interpretations and administrative actions.

### 1.4 SCOPE

These personnel policies and procedures shall apply to all Allendale Charter Township qualifying full-time, part-time, and temporary and seasonal employees, except where specifically noted. Specific regulations in certain departments of the Township may restrict employees further than the provisions of this Handbook. In addition, all policies and procedures described in this Handbook are subject to elaboration or clarification based on additional requirements or detailed procedures as identified in the Township's [Policies and Procedures Manual](#), or as otherwise required by law. Should you desire additional information about any policy or procedure, please see your supervisor, Department Head, or the Human Resources Director.

### 1.5 AT-WILL EMPLOYMENT

Allendale Charter Township is an "at-will" employer. This means that employees may have their employment terminated at any time for any reason or for no reason at all, with or without notice and with or without cause, unless an "individual" employment contract states otherwise. Similarly, any employee may resign his or her employment with the Township at any time for any reason or for no reason at all, with or without notice and with or without cause. This at-will employment relationship with the Township may not be changed by any written document, oral representation, or conduct unless the Township Board specifically approves such change in writing. **Nothing in this Employee Handbook should be interpreted as being inconsistent with at-will employment.**

Along with a signed acknowledgment of receipt and review of this Employee Handbook, at-will employees are required to sign a specific acknowledgment that their employment with the Township is at-will.

## **1.6 HANDBOOK DISTRIBUTION**

All employees will receive a copy of this Handbook upon hire and a copy will be available upon request from your supervisor. An electronic copy of this Handbook is also available to all employees. New employees will receive a copy of this Employee Handbook at the time of orientation. If requested, an applicant being considered for employment with the Township will be allowed to review the Handbook.

## **1.7 DISCLAIMER**

The policies in this Employee Handbook govern regardless of past practices or former policies. This Employee Handbook supersedes any previous verbal or written policies, statements, understandings, or agreements concerning terms and conditions of employment, except in cases of formal employment contracts or other legally binding agreements.

## **1.8 QUESTIONS**

The Township has intended to present the contents of this Employee Handbook in an easy-to-understand format and has avoided legal words and phrases as much as possible. Nevertheless, you should feel free to address your supervisor, the appropriate Department Head, Human Resources Director, or Township Supervisor about any specific questions related to this Employee Handbook and the policies contained within it. For department specific inquiries, please consult your Department Head.

# **Section 2: Township Culture**

## **2.1 MISSION STATEMENT**

It is the mission of the officials and staff of Allendale Charter Township to serve its citizens with efficiency, integrity, and courtesy and to provide quality municipal services that will help to maintain and improve the environment and quality of life in which our citizens live. Employees will be provided the same concern, respect, and caring attitude within the organization that they are expected to share externally with every citizen.

## **2.2 OPEN-DOOR POLICY**

We follow an open-door policy which encourages open communication to quickly settle differences, misunderstandings, and complaints. Employees should feel free to express concerns, ideas, etc. to the appropriate Department Head. If the employee is not satisfied with the Department Head's response, the employee should speak to the Human Resources Director. If these individuals do not resolve the issue, the employee should speak with the Personnel Committee and lastly to the Township Supervisor (chain of command). Prompt and thorough consideration will be given to employee complaints.

## **2.3 COOPERATION**

Employees are expected to perform to the best of their ability in a spirit of cooperation with fellow employees. All departments should work together, regardless of their designated job responsibilities. If an employee has spare time during work hours, that employee is expected to spend that time helping with other Township business.

## **2.4 EFFICIENCY**

Efficiency is particularly important in a work environment where an employee handles many tasks and priorities. Employees must organize their time and allow for frequent interruptions to take care of phone calls, visitors, requests from other staff and community members, as well as rush requests. To assist with efficiency, employees are expected to keep files in current and proper order, and to return files, reference materials, and other records of general use to their proper place immediately after use.

## **2.5 CITIZEN RELATIONS**

Positive citizen relations are essential to our success as public servants and in maintaining favorable public relations. It is imperative that all employees be friendly, courteous, and helpful at all times.

# **Section 3: Workplace Commitments**

## **3.1 EQUAL EMPLOYMENT OPPORTUNITY**

The Township is committed to a work environment in which all individuals are treated with respect and dignity. Everyone has a right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. The Township ensures equal employment opportunity without discrimination or harassment because of race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, veteran status, disability, age, marital status, height, weight, or genetic information (including family medical history), or any other characteristic protected by law, and finds any type of harassment based on these protected categories to be a form of discrimination affecting the work environment. All employees shall conduct themselves in a manner conducive to creating a work environment free of coercion, intimidation, harassment, retaliation, or discrimination. This Equal Employment Opportunity policy applies to all applicants, employees, and contractors affiliated with the Township, and concerns all terms and conditions of employment, including, but not limited to, hiring, training, promotion, discipline, compensation, benefits, and termination of employment.

## **3.2 REASONABLE ACCOMMODATIONS**

The Township does not discriminate against any qualified applicant or employee regarding any terms or conditions of employment because of such individual's disability, so long as the employee can perform the essential functions of the job, with or without a reasonable accommodation, unless doing so would result in an undue hardship, safety risk, or health risk. If an applicant or employee believes that accommodation is necessary to perform the essential functions of a position due to medical or religious reasons, that individual must notify us of this need, in writing, within 182 days after he or she knows or reasonably should have known of the need for accommodation. Under Michigan law, failure to properly notify us in writing within the 182-day timeline will preclude any claim that we failed to provide accommodation.

Although Michigan law requires employees to provide requests for accommodation in writing, the Americans with Disabilities Act (ADA) does not include a comparable requirement. Consequently, those in need of accommodation may make verbal requests under the ADA. Verbal requests for accommodation should be confirmed in writing as soon as possible.

Employees can request accommodations by either contacting their direct supervisor or the Human Resources Director; however, no supervisor or Department Head is authorized to approve such requests without approval from Human Resources. Applicants can request accommodations through the Human Resources Director.

Individuals who request accommodations, either verbally or in writing, will be asked to complete the Township's [Accommodation Request Form](#) and may also need to have their physician, or a medical provider selected by the Township, complete an [Accommodation Request Medical Inquiry Form](#). All information received in relation to an accommodation request is filed separately from the employee's personnel file and treated confidentially. Employee requests for an accommodation are considered on a case-by-case basis.

### **3.3 ANTI-HARASSMENT AND NON-DISCRIMINATION**

The Township has zero tolerance for any unlawful harassment or discrimination, and strongly encourages the prompt reporting of all perceived incidents of discrimination, harassment, or retaliation – regardless of the offender's identity or position. If you believe you have experienced conduct that is contrary to this policy or have concerns about such matters, you have an obligation to take advantage of this complaint procedure early by reporting the alleged conduct to your **Department Head** or the **Human Resources Director**. If your concern or complaint is not resolved by these individuals within a reasonable period, you should address such concerns or file your complaint with the **Township's Supervisor**. The Township will not retaliate against any individual who makes a complaint pursuant to this policy in good faith. For the full text of the Township's Anti-Harassment and Non-Discrimination Policy, including examples of conduct which is prohibited under this Policy, see [APPENDIX A](#).

### **3.4 DRUG-FREE AND ALCOHOL-FREE WORKPLACE**

It is the policy of the Township to ensure that employees do not report to work in an impaired condition resulting from the use of alcohol or drugs (including marijuana); consume alcohol while on duty; manufacture, distribute or dispense drugs; or unlawfully possess or consume any drugs which could interfere with the safe and efficient performance of their duties at a work site or while driving a vehicle on Township business. For the full text of the Township's Drug-Free and Alcohol-Free Workplace Policy, including but not limited to additional examples of prohibited conduct, types of testing performed by the Township and their frequency, and employee obligations for notification of any drug- or alcohol-related convictions, see [APPENDIX B](#).

## **Section 4: General Employment**

### **4.1 CLASSIFICATIONS**

We strive to staff our organization for maximum efficiency and performance and utilize different types of employment relationships to do so. Those classifications determine an employee's eligibility for benefits and overtime status, and are as follows:

**Trainee:** All newly hired employees who have been employed with the Township for 90 days or less. Trainees are not eligible for Township benefits.

**Regular Full-Time:** An employee who has completed his or her Orientation Period (defined below), and who is normally scheduled to work 30 hours or more hours in a workweek for an indefinite period of time.

**Regular Part-Time:** An employee who has completed his or her Orientation Period, and who is normally scheduled to work less than 30 hours in a workweek for an indefinite period of time. Part-time employees are not eligible for Township benefits.

**Temporary:** An employee who is scheduled to work for a short time or on a sporadic basis. A temporary employee may be used for a specific project, for replacement of an absent regular employee, or for “on-call” work. Temporary employees are not eligible for Township benefits.

**Seasonal:** Employees who are regularly scheduled to work part or full-time hours for a specified time during the Township’s designated seasonal periods. A seasonal employee may work up to 25 weeks in a calendar year at full-time hours. Seasonal employees are not eligible for full-time benefits regardless of hours worked. This type of employment is not a contract and does not change an employee’s at-will status.

All employees will also be designated as either **Exempt** or **Non-Exempt** employees:

**Non-exempt:** Nonexempt employees are paid on an hourly basis and receive overtime pay equal to one and a half times their regularly hourly pay for any hours worked over 40 in a workweek.

**Exempt:** Exempt employees are paid a fixed weekly salary and do not receive overtime. For additional details outlining salaried-exempt pay exceptions, please see Human Resources.

## **4.2 TOWNSHIP STRUCTURE**

In addition to understanding the various employment classifications within the Township, it is also beneficial for every employee to understand the Township organizational structure. The Township is a municipality governed by a supervisor and six board members who are all elected by the residents to serve four-year terms. Regular board meetings are held twice each month in the auditorium at the Township Hall. For additional information, please see the Township’s Organizational Chart, attached as **APPENDIX C**.

## **4.3 ORIENTATION PERIOD**

The first 90 days of your employment with the Township are a period of orientation and adjustment for both you and the Township (the “**Orientation Period**”). During this time, you will receive additional training, and are encouraged to ask questions to help better understand the job and the Township’s policies, procedures, and goals. Employees will also be closely supervised during the Orientation Period to ensure proper instruction, and to provide feedback on their performance while aligning their skills with the goals of the Township.

During the Orientation Period, employees may accrue, but may not use, paid time off. Completion of the Orientation Period allows employees to become eligible for additional benefits and should not be considered as a guarantee of permanent employment. The Township evaluates employees on a continuing basis and has the right to terminate an employee’s employment at any time.

At its discretion, the Township may extend an employee's Orientation Period for another 90 days, with written notice to the employee after the first Orientation Period has ended.

## **4.4 SERVICE DATE**

So that the Township can maintain a record of benefits for each employee, a continuous service date will be established for each full-time employee. The continuous service date will be your first day of employment as a full-time employee and will continue uninterrupted as long as you remain a full-time employee of the Township. If you leave your employment at the Township and thereafter become



reemployed with the Township, you will be subject to a new continuous service date running from your most recent hire date.

#### **4.5 EMPLOYEE INFORMATION**

It is important that the Township maintains complete and accurate personnel records for all its employees for various legal, tax, and benefit purposes. Accordingly, you are responsible for promptly notifying the Personnel Department, in writing, if there are any changes in the following:

- |                        |                                 |
|------------------------|---------------------------------|
| ▶ Name                 | ▶ Emergency contacts            |
| ▶ Home mailing address | ▶ Change of beneficiaries       |
| ▶ Telephone number     | ▶ Driving record                |
| ▶ Marital status       | ▶ Authorized payroll deductions |
| ▶ Number of dependents | ▶ E-mail address                |

#### **4.6 PERSONNEL FILES**

Employee personnel files are stored and maintained by the Human Resources Director in a secure location and are retained in accordance with the State of Michigan record retention laws. If you wish to review your own personnel file, you must complete a [Personnel File Review Request Form](#), which is available from Human Resources. Employees will be subject to disciplinary action, up to and including termination of employment, if caught looking through personnel files for themselves or others without a designated Township representative present. For additional information, including the procedures for personnel file review requests, please speak with the Human Resources Director.

#### **4.7 SOCIAL SECURITY PRIVACY**

We take each employee's privacy very seriously and maintain a strict policy to protect the confidentiality of social security numbers that are obtained by, or provided to us or our employees, members, contractors, agents, and representatives during their employment, activities, or service performed on behalf of our organization. Employees who obtain, use, or disclose social security numbers for improper, unauthorized, or illegal reasons are subject to discipline or discharge, as well as potential criminal or civil prosecution. The full text of the Township's Social Security Privacy Policy is available electronically in the Township's Policies and Procedures Manual or through Human Resources.

#### **4.8 RECORD RETENTION**

By law, certain items must be maintained for a period of years. Employees must make themselves familiar with the retention schedule for their line of work as they will be held responsible for accurately maintaining records. Your supervisor or Department Head will discuss with you the applicable retention schedule for records maintained within your department. For the full text of the Township's Record Retention Policy, speak with your direct supervisor, your Department Head, or the Township Clerk.

## **Section 5: Work Schedules & Hours**

#### **5.1 WORK SCHEDULES**

The normal work week for most employees within the Township is Monday through Friday. Ordinarily, work hours are 8:00 a.m. to 5:00 p.m., but these hours and days are subject to change and vary for employees working in the Library and Fire, Maintenance and Public Utilities Departments. Work schedules for employees working in those departments are set forth in the specific department Addendums attached to this Handbook.

## **5.2 OVERTIME**

Employees may occasionally be asked to work more than their scheduled shift if necessary to meet Township demands. The Township will try to give you as much reasonable advance notice of scheduling changes and overtime as possible, but please keep in mind that changes in work schedules are not always possible to predict in advance. If you fail to work scheduled overtime or are an hourly employee and work overtime without receiving prior authorization from your supervisor, you will be subject to disciplinary action, up to and including termination of employment.

## **5.3 TIME CLOCK PROCEDURES**

Hourly employees are expected to punch in and out at the beginning and the end of the workday, as well as any time the employee leaves their regular Township worksite, unless the employee is doing so for a Township purpose. Hourly employees must also punch in and out during lunch breaks and any other approved unpaid breaks.

Punching another employee's timecard is strictly prohibited. If you are unable to punch in or out due to being away from the office on a Township purpose, or if you forget to clock in or out, you must provide the Human Resources Director or your Department Head with the information required to adjust your time clock punches. If a pattern develops with an individual employee regarding missed punches, this may be addressed by the Department Head or Human Resources.

## **5.4 LUNCH AND REST BREAKS**

All full-time employees are permitted a 15-minute paid rest break for each four-hour work period. Breaks are not permitted at either the beginning or end of the workday to offset arrival and departure times, nor can break times be combined. Employees who voluntarily work through their paid rest breaks will not be paid additional compensation. Additionally, all full-time employees working shifts of 8 hours or more will receive a lunch break in accordance with the policies of their department.

As part-time hours may vary, employees must check with their Department Head regarding break periods.

Those in a customer facing role may be required to find coverage for their lunch period or breaks. Departments of two or more people are encouraged to have coverage during regular work hours and lunches when possible.

## **5.5 LACTATION BREAKS**

The Township supports breastfeeding employees by accommodating an employee and providing reasonable breaks (i.e., 2 to 4 times in an 8-hour period, for up to 30 minutes) and a private space to express breast milk during the workday for up to one year following the child's birth. Additional information regarding the Township's Lactation Break Policy can be obtained from Human Resources.

## **5.6 ATTENDANCE POLICY**

### **Reporting Absences or Tardiness**

If you are unable to work your scheduled shift, you must obtain approval from your supervisor or Department Head prior to any requested schedule changes, unless a verifiable emergency makes it impossible for you to do so. In the event you are ill or otherwise unable to work for more than one day, you should timely call in each day unless otherwise approved. In those cases where a work absence is foreseeable, whether related to a personal or family illness or personal reason, you must communicate your anticipated absence to your supervisor or Department Head and give as much notice as is practicable.

### Excessive Absenteeism

Excessive absenteeism and tardiness are inconvenient and cause costly problems while burdening your co-workers. While it is recognized that an occasional illness or extenuating personal reason may cause unavoidable absence from work or tardiness, regular on-time attendance is an essential function of each employee's position and is required for continued employment at the Township.

### Job Abandonment

Any employee who is absent from work for a period of three (3) or more consecutive workdays without contacting his or her supervisor or Department Head to notify the Township of the employee's status will be deemed to have voluntarily abandoned his or her employment with the Township as of the employee's last day worked and will be removed from payroll.

## **5.7 SEVERE WEATHER AND CLOSINGS**

Unless otherwise notified, employees are expected to be at work on time. If there is any question regarding hours of work during severe weather or in an emergency, employees are responsible for contacting their Department Head regarding opening and closing hours. All employees are required to have their current cell phone number on file so that they can be reached in the event of an emergency.

If an employee chooses not to come to work due to severe weather when his or her Department is open, they must notify their Department Head with as much notice as possible. They should also request the time off in the Township's electronic timekeeping system to alert others of their absence.

The full text of the Township's Emergency Closings Policy, which includes details and guidelines for pay and benefits in the event the Township closes under such circumstances, is available electronically in the Township's Policies and Procedures Manual or through your Department Head.

## **Section 6: Performance & Advancement**

### **6.1 PERFORMANCE APPRAISALS**

An employee's performance will be evaluated at regular intervals throughout his or her career with the Township. For new Township staff members, such appraisals will typically occur at the end of the employee's 90-day Orientation Period, and on an annual basis thereafter. Employees may also have follow-up performance appraisals at any time throughout his or her employment to check the employee's progress, identify improvement needs, celebrate employee success, or if a performance concern or other special circumstance arises. For additional details regarding performance appraisals, please speak with your Department Head.

### **6.2 LICENSING AND CERTIFICATION**

Depending on the nature of the role, an employee may be required to maintain an industry specific license or certification. If the employee requires a specific license or certification, the employee will be expected to abide by and follow all rules and regulations associated with that licensing or certification and maintain it for the term of their employment. Compensation may be tied to licensing required for the position and may be included as a requirement of the position.

### **6.3 PROFESSIONAL DEVELOPMENT AND TRAININGS**

Employees are encouraged to attend industry and role specific workshops, seminars, trainings, etc. for professional development. These courses could also be required by the employee's Department Head based on performance concerns or goal setting objectives and may be paid for by the Township.

## **Section 7: Employee Compensation**

### **7.1 WORKDAY AND WORKWEEK**

The Township has adopted a uniform workday and workweek to facilitate the prompt, consistent, and efficient computation of straight time and overtime pay and to process payroll in an orderly and efficient manner. The workday used for overtime purposes is the consecutive 24-hour period commencing at 12:00 AM each calendar day. Except as noted below, each workweek consists of the 7-calendar day period commencing at 12:00 AM on Monday and ending at 11:59 P.M. the following Sunday.

Fire Department and Public Utilities Department employees are further directed to the policies applicable to their specific departments, which are attached as Addendums to this Handbook.

### **7.2 PAYMENT SCHEDULE**

The Township pays regularly scheduled employees on a biweekly basis (i.e., every other Friday). Exceptions to this schedule are as follows:

- ▶ Trustees are paid for meetings attended during the prior pay period.
- ▶ Paid-on-call firefighters are paid in the first week of the month for hours worked in the prior month.
- ▶ Members of the Planning Commission, Construction Board of Appeals, Board of Review, Board of Appeals, Parks and Recreation Committee, and Library Board are paid for meetings attended during the prior pay period.

If a pay date falls on a weekend, then the employee will receive their pay on the Friday before the pay date. If the pay date falls on a holiday, then the employee usually receives their pay on the last working date before the pay date. Questions regarding payment schedules should be directed to your supervisor or the Personnel Department.

### **7.3 PER DIEM PAY**

The following individuals are paid per meeting: members of the Planning Commission, Construction Board of Appeals, Board of Appeals, Parks and Recreation Committee and the Library Advisory Board.

Hourly employees who are requested to attend scheduled meetings beyond normal working hours will receive compensation as set by Township policy, consistent with any applicable overtime laws. No mileage reimbursement will be received for meetings held at the Township offices.

### **7.4 COMPUTING OVERTIME PAY**

Except for certain Fire Department and Public Utilities Department personnel, all non-exempt hourly employees will be paid overtime compensation not less than 1 ½ times their regular hourly rate for any time worked in excess of 40 hours in a given workweek. Employees must receive prior approval from their Department Head or the Township Supervisor before working overtime. If an employee develops a pattern of working overtime without prior approval, they may be subject to disciplinary action, up to and

including termination. In some cases, at the Township's option, an employee's hours may be reduced later within the pay period to avoid overtime.

Holiday pay, paid time off, and time off for any leave of absence will not be considered as hours worked when computing overtime. In the event of a paid holiday, or when an employee uses paid time off during the measurement period, the Township may, but is not required, choose to pay overtime for unscheduled or emergency time worked.

Fire Department and Public Utilities Department employees are further directed to the overtime pay policies specific to their departments, which are attached as Addendums to this Handbook.

#### **7.5 DIRECT DEPOSIT**

Employees may have their pay directly deposited into a bank account of their choosing or may request to receive their pay via a payroll debit card. Regardless of the method chosen, each payday, you will have access to pay statements showing your gross pay, itemized deductions, and net pay. If you are a nonexempt employee, the pay statement will also show the number of hours worked.

#### **7.6 PAYROLL DEDUCTIONS**

The Township complies with applicable laws and will make only required or authorized deductions from employees' wages, which include the following: employee's portion of federal, state, and local income taxes; social security taxes; past due taxes; garnishments (including child support) or other court ordered wage deductions; employee's portion of group insurance premiums; and retirement savings plan contributions.

Any deductions, other than statutory deductions, must be authorized by the employee. Employees with questions regarding paycheck deductions should immediately contact the Personnel Department.

#### **7.7 PAY ADVANCES**

The Township will not make pay advances to any employee.

#### **7.8 PAYROLL ERRORS AND QUESTIONS**

The Township takes precautions to ensure that employees are paid correctly, and it is our intention and commitment to ensure that we compensate all employees in accordance with applicable requirements of the Fair Labor Standards Act and other applicable laws. You will have access to pay statements that show all deductions, taxes, and hours worked. Please promptly review your paystubs with each paycheck to ensure accuracy and bring any discrepancies or questions to the attention of the Personnel Department immediately, but no later than two (2) business days following the pay date. If we do not hear from you within this period, we will assume your pay is correct.

### **Section 8: Employee Benefits**

Our investment in our employees goes beyond their weekly paycheck. Based on employment status and regular schedule, employees may be eligible for various employment benefits, such as:

- ▶ Health, Dental, and Vision Insurance
- ▶ Life Insurance
- ▶ Paid Time Off (PTO)
- ▶ Paid Holidays
- ▶ Paid Bereavement Leave
- ▶ Paid Medical Leave
- ▶ Family and Medical Leave
- ▶ Personal Leave
- ▶ Jury Duty Leave
- ▶ Military Leave

- ▶ Social Security
- ▶ Workers' Compensation Insurance
- ▶ Unemployment Insurance

This portion of the Employee Handbook contains a very general description of some of the benefits to which an employee may be entitled as an employee of the Township, which may be modified or discontinued at any time at the Township's sole discretion. For more information regarding any of our benefit programs, please refer to the Summary Plan Description and official plan documents for each particular benefit program, which are available from the Personnel Department. To the extent there is any conflict between this Handbook and the official plan documents, the official plan documents will control.

### **8.1 GROUP HEALTH INSURANCE BENEFITS**

The Township provides a comprehensive group health insurance plan for all regular full-time employees and their eligible dependents which provides health, dental, and optical insurance coverage. New employees become eligible to enroll in the group benefit plans on their date of hire. To remain eligible for such coverage, employees must remain a regular full-time employee who is actively working for the Township and make premium contributions.

Specific coverage details are outlined in the yearly Benefits Guide, which is distributed to all eligible employees upon hire and is also available electronically. Supplemental insurance is also available for eligible employees and their eligible dependents through voluntary payroll deduction.

### **8.2 INSURANCE OPT-OUT PAYMENT**

Eligible employees may elect to receive a payment-in-lieu of participating in the Township's provided health-insurance, provided the employee receives insurance from another source and provides proof of such coverage. Eligible employees declining health insurance through the Township must annually elect whether they wish to take the in-lieu benefit and waive the health insurance.

### **8.3 CONTINUATION OF BENEFITS (COBRA)**

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Township's 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; 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 after a qualifying event at the Township's group rates plus an administration fee for continuation coverage. The Township provides each eligible employee with a written notice describing rights granted under COBRA when a qualifying event occurs. The notice contains important information about the rights and obligations of the employee and/or beneficiary(ies). Failure to timely comply with the notice may result in a loss of insurance coverage. It is imperative that each employee keep the Township apprised of the status of his/her family life and age of dependents. For additional information and questions regarding COBRA, please contact Human Resources.

#### **8.4 LIFE INSURANCE**

Full-time Township Board members and full-time employees shall each have a \$20,000 life insurance policy, fully paid for by the Township. However, if the employee is over 65 years of age, the benefit drops to \$13,000. Each firefighter also has a \$50,000 life insurance policy, fully paid for by the Township. Details of the coverage are summarized in a booklet prepared by the insurance carrier(s), which are distributed to eligible employees.

#### **8.5 DISABILITY INSURANCE**

Short-term disability, which is self-funded by the Township, is provided at no cost to full-time employees. Long-term disability insurance is also provided to full-time employees at no cost. Long-term disability insurance is provided by an insurance carrier as designated by the Township Board. Contact Human Resources for more information or to request paperwork.

#### **8.6 RETIREMENT PLANS**

##### 401(a) Retirement Plans

401(a) contributions are provided for all full-time employees at a percentage of their base annualized salary as approved by the Board. Thus, overtime hours are not eligible for plan contributions. The plan, including the Township's contribution, is fully vested to the employee at the start of the employee's contributions. Employees who opt to enroll in the 401(a) have a mandatory contribution of four percent of the employee's annualized base rate or salary. The Township contributes six percent of the employee's annualized base rate or salary to the employee's 401(a) in addition to the employee's contribution.

##### 457 Deferred Compensation Plan

The Township also offers a plan 457 for all part and full-time employees. This plan does not require minimum contributions from employees, and the Township does not provide contributions to the employee's plan.

For questions regarding the Township's retirement plans, please contact Human Resources.

#### **8.7 PAID TIME OFF**

The Township recognizes the need for employees to be absent from work due to illness or the need to take care of personal business during the normal workday. Accordingly, the Township has instituted a Paid Time Off Policy, as described below, for these needs as they arise. This Paid Time Off policy, or PTO policy, is intended to compensate employees as an alternative to using separate banks for sick, vacation, and personal time.

##### Full Time Employees

PTO benefits shall be calculated and awarded to full-time employees at the end of each pay period based on the employee's annual accrual amount divided by the number of pay periods in the calendar year. Below is the table at which full-time employees will accrue PTO in a typical 26 pay period calendar year.

### Accrual Table

Level	During Year(s)	Hours Given After Orientation period (New Hires)	Additional Accrual Hours Possible	Additional Accrual Days Possible	Bi-weekly Accrual Rate	Maximum Bank
1	1	40	64	8	2.46	156
2	2		128	16	4.92	192
3	3		144	18	5.54	216
4	4		168	21	6.46	252
5	5-9		176	22	6.77	264
6	10-19		208	26	8.00	312
7	20+		248	31	9.54	372

\*Full-time employees must be paid a minimum of 40 non-OT hours each week. The employee's Department Head will be responsible for adding PTO to an employee's timesheet for weeks the full-time employee has not reached 40 non-OT hours. If the employee does not have PTO hours to supplement a shortage of weekly non-OT hours, the employee's bi-weekly PTO accrual will be prorated accordingly.

### Part-Time Employees

PTO benefits shall be calculated and awarded to part-time employees at the end of each pay period based on the number of hours the employee is paid for in that pay period **EXCLUDING** overtime hours. Below is the table at which part-time employees will accrue PTO.

### Accrual Table

Level	During Year(s)	Accrual Hours Possible	Accrual Days Possible	Hourly Accrual Rate	Maximum Bank
1	1	104	13	0.0500	156
2	2	128	16	0.0615	192
3	3	144	18	0.0692	216
4	4	168	21	0.0808	252
5	5-9	176	22	0.0846	264
6	10-19	208	26	0.1000	312
7	20+	248	31	0.1192	372

Part-time employees will not earn the same number of days/hours as their full-time counterparts, however they will earn a corresponding number of PTO hours based on the hours they are paid each pay period **EXCLUDING** overtime hours.

At an employee's anniversary date, their accrual rate will be adjusted if they are moving to a different level.



### New Employees PTO Accrual

New, part- and full-time employees will begin accruing PTO starting the first day of hire. Upon successful completion of their Orientation Period, full-time employees will receive 40 hours of their annual PTO. The full-time employee will accrue the remainder of their PTO throughout their first year of employment.

New employees with pre-planned vacations or appointments during their orientation period may be allowed to take unpaid time off at the discretion of their supervisor. Upon successful completion of the 90-day Orientation Period, PTO can begin to be used.

### Guidelines for Accrual

- 1) PTO benefits may not be used before they are accrued or given (new full-time hires will receive 40 additional PTO hours once their Orientation Period is completed).
- 2) Employees may discuss unpaid time off with their Department Head or Township Supervisor if they do not have any PTO available; however, an abuse of unpaid time off may result in disciplinary action, up to and including termination.
- 3) All employees who are actively at work or using PTO will continue to accrue paid-leave benefits provided by the Township.
- 4) Employees on unpaid leave are not eligible to continue accruing PTO benefits. This includes employees who are receiving income replacement benefits from a source other than the Township, such as short-term disability, long-term disability, or workers' compensation insurance.
- 5) Employees on unpaid military leave of absence and unpaid leave under the Family and Medical Leave Act (FMLA) are not eligible for PTO accrual.
- 6) Employees on layoff are not eligible for PTO accrual.

### Accrual Balance Tracking and Time Off Requests

The Township has elected to utilize a time tracking system to track accrual balances, use of PTO benefits, and use of other paid and unpaid time off. All employees must request their time off via the time tracking system application.

Employees are encouraged to request time off as far in advance as possible to allow Department Heads ample opportunity to plan for their absence. Department Heads, Human Resources, and the Township Supervisor reserve the right to deny PTO requests.

If an error is made, or if the employee uses more leave or less leave than originally requested, the employee must edit their time off request. An employee is only able to edit the request (pending or approved) until the end of the day in which they took the leave. If the employee does not edit the request in time, the employee must email the Human Resources Director and copy their Department Head so that they may edit the time off entry and adjust payroll as required. If an employee believes there is a discrepancy with their PTO, they must contact Human Resources with information regarding the difference.

If a full-time employee does not request time off through the tracking system, but they have not clocked their standard work hours for the pay period, PTO will automatically be deducted to reach their required hours for the pay period. In certain circumstances, the Department Head, with the approval of Human Resources and the Township Supervisor, may exercise discretion in approving unpaid time off for an employee. In this instance, "Unpaid Time Off" must be recorded in the timekeeping system to explain the modification of this policy.

If a paid holiday falls within an employee's PTO, the day will be treated as a holiday and not as PTO.

#### PTO and Termination from Employment

Upon termination of employment, employees (except for Township Officials) shall be eligible to be compensated for any accrued, but unused PTO benefits, provided the employee has (i) completed at least 12 months of employment with the Township, (ii) did not have his or her employment involuntarily terminated, and (iii) did not resign in lieu of termination.

The Township reserves the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case-by-case basis.

### **8.8 PAID HOLIDAYS**

Regular full and part-time, non-exempt employees are eligible to receive holiday pay at his or her regular pay rate for the following holidays observed by the Township:

- |                               |                             |
|-------------------------------|-----------------------------|
| ▶ New Year's Day              | ▶ Thanksgiving Day          |
| ▶ Martin Luther King, Jr. Day | ▶ Friday After Thanksgiving |
| ▶ Memorial Day                | ▶ Christmas Eve             |
| ▶ Independence Day            | ▶ Christmas Day             |
| ▶ Labor Day                   | ▶ New Year's Eve            |

Holiday pay for all eligible employees is subject to the following general provisions:

- ▶ To qualify for holiday pay, you must report to work for the regularly scheduled hours the workday before and after a holiday, unless you are off work because of a previously approved absence or an illness certified by a doctor.
- ▶ Such holiday pay will be calculated at your straight time pay rate, with regular full-time hourly employees receiving 8 hours of holiday pay. Holiday pay for salaried employees is included in their regular salary rate.
- ▶ Full-time Fire Department personnel may be scheduled to work on a holiday. In this case, the employee would be paid at 2x their regular rate for their regularly scheduled hours on that holiday. If the full-time Fire Department employee is not scheduled to work on the holiday, they will not be compensated according to this paid holiday schedule and will receive no pay.
- ▶ Full-Time Public Utilities personnel may also be scheduled to work on a holiday in order to adhere to lab work for Leprino Foods. The employee required to work will receive 8.0 hours at the greater of the Leprino contract hourly rate or the employee's overtime rate. The employee will also receive 8.0 hours of holiday pay.

- ▶ If any department (other than Public Utilities) decides to be open on a Township observed holiday, the employee(s) required to work will receive their normal hourly rate for any hours worked plus the employee's allotted amount of holiday pay for the observed holiday. The employee will be expected to reduce their work hours during the week of the observed holiday by the amount of their holiday hours in order to not create a budgetary issue and incur overtime.
- ▶ An employee on layoff or leave of absence or otherwise not scheduled to work at the time the holiday occurs is not eligible for holiday pay.
- ▶ Holiday time will not be counted as worked hours for overtime purposes.
- ▶ Unless otherwise specified or directed by the Township in its discretion, holidays which fall on a Saturday will generally be observed on the immediately preceding Friday, and holidays which fall on a Sunday will generally be observed on the immediately following Monday.
- ▶ The Township Board may change or edit the holiday observation schedule or may decide to combine ½ day holidays.
- ▶ The Township will make reasonable efforts to accommodate holidays pertaining to a Township staff member's established cultural or religious beliefs that are not included in the above list. Township staff should speak with the Township's Supervisor to obtain approval for taking time off to observe such holidays.

## 8.9 PAID BEREAVEMENT LEAVE

To support our employees who experience a loss of a family member, the Township provides paid bereavement leave to assist employees with making arrangements or to attend the funeral of a loved one. Such employees will be allowed paid time off according to the following schedule:

Relationship	Paid Bereavement Days (Salaried Employee / Hourly Employee)
Spouse, Partner, or Child	7 days / 56 hours
Parent, Parent-in-law, Daughter-in-law, Son-in-law, or sibling	5 days / 40 hours
Grandparent, Grandparent-in-law, grandchild, sister- in-law, brother-in-law, aunt, uncle, niece or nephew	3 days / 24 hours

In the event of the death of someone close to you who is not on the above list, you may request an unpaid leave of absence.

To be eligible for bereavement leave, the employee must notify the Township in advance of the funeral and attend the funeral. The Township may request documentation regarding the employee's need for the leave, the employee's relationship to the deceased, or the employee's attendance at the funeral. When requested, this documentation must be promptly provided to the Personnel Department the day the employee returns to work.

The full text of the Township's Bereavement Leave Policy is available electronically in the Township's Policies and Procedures Manual or through your Department Head or supervisor.

## 8.10 FAMILY AND MEDICAL LEAVE

The Township offers eligible employees job protected, unpaid Family and Medical Leave in accordance with the Family and Medical Leave Act ("FMLA").

The FMLA entitles eligible employees to take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within one year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

To be eligible for FMLA benefits, an eligible employee must have worked for the Township a total of 12 months and for at least 1,250 hours over the previous 12-month period.

To apply for FMLA leave, employees must contact the Human Resources Director, who will provide the employee with additional information regarding eligibility for such leave. **When the need for leave is foreseeable, the employee must provide the Township with at least 30 days' advance notice.**

The Township's complete FMLA Policy is contained in the Township's Policies and Procedures Manual, which is available electronically or through Human Resources.

## 8.11 PERSONAL LEAVE OF ABSENCE

The Township realizes that occasionally life circumstances require employees to miss extended periods of time from work. Regular full-time employees who have exhausted their paid leave benefits may request an unpaid personal leave of absence in extenuating services, which will be granted or denied in the Township Supervisor's sole and absolute discretion.

Employees seeking an unpaid leave of absence must complete an [Unpaid Personal Leave of Absence Request Form](#), which is available from any Department Head or Human Resources. This form will require employees to (i) state the reason for the leave; (ii) the proposed start and end date of the requested leave; and (iii) be signed by the employee.

The Township's Supervisor, or his or her designee, may approve or deny a request for a leave of absence based on the availability of qualified substitute help, the needs of the Township, the frequency of such requests, and other factors deemed pertinent by the Township. No employee is guaranteed a personal leave of absence. If a leave of absence is granted by the Township, it shall be granted in writing, specifying the beginning and ending dates of the leave, and shall be signed by an authorized representative of the Township.

The full text of the Township's Personal Leave of Absence Policy is contained in the Township's Policies and Procedures Manual, which is available electronically or through your Department Head or supervisor.

### **8.12 JURY DUTY LEAVE**

The Township supports our communities and employees by offering paid leave for jury duty to regular full-time employees. All eligible regular, full-time employees will receive full pay, less any per diem pay received by the employee, if summoned to perform jury duty. Employees who utilize this policy must turn in proof of their jury duty service to their Department Head or Human Resources.

Employees must use the time tracking system to indicate their need for jury duty leave. Their jury duty hours must be tracked and maintained in the time tracking system, and any discrepancies updated with their Department Head and Human Resources. For example, in the event an employee is relieved of jury duty earlier than anticipated, the employee must report directly to work to finish their regularly scheduled shift (provided their combined jury duty and work hours do not exceed the number of hours an employee would normally work during a day). The employee must then update their time off in the time tracking system for accurate recordkeeping.

The Township may request an excuse from jury duty on the employee's behalf if, in the Township's judgment, the employee's absence would create serious operational difficulties.

### **8.13 MILITARY LEAVE**

Full-time and part-time employees who participate in the National Guard or other reserve units of the United States Armed Forces will be provided time off for military exercises, or voluntary or involuntary service in accordance with applicable state and federal laws. Temporary employees are not entitled to military leave.

Employees called to duty should provide as much advance notice as possible and are required to provide the Township with written proof of military service within a reasonable time period of it becoming available. Such documentation should be provided to the employee's supervisor and Human Resources.

Health insurance will continue under the same terms and conditions, including required employee contributions, for employees on military leave for fewer than 31 days. After that time, employees may continue participation in health insurance through COBRA while on leave, but will be expected to pay the full cost of their continued participation in the plan, including the employer contribution and any administrative fees.

Employees seeking military leave will be provided with additional information, including information regarding re-employment and reinstatement rights, upon giving notice to Human Resources of their need for such leave.

### **8.14 MATERNITY LEAVE**

The Township does not provide "maternity leave". However, for insurance and leave purposes, maternity leave shall be considered the same as any other temporary disability or, depending upon the health of the employee, any other personal leave of absence. Depending on the circumstances, "maternity leave" may be classified as FMLA, short-term disability, personal leave, or a combination of one or more of these types of leave.

### **8.15 GENERAL EXPENSE REIMBURSEMENTS**

Approved expenses incurred on behalf of the Township will be reimbursed in accordance with the Township's reimbursement policy that applies based on the type of expense incurred. Detailed receipts for all expenses are required and the Personnel Department must sign off on your completed expense reimbursement request form. The full text of the Township's Expense Reimbursement Policy is available

electronically in the Township's Policies and Procedures Manual or through your Department Head or supervisor.

#### **8.16 MEMBERSHIP DUES REIMBURSEMENT**

The Township may provide reimbursement of employee expenses for membership in professional organizations. Employees must discuss these needs with, and get approval from, the appropriate Department Head prior to making a commitment of expenditures. A copy of the membership information and payment will be maintained in the employee's personnel record.

#### **8.17 PROFESSIONAL DEVELOPMENT, CERTIFICATION, AND TRAINING REIMBURSEMENT**

The Township may also pay for approved professional development, certifications, and training expenses incurred in accordance with the following table:

Type of Expense	Reimbursement Allowance
Workshops, Seminars, Trainings	At Department Head Discretion
Certifications	Reflect actual cost; not to exceed \$1,500 per year

The full text of the Township's Expense Reimbursement Policy, which includes details and guidelines for supervisory approval of payment for professional development, certification, and training related expenses, is available electronically in the Township's Policies and Procedures Manual or through your Department Head or supervisor.

#### **8.18 UNIFORMS AND SAFETY ATTIRE**

The Township may issue uniforms directly, or provide an allowance or reimbursement for employees in certain departments for safety attire, work shoes/boots, uniforms, prescription safety glasses, etc. These items are to be kept clean and worn with reasonable care. The Township will replace worn or damaged items as needed and within reason. If an employee loses an item that was supplied by the Township, the employee may be responsible for its replacement cost.

For additional information concerning allowances for employee uniforms and safety equipment, including allowances for prescription safety glasses, please see the Township's Policies and Procedures Manual or speak with your Department Head or supervisor.

#### **8.19 SOCIAL SECURITY / MEDICARE**

The Township matches the amount of Social Security taxes paid by each employee. Social Security taxes provide benefits for employees and their families as specified by law in the event of retirement, hospitalization after age 65 (Medicare), total and permanent disability before age 65, and death at any time. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

#### **8.20 WORKERS' COMPENSATION**

All employees are protected during scheduled work hours by workers' compensation insurance. This insurance provides coverage if an employee is injured at work, suffers an occupational illness, or has a prolonged absence due to such injury. It also provides death benefits for legal dependents if an employee dies as the result of a work-related injury. The Township pays the full cost of this protection.

To be assured of maximum coverage, work-related accidents, no matter how minor, must be reported **immediately** to your Department Head, the Safety Coordinator, and Human Resources, after which an insurance claim will be filed as necessary. Any delay in reporting may result in disciplinary action up to and including termination, as well as possible denial of the workers' compensation claim.

If you require ongoing medical treatment, report to your supervisor and the Human Resources Department after each appointment to provide a status report along with any medical documentation and billing information. We will make every attempt to accommodate work restrictions ordered by a medical professional. It is your responsibility to comply with all written instructions given by the treating physician, both at work and at home.

Injuries caused by intentional or willful misconduct will not be compensated though workers' compensation. In the event an employee is found to be fraudulently using workers compensation insurance, disciplinary action may be taken, up to and including termination.

For the full text of the Township's Workers' Compensation Policy, please see the Township's Policies and Procedures Manual or speak with your Department Head or the Personnel Department.

## **8.21 UNEMPLOYMENT**

Unemployment compensation insurance is another form of insurance which is paid for entirely by the Township on behalf of its eligible employees. Unemployment compensation helps employees meet loss of income resulting from unemployment beyond their control by paying certain benefits while they are out of work. This form of protection is in addition to group health insurance, Social Security, and workers' compensation. Further information may be obtained from the Michigan Unemployment Insurance Agency.

# **Section 9: Employee Conduct Expectations**

## **9.1 PERSONAL APPEARANCE AND HYGIENE**

Your appearance is important to demonstrating the professionalism of our organization. Employees are expected to report to work each day with appropriate hygiene, appearance, and attire for their position.

Personal cleanliness is a must for all employees. Body odors, strong perfume, or smoke may be particularly offensive to the public or coworkers. Employees should take pride in their personal hygiene and appearance, and report to work clean and groomed appropriately, free of strong smells.

Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others. Office dress is business casual and employees are expected to appear professional. Employees holding positions that require them to work out in the community among residents or contractors are required to wear, at a minimum, a logoed Township shirt or jacket, unless in a position which requires business casual dress. If wearing business casual clothing, the employee must have their Township photo identification card displayed.

Although your supervisor may set additional, specific guidelines for your department, items that should not be worn by employees of all departments include, but are not limited to, the following:

- ▶ Excessively worn, torn, or dirty clothing;
- ▶ Clothing with suggestive or offensive logos, pictures, insignia, etc.; and
- ▶ Very tight, revealing, or otherwise sexually suggestive clothing.

Management level employees are expected to inform employees when they are violating the dress code. Employees in violation are expected to immediately correct the issue. This may include having to leave work to change clothes. For specific questions on dress standards, contact your direct supervisor, Department Head, or Human Resources.

## **9.2 IDENTIFICATION CARDS AND TAGS**

All employees, including part-time, temporary, contract appointed, and elected officials, will be issued identification name tags by Human Resources. These must be worn during work hours. Additionally, employees who are reasonably expected to have regular contact with the public outside of the Township offices will be issued photo identification cards. Employee identification cards shall immediately be returned to the Township upon termination of employment.

## **9.3 IDENTIFICATION PLACARDS FOR VEHICLE USE**

All employees, including contract and temporary employees, who are using a vehicle to go to residents' homes must use an identification placard on that vehicle to allow the homeowner to appropriately identify who is at their home.

## **9.4 FRATERNIZATION POLICY**

A manager or supervisor who dates or becomes romantically involved with an employee, even when the employee is not in a direct reporting relationship, creates a serious problem for the Township. Anyone employed in a managerial or supervisory role needs to heed the fact that personal relationships with employees who report to them are problematic and will not be tolerated by the Township. For this reason, if a manager or supervisor decides to pursue a close relationship with an employee, he or she needs to inform the Township's Supervisor immediately, who will then decide what, if any, actions are necessary to take regarding assignments and jobs. The fraternization that is prohibited by this policy includes dating, romantic involvement, and sexual relations.

## **9.5 TOWNSHIP PROPERTY AND EQUIPMENT**

The Township has made a significant investment into quality technology and equipment for employees to use in their performance of services on behalf of the Township. Therefore, we expect each employee to take care of such property. Theft, negligent use of, or abuse of the Township's equipment or technology will not be tolerated. Further, employees may not remove any equipment or supplies from the Township's premises without permission from their supervisor.

If any piece of technology or equipment appears to be damaged or defective, or in need of repair, notify your supervisor. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

Before using any equipment, an employee must be trained by his or her Department Head, or the Department Head's designee, for proper instruction. Proper protective equipment and clothing must be used when appropriate.

## **9.6 WORKSPACES**

Township employees are strongly encouraged to maintain a clean and organized workspace, as appropriate cleanliness helps to ensure productivity and reflects positively on the employee's professionalism. Further, cleanliness affects the public's view of the Township and is extremely important for the prevention of illness.



## **9.7 TOWNSHIP VEHICLES**

Township-owned vehicles may be available for employees to use or may be assigned to a specific employee at the discretion of the Township. If you drive a Township vehicle, you must have both a valid driver's license and a driving record acceptable to both the Township and our insurance carrier. Any unsatisfactory driving record may be grounds for reassignment or termination of employment. Driving records for employees driving Township vehicles will be reviewed on an ongoing basis. Employees who are assigned to drive a Township vehicle will be asked to complete a [Township Vehicle Use Agreement](#).

Any employee who drives a Township vehicle must have proper authorization from his or her Department Head and is expected to comply with all state motor vehicle laws (including, without limitation, refraining from driving while impaired due to alcohol or other substances), along with all additional guidelines and procedures governing an employee's operation of a Township Vehicle as further described in the full text of the Township's Vehicle Use Policy contained in the Policies and Procedures Manual, which is available electronically or through your Department Head or supervisor.

## **9.8 PARKING**

Township employees must park only in the area designated as employee parking. Employees may park in any space that is not marked as reserved. Please cooperate by not blocking any gate, door, or driveway.

Because the Township is not responsible for theft or damage occurring in our parking lots, we recommend that employees lock their vehicles and keep valuables to a minimum. Employees who are unsure of where to park should speak with their supervisor.

## **9.9 PERSONAL MAIL**

Employees must not use the Township as a personal mailing address, and personal mail should not be put in Township mail stacks to be run through the Township postage meter. All mail delivered to employees at the Township is presumed to be business-related and may be opened with all other mail.

## **9.10 PERSONAL PRINTER USE AND PHOTOCOPYING**

Employees may make up to five pages of personal prints or photocopies per month for free. Prints in excess of this may still be made, provided that the employee reimburses the Township in accordance with the fee schedule in effect.

## **9.11 SOLICITATION AND LITERATURE DISTRIBUTION**

To prevent disruption of business activities, to minimize distractions for all employees, and to preserve Township security, solicitation and distribution of literature, materials, goods, contest promotions, requests for donations (or any other solicitation or distribution) is prohibited during working time or in work areas. "Working time" does not include an employee's lunch or break period. Any employee(s) being solicited must also be on an authorized lunch or break period, or otherwise not required to be working. Distribution of literature in such a manner as to cause litter on Township premises is prohibited. Nothing in this policy shall be construed or applied in a way that interferes with an employee's rights under any applicable state or federal law, including but not limited to speech that is protected by Section 7 of the National Labor Relations Act.

## **9.12 POLITICAL ACTIVITY**

Employees may not use their Township position for any political purpose, nor may employees engage in political activities during work hours. During work hours for the Township, employees may not promote anything politically, with their speech, clothing, computer usage, or other similar activities. Nothing in this policy shall be construed or applied in a way that interferes with an employee's rights under any applicable state or federal law, including but not limited to political speech that is protected by Section 7 of the National Labor Relations Act.

## **9.13 ARREST OR CONVICTIONS**

The Township seeks to provide a safe and secure environment for its employees, customers, and visitors; to protect its funds, property, and other assets; and to maintain its reputation and integrity. As such, the Township requires its employees to self-disclose an arrest or conviction to the Human Resources Director within two (2) business days so that the Township can conduct an independent review of their continued suitability for employment.

Disclosing an arrest or conviction does not automatically impact an employee's eligibility for employment with the Township. Continued employment depends on a variety of factors, such as the nature and gravity of, and circumstances surrounding, the arrest or conviction, including the employee's truthfulness and completeness in disclosing the information in a timely manner.

For purposes of this policy, "conviction" includes any unlawful offense, including but not limited to major traffic violations (e.g., such as OWI, reckless or negligent driving, driving with an invalid license, or leaving the scene of an accident); worthless check violations; or any citation for violation of federal, state, or local ordinances or statutes that resulted in a fine, restitution, or incarceration. Guilty verdicts, guilty pleas, and pleas of nolo contendere (no contest) must be disclosed. Minor traffic violations do not need to be reported.

### Violations

An employee who fails to disclose an arrest or conviction in accordance with these procedures is in violation of this policy. Similarly, a supervisor who is made aware of an employee arrest or conviction and fails to immediately disclose the information to the Township's Supervisor is also in violation of this policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

## **9.14 PERSONAL CONDUCT**

The Township expects its employees will conduct themselves with the pride and respect associated with their positions, fellow employees, citizens, and the Township. Employees should always use good judgment and discretion in carrying out the Township's business. The highest standards of ethical conduct should always be used by the employees of the Township. Improper conduct by and between employees or by and between employees and others will not be tolerated. Any employee demonstrating improper conduct will be subject to disciplinary action.

The following illustrations of unacceptable conduct are to provide specific and exemplary reasons for initiating disciplinary action, and to alert employees to the more commonplace types of employment conduct violations. However, because conditions of human conduct are unpredictable, no attempt has been made here to establish a complete list. Any violation of work rules and unacceptable conduct may be grounds for disciplinary action, up to and including termination of employment. Nothing set forth in this policy should be interpreted to infer a contract between the parties, or as establishing any sort of progressive discipline policy.

### Attendance

1. Improper or unauthorized use or abuse of paid leave or punching another employee's timecard.
2. Excessive absenteeism, regardless of reason, the effect of which disrupts or diminishes operational effectiveness.
3. Being absent without approved leave, or repeated late arrival or early departure from work.
4. Failure to return to work upon expiration of a leave of absence.
5. Failure to report to work and call-in for three (3) consecutive scheduled days (automatic quit).

### Behavior

1. Willful or negligent violation of the personnel policies and procedures.
2. Failure to carry out a direct order from a superior, except where the employee's safety may reasonably be jeopardized by the order.
3. Engaging in a conflict of interest activity.
4. Conduct that discredits the employee or Township, or willful misrepresentation of the Township.
5. Conviction of a crime, including convictions based on a plea of nolo contendere or of a misdemeanor involving moral turpitude, the nature of which reflects the possibility of serious consequences related to the continued assignment or employment of the employee.
6. Knowingly falsifying, removal, or destruction of information related to employment, payroll, or work-related records or reports.
7. Soliciting outside work for personal gain during business hours, engaging in off-duty employment for any business under contract with the Township, participating in any off-duty employment that adversely affects the employee's performance of work for the Township, and engaging in unauthorized off-duty employment.
8. Discourteous treatment of the public or other employees, including harassing, coercing, threatening, or intimidating others.
9. Conduct that interferes with the management of the Township operations.
10. Violation or neglect of safety rules or contributing to hazardous conditions.
11. Unauthorized removal or use of any Township property, or that of its residents.
12. Physical altercations.
13. Any act or conduct that is discriminatory in nature toward another person's race, religion, color, national origin, sex, age, handicap, marital or veteran status, height, weight, or political affiliations.

14. Any violation of the Township's policy against harassment, discrimination, and retaliation.

#### Performance

1. Inefficiency, incompetence, or negligence in the performance of duties, including failure to perform assigned tasks or training, or failure to discharge duties in a prompt, competent, and reasonable manner.
2. Refusal or inability to improve job performance in accordance with written or verbal direction after a reasonable trial period.
3. Refusal to accept reasonable and proper assignments from an authorized supervisor.
4. Intoxication, impairment, or incapacity on duty due to the use of alcohol or drugs.
5. Driving while impaired or under the influence of alcohol or drugs while on duty.
6. Suspension of driver's license where job duties require driving.
7. Careless, negligent, or improper use of Township property, equipment, or damage or unreasonable risk of damage to property.
8. Unauthorized release of confidential information or official Township records.

All employees are urged to become familiar with these standards of conduct and the other workplace rules and policies provided elsewhere within this Handbook. Employees are expected to follow these rules and standards faithfully in doing their own jobs and conducting the Township's business.

#### **9.15 DISCIPLINE**

A violation of any of the Township's rules or policies, or any other behavior deemed unacceptable by the Township, constitutes misconduct on the part of the employee and appropriate disciplinary action will be initiated. Disciplinary action may include, but is not limited to, verbal reprimand, written notice, suspension from work without pay, and immediate termination of employment.

Management reserves the right to terminate or discipline any employee as the Township, in its sole discretion, considers necessary in individual circumstances. Employee disciplinary decisions will typically be determined in consideration of recommendations by the Department Head, Township Supervisor, the Township Board, and/or the Personnel Committee.

Although the Township has the discretion to administer any level of discipline at any given time, the Township will treat its employees fairly in determining the appropriate level of discipline to administer. Employees should not, however, expect that they have a right to a certain number of disciplinary measures prior to termination, or that they have a right to any type of progression of discipline.

In the event an employee is suspended from work for disciplinary actions, benefits will not accrue, nor will benefits be recoverable during the suspension period.

## **Section 10: Conflicts of Interest**

### **10.1 SENSITIVE OR CONFIDENTIAL INFORMATION**

Though much of the information handled by the Township is public information, employees may have access to sensitive or confidential information or records not intended for or required to be publicly released. Such information may include, but is not limited to business records, tax accounts, anticipated changes in staff or Township management, employee personnel data, compensation data, software, legal documents, and the affairs of citizens ("**Sensitive and/or Confidential Information**").

Township employees are not to disclose Sensitive and/or Confidential Information without approval of the Township Supervisor, and should only discuss Sensitive and/or Confidential Information when necessary to carry out job duties. In addition, employees should not attempt to acquire Sensitive and/or Confidential Information that is not germane to their work.

Under no circumstance may an employee remove documents, photos, reports, personnel information, or any sensitive material that is the property of the Township.

If you have questions regarding the confidential nature of data, contact your supervisor for clarification. Employees will be subject to appropriate disciplinary action, up to and including discharge, for knowingly or unknowingly revealing information of a sensitive or confidential nature, even if they do not actually benefit from the disclosed information.

### **10.2 OUTSIDE EMPLOYMENT**

The Township expects you to devote your best efforts to your employment with us, and we therefore discourage outside employment which may interfere with your duties at the Township. In the event you find it necessary to pursue additional employment, you must inform your Department Head to determine whether the second job will conflict with your responsibilities here.

If an employee has a second job, the employee may not conduct any such activities while in the office or working on Township time. Further, outside employment will not be considered an excuse for poor job performance, absenteeism, or refusal to work overtime or different hours as requested by the Department Head. If outside work activity causes or contributes to job-related problems at the Township, the employee will be asked to discontinue the outside employment, and may be subject to disciplinary procedures, up to and including termination. Employees with questions about this policy and any potential conflicts of interest are encouraged to speak with their Department Head, the Human Resources Director, or the Township Supervisor.

### **10.3 BRIBES AND KICKBACKS**

Bribes, kickbacks, and other illegal payments to or from any individual or entity with whom we conduct business (in any form and for any purpose) are prohibited.

### **10.4 GIFTS AND GRATUITIES**

No employee or Board Member may directly or indirectly accept for himself or herself, or for another, any gifts which would infer special consideration from a person or firm that does business or seeks to do business with the Township. This policy is not intended to interfere with courtesies which are extended to the Township, Township employees, or Trustees as a whole.

## **Section 11: Technology and Electronic Communications**

### **11.1 TOWNSHIP TECHNOLOGY AND EQUIPMENT**

Depending upon their need and the nature of their job responsibilities, employees are provided with various types of Township-issued technology, including cell phones, computers, tablets, or other similar devices. All Township-provided devices and equipment shall always be deemed to be the property of the Township, and subject to immediate return upon separation of employment with the Township, or sooner upon demand by the Township. Employees will be responsible for maintaining the device in good working condition and may be required to pay for the replacement or repair costs if the device is lost or damaged. Any loss, theft, or damage to such equipment must be reported immediately. Employees who receive Township equipment for use during their employment with the Township will be asked to complete an [Employee Technology/Equipment Agreement](#).

### **11.2 COMPUTER, EMAIL, AND INTERNET USAGE**

The Township's computer systems (including all hardware and software) and Township email accounts are the exclusive property of the Township and are provided for creating and transmitting Township related information. The Township treats all computer files, including emails sent or received as business information belonging to the Township. In that regard, the Township reserves the right, with or without notice, to access, monitor, review, copy and delete any computer files, including e-mail sent or received, all web site communications and transactions. Computer activity and email messages could potentially be viewed by third parties and could potentially be requested for disclosure under the Freedom of Information Act. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting any e-mail. E-mails which would violate any of the Township's other policies in this Employee Handbook are strictly prohibited.

If the Township reasonably believes that your electronic communications and activities are in violation of the Township's policies or applicable law, it will take appropriate action. Any suspect electronic communications or activities may be reported or disclosed to the proper authorities without your prior consent. The Township's complete Computer, Email, and Internet Usage Policy is attached as **APPENDIX D**.

### **11.3 PERSONAL CELL PHONE USE**

Your full attention is expected while working. Nevertheless, the Township recognizes that, occasionally, it may be necessary to take care of personal business during the workday. Try to conduct such matters before or after work, or during scheduled breaks, and ensure that your friends and family members are also aware of this policy.

### **11.4 PERSONAL ELECTRONICS**

Radios and other music players may be used during working hours through speakers or headphones, provided that the volume is kept low enough so as not to disturb other employees. Department Heads reserve the right to restrict this use as necessary to ensure an appropriate work and learning environment. The Township assumes no responsibility for the personal belongings of its employees. Therefore, personal belongings and electronics brought to the Township are at the employee's own risk.

### **11.5 TOWNSHIP PHONES**

Township telephones are intended for the use of serving our customers and in conducting the Township's business. Personal usage during business hours is not permitted. Flexibility will be provided in emergency situations with permission from the employee's supervisor. All personal telephone calls should be kept brief to avoid congestion on the telephone line.

### **11.6 SOCIAL MEDIA**

The Township understands that social media can be a fun and rewarding way to share life experiences and opinions with family, friends, and co-workers. However, the use of social media also presents certain risks and includes various responsibilities. To help make responsible decisions about the use of social media, the Township has established guidelines for appropriate use of social media. Social media includes all means of communicating or posting information or content of any sort on the Internet, including blogs, websites, social networking or affinity websites, web bulletin boards or chatrooms, as well as any other form of electronic communication. It includes, but is not limited to, sites such as Facebook®, Instagram®, LinkedIn®, Twitter®, Yelp®, YouTube®, Flickr®, and other social media. Social networking activities may also include the permission or refusal of posts by others where an individual can control the content of postings.

The same principles and guidelines found elsewhere in this Employee Handbook apply to an employee's activities online both during work time for approved work-related matters and outside work time if connected to the Township in any way. Ultimately, employees are individually and solely responsible for online posts or interactions. Before creating online content, employees should consider some of the risks and rewards that are involved. Any activity that negatively affects an employee's job performance, the performance of fellow employees, or otherwise adversely affects the Township or individuals who work with the Township or the Township's legitimate business interests may result in disciplinary action up to and including termination.

Carefully read these guidelines, and ensure your postings are consistent with these policies. Inappropriate postings will not be tolerated and may subject you to disciplinary action, up to and including termination.

- 1) Employees must be respectful to fellow employees and individuals involved with the Township. For example, employees should avoid posting statements, photographs, videos, or audios that could be viewed as malicious, obscene, threatening, or intimidating, or that could be viewed as disparaging employees or individuals involved with the Township, or that might constitute harassment or bullying.
- 2) Employees must abide by the Township's equal employment, anti-harassment, non-discrimination, and other applicable policies, all of which apply to social media communication with equal force as to other forms of verbal or written communications, and employees shall not engage in communications that are defamatory, discriminatory, harassing, retaliatory, abusive, or hateful.
- 3) Employees are prohibited from using social media to disclose, discuss, or comment upon any Township related information that is intended to be confidential and would be exempt from disclosure under the Freedom of Information Act.

- 4) Employees may not, through the use of social media tools or otherwise, disclose, discuss, or comment upon the personal information of Township employees or individuals connected with the Township (unless the employee receives the individual's express prior agreement, is legally required to do so, or has received express authorization by the Township as part of the employee's job responsibilities).
- 5) The Township reserves the right to monitor, prohibit, restrict, block, suspend, terminate, delete, or discontinue an employee's access to any social media sites on any Township-owned equipment or Township accounts at any time, without notice and for any reason and in its sole discretion. Employees do not have any right to or expectation of privacy with respect to their use of social media on Township-owned equipment.
- 6) Only employees who are specifically authorized to speak on behalf of the Township by the Township's Supervisor may do so. If the Supervisor has extended unavailability, authorization may be made by the Clerk.
- 7) If employees post content online and on social media in a personal capacity and it relates to the Township, a disclaimer must be provided (e.g., "The postings on this site are my own views and do not represent the Township's positions, strategies, or opinions.")

These guidelines shall not be interpreted or applied to prohibit employees from disclosing non-confidential and non-proprietary information pursuant to their lawful right to do so. If employees have any questions about the application of this Policy, they should contact the Township Supervisor or Human Resources Director.

## **Section 12: Health, Safety, and Security**

### **12.1 SAFETY IN GENERAL**

The safety of our employees and visitors is of primary importance to the Township. We want to provide our employees, contractors, and guests with the safest environment possible. In doing so, we need everyone's cooperation. Employees should perform their jobs in a safe and conscientious manner; use common sense; follow all state and federal safety guidelines, and industry or department safety rules or standards; and report to their supervisor if they observe what they consider to be an unsafe working condition. Although this list is not inclusive, several important safety rules are as follows:

- ▶ Know where all fire extinguishers are located.
- ▶ Keep fire extinguishers, aisles, and doors clear.
- ▶ Keep areas clean and free of clutter.
- ▶ Use proper lifting techniques.
- ▶ Use equipment only for its intended purpose.
- ▶ Know first aid locations and how to use them.
- ▶ Avoid unnecessary exposure to bodily fluids if called upon to assist with first aid.
- ▶ Use sound judgment in all activities.



## Reporting Concerns

If you become aware of a safety situation, condition, or potential hazard that might put you, other employees, or our visitors and guests at risk, please report the problem **immediately** to your supervisor. If (1) your complaint or concern is not resolved by your supervisor, or (2) your supervisor is contributing to the problem or the perception of the problem, promptly address your concerns with Human Resources or the Township Supervisor.

### **12.2 MATERIAL SAFETY DATA SHEETS (MSDS)**

Material Safety Data Sheets (MSDS) are located at each Township building as required and may be viewed as requested.

### **12.3 CELL PHONE USE WHILE DRIVING**

Employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use are expected to refrain from using their phone while driving. Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, employees are strongly encouraged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call or text message. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the communication short, use hands-free options, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area. Employees who are charged with traffic violations resulting from the use of their phone while driving will be solely responsible for all liabilities that result from such actions.

### **12.4 SMOKE-FREE WORKPLACE**

The Township maintains a smoke- and tobacco-free office. Smoking or other use of tobacco or similar products (including, but not limited to cigarettes, e-cigarettes, or vaping devices, pipes, cigars, snuff, or chewing tobacco) is not permitted inside any Township facilities, vehicles, or within 25 feet of doors on Township property. Please check with your supervisor for information on designated smoking areas.

If returning from a meal break during which you have used tobacco or similar products, do not leave cigarette butts or other traces of litter or tobacco use on the ground or anywhere else. Dispose of any litter properly in the receptacles provided for that purpose. Further, employees may not have the smell of tobacco smoke about their persons during work hours or while on Township business.

### **12.5 ACCESS TO TOWNSHIP PREMISES**

For purposes of safety, security, and insurance, employees are not to enter the Township's facilities except when on duty or reporting for work (unless approved in advance by the employee's supervisor).

### **12.6 VISITORS**

Employees are permitted to have visitors but are asked to exercise discretion and keep such visits as brief and infrequent as possible. Children of employees should not be present on the job unless approved by the appropriate Department Head or the Township supervisor.

### **12.7 PETS**

Pets are not allowed on the Township premises unless permitted by law or allowed by the Township Supervisor.

## **12.8 SECURITY**

Most offices are easily accessible by other staff members and may be open to the public. Employees are expected to remain aware of their surroundings and the visitors who enter their work area. Abide by all department level procedures related to security and immediately report any suspicious activity to your supervisor or law enforcement authorities. Be sure to secure your valuables and belongings at all times and, if you are the last to leave an area, be sure to properly secure it according to department rules and procedures.

## **12.9 EMERGENCIES**

All employees are expected to be familiar with, and adhere to, the emergency procedures of their worksite (e.g., fire, tornado, flood, etc.), including information such as where to properly exit buildings, where to gather, where to head for shelter, and what lockdown procedures to follow in such an event. In the event of an emergency, the Township reserves the right to contact emergency authorities without the express consent of the individual.

## **12.10 WORKPLACE VIOLENCE**

The Township has zero-tolerance for all forms of violence in the workplace. Verbal or nonverbal threats, physical threats, abusive or intimidating behavior, destruction of Township property, the use of profanity, stalking, or acts of violence against employees, visitors, customers, or other individuals will not be tolerated. Any person who makes threats, exhibits threatening behavior, or engages in violent acts on Township property will be removed from the premises as quickly as safety permits and will remain off the premises pending the outcome of an investigation.

Allegations of conduct that violates this policy will be promptly investigated on a case-by-case basis, and the Township will determine, in its discretion, whether an act is violent. The Township will take appropriate corrective action as warranted by such investigation. Such conduct may lead to termination of employment and referrals to appropriate law enforcement agencies for arrest and prosecution.

Employees are responsible for notifying their Department Head, the Human Resources Director, or the Township Supervisor of any behavior that violates this policy.

## **12.11 WEAPONS**

Pursuant to MCL 123.1103(b), which permits the Township to prohibit the transportation, carrying, or possession of pistols, other firearms, or pneumatic guns by Township employees in the course of their employment with the Township, Township employees are prohibited from carrying a weapon while on-duty for the Township or performing any function in connection with their employment with the Township, including but not limited to regularly scheduled time for work, emergencies, and required attendance at meetings in an official capacity.

## **12.12 WORKPLACE SEARCHES**

The Township reserves the right at any time and at our discretion to search all Township vehicles, plus packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering the Township's premises, for legitimate reasons, including but not limited to the purpose of determining whether any weapon, ammunition, drugs, or alcohol is being, or has been, brought onto our property or premises in violation of the Township's policies. Employees should have no expectation of privacy regarding their use of Township property. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline, up to and including termination. Any illegal drugs or drug paraphernalia discovered

during such search will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

#### **12.13 WORKPLACE ACCIDENTS AND INJURY REPORTING**

Even though we are committed to providing a safe working environment for our employees, it is still possible for a work-related accident or injury to occur. All incidents that arise during employment activities, or involving Township vehicles, equipment, or people, no matter how minor and regardless of whether a personal injury results, must be reported immediately and no later than 24 hours after the occurrence to your Department Head and the Township's Human Resources Director and with as much information as possible. No employee will be disciplined for reporting an injury or illness.

If medical treatment is necessary, a qualified person may provide minor first aid. When an injury requires outside evaluation or treatment, the Township will arrange transportation for you to the nearest in-network occupational medical center, urgent care, or emergency room. Alternatively, a 911 response may be initiated. The full text of the Township's Workplace Accidents and Injury Reporting Policy is available electronically in the Township's Policies and Procedures Manual, or by speaking with your Department Head or any member of management.

### **Section 13: Separation from Employment**

#### **13.1 VOLUNTARY RESIGNATION**

Employees who plan to resign voluntarily should notify the Township of their intention in a letter to the Human Resources Director and provide a copy of such letter to their Department Head or immediate supervisor. The letter should state the effective date of the resignation.

Although advance written notice is not required, please understand that it would place less hardship on your fellow employees, as well as management, if you provide us with notice of your intent to leave your employment. Hourly employees are requested to provide a two-week notice, and salaried employees, including Department Heads, are requested to provide a four-week notice. This does not change an employee's at-will status.

#### **13.2 STAFF REDUCTION**

Although the Township makes every effort to keep our workload balanced, there may be times when it is necessary to reduce or reorganize our workforce. Making those decisions is never easy. However, in making these decisions, the Township will attempt to avoid layoffs and, whenever possible, will consider alternatives to layoffs before any final decisions are made.

When a reduction in force is to be enacted, the Township Board shall determine the number of positions to be eliminated or reduced. Thereafter, the Township Board shall determine in its discretion which employees will be laid off, and in which order to recall employees. Employees selected for layoff will be given as much notice as reasonable under the circumstances.

When an employee is laid off, retirement contributions will not be made and no paid time off or other Township benefits will be accrued. Employees who participate in the Township's health insurance plan may no longer be eligible for coverage at the employee rate if laid off for more than 30 consecutive days.

### **13.3 RETIREMENT**

Pursuant to federal law, there is no mandatory retirement age for employees. If an employee's retirement is planned, the Township would appreciate at least 30 days' advance written notice of their plan to retire.

### **13.4 EXIT INTERVIEWS**

Separating employees may be asked to meet with the Human Resources Director for an exit interview. During this interview, the employee will be given the opportunity to explain the reason(s) for leaving, and to discuss other issues such as employee benefits and repayment of outstanding debts to the Township. Any items belonging to the Township will be returned by the employee at this time, or as otherwise directed by Human Resources. The exit interview is also a time when the employee will receive communication outlining how his or her final pay will be processed.

### **13.5 RETURN OF TOWNSHIP PROPERTY**

You are responsible for returning all Township property, materials, or written information issued to you or in your possession or control immediately upon request or upon termination of employment (whichever occurs sooner) to the Human Resources Director as requested. This includes, but is not limited to, any clothing and equipment that was purchased by the Township on your behalf, office keys, identification cards and tags, and placards. Any documents or contact information related to the Township on any personal devices should be saved on the Township shared file locations and then deleted immediately from your personal devices. Where permitted by applicable law, the Township may take all action deemed appropriate to recover or protect its property.

### **13.6 FINAL PAY**

Your final paycheck for time worked, less deductions, will be issued to you no later than the next regularly scheduled payday for the period in which your employment ends. Should you be unable to personally retrieve your paycheck and not be enrolled to receive payment via direct deposit, your final paycheck will be mailed to the address on file.

### **13.7 DEDUCTIONS IN FINAL PAY**

The Township will determine if you have any outstanding debt owed to the Township and whether you have in your possession any uniforms, tools, keys, safety or technology equipment, manuals, vehicles, or other Township property. Where permitted by applicable law, we may take all action deemed appropriate to recover or protect Township property or collect upon any outstanding debts. This includes a deduction from your final pay if any Township equipment is not returned or is returned damaged, or outstanding debts are owed. By signing the Employee Handbook Acknowledgement and Acceptance form, you specifically authorize the Township to make such deductions in the event an outstanding debt is owed, or you fail to return such property as required.

## Section 14: Contacts

**Adam Elenbaas**

*Township Supervisor*

[supervisor@allendale-twp.org](mailto:supervisor@allendale-twp.org)

(616) 892-3110

**Jody Hansen**

*Township Clerk*

[clerk@allendale-twp.org](mailto:clerk@allendale-twp.org)

(616) 892-3111

**Lydale Weaver**

*Human Resources Director*

[LydaleWeaver@allendale-twp.org](mailto:LydaleWeaver@allendale-twp.org)

(616) 892-3113

**Tim VanBennekom**

*Finance/Accounting Director*

[Timv@allendale-twp.org](mailto:Timv@allendale-twp.org)

(616) 892-3112

## **APPENDIX A: ANTI-HARASSMENT AND NON-DISCRIMINATION POLICY**

### Purpose

This policy addresses the Township's commitment to providing a work environment that is free from harassment and discrimination. In pursuit of this goal, the Township adheres to all relevant federal, state, and local laws and regulations regarding harassment and discrimination, including sexual harassment. The Township's EEO policy governs overall compliance with all federal, state, and local equal employment opportunity laws. For more information, see the Township's Equal Employment Opportunity Policy.

### Scope

This policy applies to all applicants, employees, consultants, contractors, vendors, temporary employees, seasonal employees, interns, and any other individuals having a business relationship with the Township. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

### Definitions and Examples of Prohibited Conduct

#### ***Discrimination Defined***

Adverse treatment of an individual based on a protected characteristic, rather than individual merit.

Examples of conduct that can constitute discrimination if based on an individual's protected characteristic include but are not limited to:

- Singling out or targeting an individual for different or less favorable treatment (e.g., more severe discipline, lower salary increase) because of their protected characteristic;
- Failing or refusing to hire or admit an individual because of their protected characteristic; or
- Terminating an individual from employment based on their protected characteristic.

#### ***Harassment Defined***

Unwelcome conduct which is based on a protected category and has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work environment;
- Unreasonably interfering with an individual's work performance; or
- Otherwise negatively affecting an individual's employment opportunities.

Examples include, but are not limited to, jokes, stereotypes, denigration, name calling, threats, visual displays, hazing, and segregation.

#### ***Sexual Harassment Defined***

Includes unwelcome sexual advances, requests for sexual favors or any other verbal or physical conduct of a sexual nature when:

- Submission to sexual conduct or sexual communication is made an express or implied condition of obtaining or maintaining employment;

- Submission to or rejection of sexual conduct is used as a basis or factor in decisions affecting the employment of any personnel; or
- Sexual conduct or communication has the purpose or effect of interfering with an employee's duties, assignment or work performance, or creating an intimidating, hostile or offensive environment.

Examples include, but are not limited to:

- Suggestive comments and innuendo;
- Unwanted physical contact or advances;
- Repeated requests or pressure for "dates";
- Sexually suggestive messages of any kind via technology;
- Insults or verbal abuse of a sexual nature;
- Graphic verbal commentaries about an individual's body;
- Use of sexually degrading words or vulgar words of a sexual nature;
- Humor or jokes about sex or gender-specific traits;
- Display of sexually suggestive objects or pictures;
- Leering, whistling or suggestive sounds;
- Obscene gestures;
- Displaying pornographic materials and lewd photographs in common areas or via computer; and
- Prohibited touching with associated innuendoes (includes unwelcome touching of a sexual nature or intentional brushing of the body).

### ***Complaint Procedure***

The Township strongly urges the reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender's identity or position. Further, such reports should be made at the earliest possible stage to prevent any harassing conduct from becoming severe or pervasive. If you believe you have experienced conduct that is contrary to the Township's policy or have concerns about such matters, you have an obligation to take advantage of this complaint procedure early by reporting the alleged conduct to your ***Department Head or the Human Resources Director***. If your concern or complaint is not resolved by these individuals within a reasonable period, you should address such concerns or file your complaint with the ***Township's Supervisor***.

### ***No Retaliation***

The Township prohibits retaliation against any individual who reports discrimination or harassment or against any individual who participates in an investigation of such reports, and treats all questions, concerns, and complaints seriously. Retaliatory action or conduct of any kind taken by an agent of the Township against an employee as a result of that employee having sought redress under this policy, or having provided information regarding a complaint, is strictly prohibited and shall be regarded as a separate and distinct violation of this policy, subjecting the offending employee to disciplinary action, up to and including discharge.

### ***False Complaints***

False and malicious complaints of harassment, discrimination, or retaliation, as opposed to complaints which are (even if erroneous) made in good faith, will also be the subject of appropriate disciplinary action.

### ***Investigation Process***

Any Department Head, supervisor, or employee within the Personnel Committee or Human Resources Department must respond appropriately and immediately to any report of harassment, discrimination, or retaliation that is received, or he or she must report such to another individual who is authorized to respond. Any of the above-referenced employees who receive a complaint and fail to take any necessary corrective action will also be subject to disciplinary action.

All reported allegations of harassment, discrimination, or retaliation will be investigated promptly, thoroughly, and impartially. The extent of the investigation will depend on the facts and circumstances involved, and may include interviews of the parties involved, and with individuals who may have observed the alleged conduct or have relevant knowledge. During the investigation, confidentiality will be maintained to the fullest extent possible, and disclosed only on a need-to-know basis.

### ***Complaints Against Elected Officials by Staff***

All complaints directed toward an elected official, which cannot be resolved with that person directly, will be turned over to the two elected officials serving on the Personnel Committee for further action. Those officials will determine an appropriate course of action, taking counsel from the Township Attorney, if deemed necessary. If the complaint is deemed valid, these officials will inform the Township Board.

### ***Responsive Action***

After the Township completes the investigation, it will determine whether this policy has been violated. If a violation has occurred, we will take action reasonably calculated to end the harassment and to prevent future misconduct. Such action may include disciplinary action, up to and including termination. In addition, the Township will notify the individual complaining and the alleged harasser about the resolution of the Complaint. The Township, except as required by law, has no obligation to provide a defense or to pay damages assessed against any team member or manager who has violated this policy.

The Township will document complaints, investigations, findings, recommendations, and corrective, preventive and disciplinary actions, and will keep this documentation confidential to the greatest extent possible and permitted by law.



## **APPENDIX B: DRUG-FREE AND ALCOHOL-FREE WORKPLACE POLICY**

### Purpose

The Township is committed to protecting the safety, health, and well-being of all employees and other individuals in our workplace. Recognizing that alcohol abuse and drug use pose a significant threat to those goals, we have established a policy that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

### Scope

All applicants and employees are covered by this policy whenever any employee is representing or conducting business for the Township.

### Prohibited Behavior

It is a violation of our Drug-Free and Alcohol-Free Workplace Policy for any applicant or employee to:

- ▶ Work or report to work under the influence of alcohol or controlled substances. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work.
- ▶ Operate any vehicle while conducting Township business under the influence of alcohol or controlled substances.
- ▶ Be in possession of alcohol or controlled substances, including marijuana, while on the premises or conducting Township business.
- ▶ Sell or distribute alcohol or controlled substances on the Township's premises or while conducting the Township's business off its premises.
- ▶ Test "positive" for alcohol or controlled substances or refuse to cooperate in connection with requested testing.
- ▶ Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- ▶ Engage in any criminal activity involving alcohol or controlled substances.
- ▶ Failing to notify the Township of any arrest or conviction under any criminal drug statute within 2 days of the arrest or conviction.
- ▶ Failing to report to the office the use of a drug which may alter the employee's behavior or physical or mental ability or failure to keep prescribed medicine in its original container.
- ▶ Refusing to sign a statement agreeing to abide by the Township's Drug-Free and Alcohol-Free Workplace Policy.

### ***Controlled Substances***

As used in this policy, “**controlled substances**” include any drug that is illegal under federal or state law, or that is legally obtainable but that has not been legally obtained. The term also includes prescribed drugs which are not being used for the prescribed purpose or in the prescribed manner. Examples of controlled substances subject to this policy include, but are not limited to the following: marijuana, opiates, amphetamines, cocaine, crack, phencyclidine (PCP), narcotics, barbiturates, stimulants, and depressants.

Although marijuana is legal in the state of Michigan, employees and other individuals in our workplace may not possess marijuana on any Township property. Further, an employee’s possession of a “medical marijuana card” or similar documentation supporting the use of illegal drugs will not excuse or permit the manufacture, distribution, or use of illegal or unauthorized drugs or paraphernalia on Township property, or at a Township-sponsored activity.

### ***Notification of Convictions***

Employees are required to notify the Township of any criminal drug statute arrest or conviction for a violation occurring in the workplace no later than two days after such arrest or conviction. Within 30 days of receiving such notice, the Township will either: (1) take appropriate disciplinary action, up to and including termination of employment; or (2) require the employee to satisfactorily participate in a drug abuse assistance rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency. Each case will be evaluated on a case-by-case basis.

### ***Testing***

Employees may be required to submit to substance testing, including, but not limited to, urinalysis, blood, breath, hair, or similar tests under the following circumstances:

- ▶ **Pre-Employment:** Pre-employment testing will take place after a conditional job offer has been extended. The testing will be paid for by the Township and must be completed before the new employee begins work with the Township. The designated drug testing location will be chosen by the Township. Post-offer applicants who test positive for illicit drugs or alcohol may have their job offer rescinded.
- ▶ **Post-Accident or Incident Testing:** Employees involved in accidents or injuries on the job may be required to submit to a post-accident drug and alcohol test if the Township has good reason to believe that drug or alcohol use may have contributed to the accident. This includes testing all employees whose conduct could have contributed to the incident, not just employees who reported injuries. There will be no retaliation for employees who report an injury or illness
- ▶ **Reasonable Suspicion:** Employees may be subject to drug testing based on a belief by the Township that an employee is using or has used drugs or alcohol in violation of this policy, such as when there is a reasonable suspicion of alcohol or drug impairment.
- ▶ **Random:** Employees may also be subject to unannounced, random testing.
- ▶ **Return to Work:** Employees who return to work after a disciplinary layoff or any inactive period of 30 days or more may be subject to immediate testing upon returning to work.

The Township will determine how to deal with a positive drug test result on a case-by-case basis.

Employees or job applicants who refuse to undergo a drug or alcohol test, fail to cooperate fully, or substitute or adulterate any sample related to his or her drug or alcohol testing will be considered to have received a “positive” result and will be subject to appropriate disciplinary action, up to and including termination of employment or revocation of a prior employment offer.

### ***Medical Guidelines***

Employees are expected to manage potential impairment during working hours due to the legitimate use of medications. There are numerous over-the-counter and prescription drugs that may negatively impact safe work performance. Therefore, employees are expected to consult with their personal physician or other health care professional to determine if use of such medication will have any potential negative impact on safe job performance. Use of medication that may pose a threat to workplace safety must be discussed with the employee’s direct supervisor or the Township Supervisor.

Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked. Employees should not, however, disclose to the Township the underlying medical conditions unless directed to do so.

### ***Consequences for Violations of this Policy***

If an employee violates this policy, he or she will be subject to discipline, up to and including termination of employment. Appropriate discipline will be administered on a case-by-case basis, and discipline with respect to one employee shall not be precedential to determining similar misconduct by another employee.

If an applicant violates this Policy, his or her conditional offer of employment may be withdrawn.

Further, an employee or job applicant will be subject to immediate discharge or rescission of his or her conditional offer of employment upon any of the following:

- ▶ Refusing to take a drug test;
- ▶ Failing to immediately report for a drug test once requested;
- ▶ Adulterating or diluting the specimen;
- ▶ Substituting the specimen with that from another person or sending an imposter; or
- ▶ Refusing to sign required forms related to this policy.

### ***Substance Abuse Treatment Programs***

Although the Township does not operate its own employee assistance program, employees should be aware that counseling and rehabilitation relative to drug abuse are available from many local sources. The Township encourages employees to voluntarily seek help for substance abuse problems before becoming subject to discipline or termination under this or other Township policies.

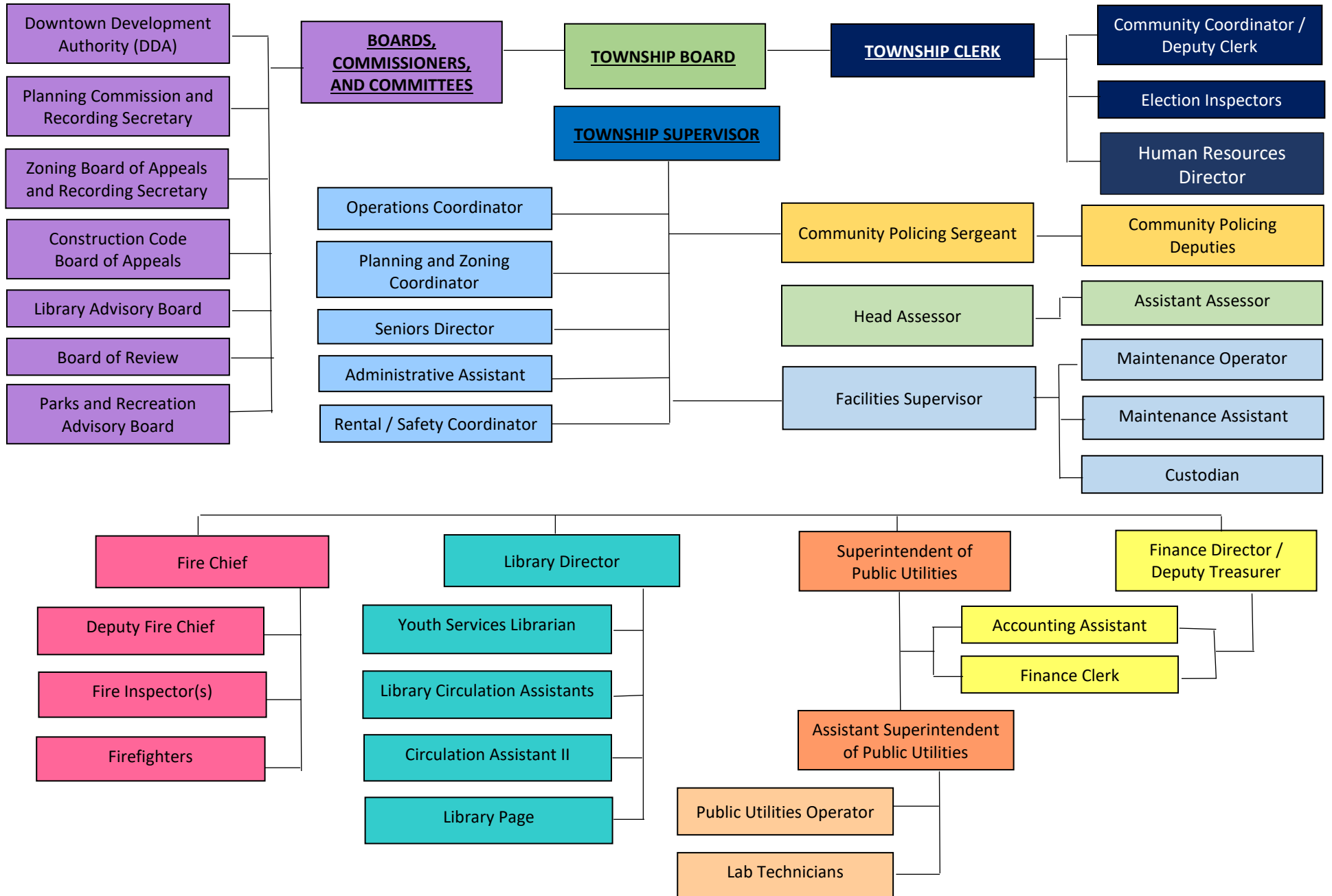
### ***Confidentiality***

All information received by the Township through the drug-free workplace program is confidential. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

**APPENDIX C: TOWNSHIP ORGANIZATIONAL CHART**

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# ALLENDALE CHARTER TOWNSHIP ORGANIZATIONAL CHART



## **APPENDIX D: COMPUTER, EMAIL, AND INTERNET USAGE POLICY**

### **Purpose**

The Township recognizes that use of the Internet and e-mail is necessary in the workplace, and employees are encouraged to use the Internet and e-mail systems responsibly, as unacceptable use can place the Township and others at risk. This policy outlines the guidelines for acceptable use of the Township's technology, networks, and systems.

### **Scope**

The Township has established the following guidelines for all employee, contractor, volunteer, or vendor use of the Township's technology and communications networks and systems, including the Internet and e-mail. All such use must be in an appropriate, ethical, and professional manner. This policy must be followed in conjunction with other Township policies governing appropriate workplace conduct and behavior.

### **Policy Statement**

#### ***Confidentiality and Monitoring***

All technology provided by the Township, including computer systems, communication networks, Township-related work records and other information stored electronically, is the property of the Township and not the user. In general, use of the Township's technology systems and electronic communications should be job-related and not for personal convenience. The Township reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Users should not have any expectation of privacy regarding the web sites accessed or information stored on a Township computer. The users to whom the Township computer or email account is assigned shall be responsible for any activity conducted on that computer or email account.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Users must be aware of this possibility when communicating electronically within and outside the Township.

#### ***Appropriate Use***

Users of Township computers and email accounts are expected to adhere to the following standards.

- 1) Township computers and e-mail accounts may not be used to access sexually explicit websites or to transmit any sexually explicit content.
- 2) Township computers and email accounts may not be used for any illegal or unacceptable purposes. Examples of unacceptable purposes include, but are not limited to, destruction of or damage to equipment, software, or data; disruption or unauthorized monitoring of electronic communications; unauthorized copying of copyright protected material; fraudulent, harassing, obscene, abusive, profane, or offensive messaging; libeling or slandering other users; or anything that would violate any other provisions in this Handbook.

- 3) Users of Township computers and email accounts shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other Township employees.
- 4) In general, users will treat information stored on Township computers and in Township email accounts as confidential, to the extent allowed by law.
- 5) Computer accounts, passwords, and other types of authorization that are assigned to individual users should not be shared with others, to the extent allowed by law. Users shall not represent themselves as another user. If an employee is unable to log into or access their accounts, they must reach out to the Township's IT contractor or system administrator for assistance.
- 6) The Township prohibits the unauthorized use of computer software. Users must refrain from making or using unauthorized copies of software programs. Users may not install or run outside software unless approved by the Township Supervisor. All outside software or documents must be virus scanned before being installed or run-on Township equipment.
- 7) Computers and email accounts must be used in accordance with ethical standards. Examples of unacceptable use (some of which may have legal consequences) include, but are not limited to, violation of computer system security; unauthorized use of computer accounts, access codes, or network identification as assigned to others; violation of software license agreements; and violation of network usage policies and regulations.
- 8) Limited personal use of Township computers and Township email addresses is permitted but should be done during lunch or break periods. Online game playing, however, is prohibited. Users are also prohibited from using Township email addresses to register on social media sites.
- 9) All Township business conducted via email must be conducted through the Township supplied email addresses to ensure proper retention and retrieval of communications.
- 10) All Township emails must be saved in accordance with the Township's record retention plan for Freedom of Information requests. For any questions on the retention plan, please contact the FOIA Coordinator.
- 11) Users must exercise extreme caution when creating or transmitting Township information. Information should not be transmitted to individuals who are not authorized to receive it. If a breach occurs, the user must alert the appropriate Department Head immediately.
- 12) Township computers and email addresses may not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations, unless authorized by the Township Board.

<b>Adopted Date:</b>	
<b>Revision Date(s):</b>	
<b>Department:</b>	Township Office

### Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Office. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Township Office employees should follow the addendum policy.

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### **WORK SCHEDULES** **(Supplements Main Handbook Policy, Section 5.1)**

Office employees are scheduled for coverage Monday through Friday, from 8:00 a.m. to 5:00 p.m.

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### **LUNCH AND REST BREAKS** **(Supplements Main Handbook Policy, Section 5.4)**

Full-time office employees who are scheduled to work a shift of at least 8 hours will receive a one-hour unpaid lunch period. Hourly employees must clock out for each lunch period and refrain from performing any work during that time. If an employee's meal period is interrupted due to job requirements, he or she must inform his or her Department Head on the same date as the interrupted meal period.

In addition to a lunch break, the Township also encourages such employees to enjoy a 15-minute paid break period for each 4 hours of work.



<b>Adopted Date:</b>	
<b>Revision Date(s):</b>	
<b>Department:</b>	Fire Department

### Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Fire Department. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Township Fire Department employees should follow the addendum policy.

### **WORK SCHEDULES** **(Supplements Main Handbook Policy, Section 5.1)**

Full-time Fire Department personnel regularly work twelve-hour shifts to provide coverage from 6:00 a.m. to 6:00 p.m. Monday through Friday. The work week consists of thirty-six (36), thirty-six (36) and forty-eight (48) hour work weeks in rotation, and as determined by the Fire Chief.

Work hours and schedules may be altered in accordance with job responsibilities or by the Fire Chief as deemed necessary. For example:

Week 1: 36 hours consisting of (3) 12-hour shifts

Week 2: 36 hours consisting of (3) 12-hour shifts

Week 3: 48 hours consisting of (4) 12-hour shifts

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### **LUNCH AND REST BREAKS** **(Supplements Main Handbook Policy, Section 5.4)**

Full-time Fire Department personnel are encouraged to take up to a one-hour total paid break during their regular 12-hour shift; however, they are not required to clock out for their lunch period as the job requires them to be available to respond to emergencies. In addition to a lunch break, the Township also encourages such employees to enjoy a 15-minute paid break period for each 4 hours of work.

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### **COMPUTING OVERTIME PAY** **(Supplements Main Handbook Policy, Section 7.4)**

In addition to receiving time and a half for all hours worked over 40 hours in a regular work week, the Township has chosen to pay all non-exempt, full-time firefighters 1 ½ times their regular rate of pay for all hours worked in excess of their regular 12-hour shift regardless of if they are over their overtime threshold. Eligible full-time firefighter timecards will be monitored by the Fire Chief and overtime will be paid in their regular bi-weekly paychecks.

Pursuant to Section 7(k) of the FLSA, the Township has adopted a 28-day work period for purposes of determining overtime pay for its paid-on-call firefighters. Pursuant to this policy, all paid-on-call firefighters are required to keep track of their time via the reporting mechanism specified by the Fire Chief and turn their time in at the end of each monthly pay period for processing. In accordance with Section 7(k) of the FLSA and this policy, all paid-on-call firefighters will receive overtime at the rate of 1 ½ times their regular hourly rate for all hours worked after 212 hours in a 28-day work period. This rule applies to paid-on-call firefighters who do not work in a full-time role at the Township.

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<b>Adopted Date:</b>	
<b>Revision Date(s):</b>	
<b>Department:</b>	Maintenance; Public Utilities

### Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Maintenance and Public Utilities Departments. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Maintenance and Public Utilities department employees should follow the addendum policy.

#### **WORK SCHEDULES**

##### **(Supplements Main Handbook Policy, Section 5.1)**

Hours are determined by the Department Head based on department needs and communicated to employees in advance when possible.

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#### **LUNCH AND REST BREAKS**

##### **(Supplements Main Handbook Policy, Section 5.4)**

Hours are determined by the Department Head based on department needs and communicated to employees in advance when possible. Full-time employees in the Maintenance or Public Utilities Departments working an 8-hour shift will receive a 30-minute unpaid lunch period.

In addition to a lunch break, the Township also encourages such employees to enjoy a 15-minute paid break period for each 4 hours of work, to be scheduled at the Department Head's discretion.

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#### **COMPUTING OVERTIME PAY**

##### **(Supplements Main Handbook Policy, Section 7.4)**

The Public Utilities Department is required to work 7 days a week due to required laboratory testing and on-call time for emergencies. Public Utilities Operators share the responsibility of working weekends on a rotating basis, and typically work a 6-hour shift on both Saturday and Sunday. The employee working on Saturday and/or Sunday would receive the specified contract rate for up to 12 hours of that time. This rate is set by the Superintendent of Public Utilities, and may be higher than the employee's overtime rate, but must be at least equal to their overtime rate. Any time an Operator is on-call and has performed work outside of the specified 12 hours of contract time, the Operator would receive time and a half their normal rate.

Operators who have been trained and begin working the on-call rotation will receive a one (1) dollar per hour increase to their base pay. If an employee stops working the on-call rotation, the one (1) dollar per hour on-call compensation will be removed from their base pay.

Any time an Operator physically responds to an emergency, they will receive at least one (1) hour of pay at one and a half times their base rate regardless of the time spent at the emergency. If the Operator spends more than one hour at the emergency, they continue earning their overtime rate for the duration of the time worked.

If an Operator has reported for an emergency and their regular shift begins while they are on-site for the emergency, they would be paid time and a half for all hours up to their regular start time and then go to their regular rate of pay at the start of their regular shift.

If other non-exempt Public Utilities employees are required to assist with the emergency, they would also receive time and a half their regular rate for reporting to the emergency.

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<b>Adopted Date:</b>	
<b>Revision Date(s):</b>	
<b>Department:</b>	Township Library

### Scope

This Addendum sets forth policies that are specifically applicable to employees working in the Township's Library. To the extent that a policy is outlined in this addendum, the addendum policy is intended to either supplement or supersede the policy as listed in the Township's Employee Handbook (the "**Employee Handbook**"). Where a policy replaces a policy in the Township's Employee Handbook, it is noted. If a policy in the Employee Handbook conflicts with a policy in this addendum, Township Library employees should follow the addendum policy.

#### **WORK SCHEDULES** **(Supplements Main Handbook Policy, Section 5.1)**

Library hours vary and are posted on the Library website, <http://www.allendalelibrary.org/>. The Library Director will schedule employees for adequate coverage based on the programs and events at the Library. The schedule will be posted in advance whenever possible.

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#### **LUNCH AND REST BREAKS** **(Supplements Main Handbook Policy, Section 5.4)**

Library hours vary and are posted on the Library website. The Library Director will schedule employees for adequate coverage based on the programs and events at the Library. The schedule will be posted in advance whenever possible and the Director will arrange for breaks and/or 30-minute unpaid lunch period when applicable. In addition to a lunch break, the Township also encourages Library employees to enjoy a 15-minute paid break period for each 4 hours of work, to be scheduled at the Library Director's discretion.

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## ACKNOWLEDGMENT AND ACCEPTANCE OF EMPLOYEE HANDBOOK

I, \_\_\_\_\_, acknowledge that I have received, read, and understand the Allendale Charter Township Employee Handbook, including its attached appendices and addendums (collectively, the “**Employee Handbook**”). I understand that the Employee Handbook, and all other Township policies and guidelines, are subject to revisions, alteration, amendment, modification or change by the Township from time to time, with or without advance notice. I further acknowledge, understand, and agree that:

*Please initial each line:*

- \_\_\_\_\_ My employment with the Township is voluntary and is not for a specific period of time. I am an “at-will” employee, unless I have entered into a separate written employment contract with the Township for a specified period of employment, signed by the Township’s Supervisor. **The Employee Handbook does not constitute an employment contract.**
- \_\_\_\_\_ I have the right to terminate my employment “at-will” with the Township at any time, with or without notice, and with or without reason or cause. Similarly, the Township has the right to terminate my employment “at-will” at any time, with or without notice, and with or without reason or cause.
- \_\_\_\_\_ The Township has the exclusive right and authority to revise, alter, amend, modify, or change the provisions of the Employee Handbook at any time.
- \_\_\_\_\_ An electronic copy of the Employee Handbook is available to me upon request.
- \_\_\_\_\_ A printed copy of the Employee Handbook is available in the employee breakroom.
- \_\_\_\_\_ It is my responsibility to read, review, and comply with the Employee Handbook and any revisions, alterations, amendments, modifications or other changes to it.
- \_\_\_\_\_ The Township may maintain other policies, conditions, and guidelines that are applicable to my employment in addition to those set forth in the Employee Handbook, including but not limited to the detailed policies and procedures as identified in the Township’s **Policies and Procedures Manual**, which is available to me electronically and may elaborate or clarify some of the procedures in the Employee Handbook.
- \_\_\_\_\_ I agree to return all printed copies of the Employee Handbook upon separation.
- \_\_\_\_\_ It is my responsibility to consult the Personnel Department or my direct supervisor if I do not understand a provision of the Employee Handbook.

I have read, understand, and agree to all the above.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

### For Personnel Department Use Only:

Received by: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_



**EMPLOYEE ACKNOWLEDGMENT AND ACCEPTANCE  
OF ANTI-HARASSMENT AND NON-DISCRIMINATION  
POLICY AND TRAINING**

I, \_\_\_\_\_, am an employee of Allendale Charter Township (the “**Township**”) and acknowledge that I have received a copy of and understand the Township’s Anti-Harassment and Non-Discrimination Policy (the “**Policy**”) prohibiting harassment and discrimination in the workplace. I further acknowledge that I am expected to abide by the Policy at all times during my employment. I understand that any failure to abide by the Policy may constitute misconduct connected with my employment, and shall subject me to discipline up to, and including, termination of my employment.

I further acknowledge that I attended a training seminar regarding the prevention of harassment and discrimination in the workplace. I understand and acknowledge that this training was presented by the Township in its effort to continuously prevent any harassing and discriminatory behavior and to maintain a professional and productive work environment.

I specifically acknowledge and agree that I will report any inappropriate or questionable behavior that I witness or experience in accordance with the Township’s Policy. I understand that the Township will not retaliate against me for making good faith reports or complaints, or participating in any investigations conducted, under this Policy.

I understand and agree that this Acknowledgment does not constitute a contract of employment for any specified period of time.

By signing below, I further affirm that I have read the Policy in its entirety, understand it, had an opportunity to have any questions I may have answered by the Township’s management, and that I agree to comply with the Policy at all times throughout my employment with the Township.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**For Personnel Department Use Only:**

Received by: \_\_\_\_\_  
Position: \_\_\_\_\_  
Date: \_\_\_\_\_



**EMPLOYEE ACKNOWLEDGMENT AND ACCEPTANCE  
OF DRUG-FREE AND ALCOHOL-FREE WORKPLACE  
POLICY AND TRAINING**

I, \_\_\_\_\_, am an employee of Allendale Charter Township (the “**Township**”) and acknowledge that I have received a copy of and understand the Township’s Drug-Free and Alcohol-Free Workplace Policy (the “**Policy**”) prohibiting drugs and alcohol possession and use in the workplace. I further acknowledge that I am expected to abide by the Policy at all times during my employment. I understand that any failure to abide by the Policy may constitute misconduct connected with my employment, and shall subject me to discipline up to, and including, termination of my employment.

I acknowledge that I must report for work in a fit condition to perform my duties.

I further acknowledge that I am subject to alcohol and drug testing at various times throughout my employment with the Township, including randomly and upon reasonable suspicion.

I further acknowledge that I am required to notify the Township of any arrest or conviction under any criminal drug statute within 2 days of the arrest or conviction.

In accordance with the Township’s Policy, I certify that as a condition of my employment, I do not currently use illegal drugs.

I understand and agree that this Acknowledgment does not constitute a contract of employment for any specified period of time.

By signing below, I further affirm that I have read the Policy in its entirety, understand it, had an opportunity to have any questions I may have answered by the Township’s management, and that I agree to comply with the Policy at all times throughout my employment with the Township.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

**For Personnel Department Use Only:**

Received by: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_



EMPLOYEE INFORMATION			
Last Name	First Name	M.I.	Employee I.D. Number
Home Address (Number and Street)		City	State Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor		Supervisor Work Phone
DESIGNATED VEHICLE INFORMATION			
Make	Model	Color	Year
VIN	License Plate Number	Mileage	Number of Key Fobs Provided
AGREEMENT TERMS AND CONDITIONS			
<ol style="list-style-type: none"> <li>I acknowledge that I have received the vehicle designated above for use during my employment with Allendale Charter Township (the "Township"), and that the vehicle was received by me in good working condition, free from any damage or defect.</li> <li>I acknowledge that while I am working for the Township, I will take proper care of the vehicle, and that I will only use it for work-related purposes. Further, I agree to operate the vehicle above, and any other Township-owned vehicle or equipment, according to the following guidelines: <ol style="list-style-type: none"> <li>I will not use a cell phone or other handheld device unless it is equipped with a hands-free accessory that permits safe and lawful operation of the vehicle. At no time will I engage in text messaging, emailing, or internet browsing while operating a Township vehicle or equipment.</li> <li>I understand that I must maintain a valid Michigan state driver's license at all times while operating a vehicle for the Township.</li> <li>I will immediately notify my supervisor and the Personnel Department of any citations received while operating a Township vehicle.</li> <li>I will also immediately notify my supervisor and the Personnel Department of any license suspensions, revocations, serious accidents or offenses, or any other condition that may affect my ability to drive a Township vehicle (or my own vehicle if I am required to drive it for work-related purposes) after I am hired.</li> <li>I agree to follow generally accepted safe driving practices and obey all traffic regulations.</li> <li>I will ensure that all occupants of the vehicle are properly wearing safety belts while the vehicle is in motion.</li> <li>I understand that I am responsible for ensuring that the vehicle is properly maintained and kept clean. This includes having the vehicle serviced at regular service intervals by a qualified mechanic. The Township will provide reimbursement for the cost of the vehicle maintenance, except that which falls under the category of employee misuse or illegal activities.</li> <li>I agree to operate the vehicle in such a manner that will not expose the Township to any out of the ordinary liability or risk.</li> <li>I understand that Township owned vehicles may not be used for family vacations.</li> <li>I understand and agree that I am financially responsible for any parking or traffic violations while operating a Township-owned vehicle.</li> <li>I understand and agree that I will be responsible to pay any deductible in the event an accident is deemed avoidable (i.e., that I am at fault).</li> </ol> </li> </ol>			

- (l) I will immediately report any accident, theft, or malicious damage involving a Township vehicle to my supervisor and the Personnel Department, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible, but no later than 12 hours after the incident. I will cooperate fully with authorities in the event of an accident. However, I understand that I should make no voluntary statement other than in reply to questions of investigating officers.
  - (m) I will not make any modifications or add equipment to any Township-owned vehicles.
  - (n) I understand that Township vehicles are not to be loaned to any employees who are not allowed to operate Township vehicles.
  - (o) I understand that non-employees are not allowed to operate a Township vehicle.
  - (p) I will not allow a hitchhiker to enter a Township vehicle.
  - (q) I understand that towing of mobile homes and travel trailers with a Township vehicle is prohibited.
  - (r) I will park the vehicle in a safe and legal area, off public roadways.
  - (s) I understand that the use of alcohol or controlled substances prior to and during operation of any Township vehicle, or in a personal vehicle while performing work-related duties, is strictly prohibited.
  - (t) I understand that any hazardous substance, chemicals, or dangerous goods (as defined by law) are prohibited from being carried in a Township vehicle.
3. I authorize the Township to check my driving record prior to hire and to check it periodically thereafter. I understand that the Township will use this information for employment purposes only and will not furnish this information to a third party without my written consent.
  4. I understand that failure to safeguard the Township's vehicle assigned to me may result in disciplinary action, up to and including termination of my employment.
  5. In the event that I leave my position with the Township, for any reason, including temporary leave, it is my responsibility to immediately return the vehicle, along with any driving logs, reimbursement receipts, and keys, to the Township's management, no later than 24 hours of my exit.
  6. I understand that my failure to return the vehicle and keys immediately, or at some other date and time as mutually agreed upon between myself and the Township, will be considered theft and may lead to civil or criminal prosecution against me.
  7. I understand that if I fail to return the Township's vehicle and keys by the return due date, or if I return the vehicle and equipment damaged, the cost of repair or replacement will be immediately due and payable by me to the Township. In such event, the Township is authorized to make deductions from my final pay where and to the extent permitted by law. Where such deductions are not permissible and legal action is necessary, I authorize the Township to institute legal action against me, which may include the Township seeking all legal and/or equitable remedies. In such event, I understand and agree that I am solely responsible for all fees and costs incurred by the Township in seeking return of its property and/or the cost of repair or replacement, which may include interest, late fees, and its actual attorney's fees, all in an amount to be determined by the court. Any judgment entered in such action shall include a specific provision authorizing the recovery of attorney's fees and costs incurred in enforcing such judgment.
  8. The validity, construction, and interpretation of this Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, exclusive of any applicable conflict of law provisions
  9. The parties hereby consent and agree that all suits, actions, or proceedings directly or indirectly arising out of or relating to this Agreement shall be brought in a state or federal court of competent jurisdiction in Michigan. The parties further consent and agree to the personal jurisdiction of the state and/or federal courts located in Ottawa County, Michigan, and waive any objection or defense claiming lack of jurisdiction or improper venue in any action brought in such courts.
  10. Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any statute, law, ordinance or regulations, the statute, law, ordinance or regulation shall prevail. In such event, and in any case in which any provision of this Agreement is determined to be in violation of a statute, law, ordinance or regulation, the affected provision(s) shall be limited only to the extent necessary to bring it within the requirements of the law and, insofar as possible under the circumstances, to carry out the purposes of this Agreement. The other provisions of this Agreement shall remain in full force and effect, and the invalidity or unenforceability of any provision hereof shall not affect the validity and enforceability of the other provisions of this Agreement.
  11. This Agreement may be amended or modified only by the written agreement of the parties hereto.

## ACKNOWLEDGMENT AND ACCEPTANCE

By signing below, I acknowledge that I have read, understand, and agree to comply with the above conditions authorizing me to drive a Township vehicle.

### EMPLOYEE:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### ALLENDALE CHARTER TOWNSHIP:

By:

\_\_\_\_\_  
(Print Name)

Its:

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### FOR PERSONNEL DEPARTMENT USE ONLY:

Form Received by: \_\_\_\_\_

Date Vehicles/Equipment Provided: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date Vehicles/Equipment Returned: \_\_\_\_\_

\_\_\_\_ / \_\_\_\_ / \_\_\_\_

Vehicles/Equipment Received by: \_\_\_\_\_

Returned free from damage or defect? ☐ Yes ☐ No

If no, note damage or defect(s): \_\_\_\_\_



## EMPLOYEE TECHNOLOGY / EQUIPMENT AGREEMENT

EMPLOYEE INFORMATION			
Last Name	First Name	M.I.	Employee I.D. Number
Home Address (Number and Street)		City	State      Zip Code
Work Phone	Home Phone	Dept.	Job Title
Email Address	Immediate Supervisor		Supervisor Work Phone
EQUIPMENT INFORMATION			
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
Make	Model	Serial No.	Additional Description
AGREEMENT TERMS AND CONDITIONS			
<p>1. I acknowledge that I have received the equipment identified above for use during my employment with Allendale Charter Township, Inc. (the <b>"Township"</b>), and that such equipment was received by me in good working condition, free from any damage or defect.</p> <p>2. I acknowledge that while I am working for the Township, I will take proper care of all Township-issued equipment that I am entrusted with (the <b>"Equipment"</b>), and that I will only use it for work-related purposes. In the event the Equipment becomes lost, damaged, or stolen, I will report it to the Human Resources Director within 24 hours of such loss, damage, or theft becoming known.</p> <p>3. I understand that failure to safeguard the Township's Equipment may result in disciplinary action, up to and including termination of my employment. Further, I understand that I may be held financially responsible for the entire cost of repair or replacement of such Equipment should it become lost, damaged, destroyed, or stolen while in my possession.</p> <p>4. I understand that once my employment with the Township ends, for whatever reason, it is my responsibility to return all Equipment assigned to me, in good working condition, immediately as directed by the Human Resources Director. Return of such Equipment must be made via personal delivery, or as otherwise mutually agreed to by the parties.</p> <p>5. I understand that if I fail to return the Township's Equipment by the return due date, or if I return the equipment damaged, the cost of repair or replacement will be immediately due and payable by me to the Township. In such event, the Township is authorized to make deductions from my final pay where and to the extent permitted by law. Where such deductions are not permissible and legal action is necessary, I authorize the Township to institute legal action against me, which may include the Township seeking all legal and/or equitable remedies. In such event, I understand and agree that I am solely responsible for all fees and costs incurred by the Township in seeking return of its Equipment and/or the cost of repair or replacement, which may include interest, late fees, and its actual attorney's fees, all in an amount to be determined by the court. Any judgment entered in such action shall include a specific provision authorizing the recovery of attorney's fees and costs incurred in enforcing such judgment.</p>			

6. I understand that my failure to return such Equipment by the time stated above, or at some other date and time as mutually agreed upon between myself and the Township, will be considered theft and may lead to civil or criminal prosecution against me.
7. The validity, construction, and interpretation of this Agreement shall be governed by and construed in accordance with the laws of the State of Michigan, exclusive of any applicable conflict of law provisions
8. The parties hereby consent and agree that all suits, actions, or proceedings directly or indirectly arising out of or relating to this Agreement shall be brought in a state or federal court of competent jurisdiction in Michigan. The parties further consent and agree to the personal jurisdiction of the state and/or federal courts located in Ottawa County, Michigan, and waive any objection or defense claiming lack of jurisdiction or improper venue in any action brought in such courts.
9. Nothing contained in this Agreement shall be construed to require the commission of any act contrary to law, and whenever there is any conflict between any provision of this Agreement and any statute, law, ordinance or regulations, the statute, law, ordinance or regulation shall prevail. In such event, and in any case in which any provision of this Agreement is determined to be in violation of a statute, law, ordinance or regulation, the affected provision(s) shall be limited only to the extent necessary to bring it within the requirements of the law and, insofar as possible under the circumstances, to carry out the purposes of this Agreement. The other provisions of this Agreement shall remain in full force and effect, and the invalidity or unenforceability of any provision hereof shall not affect the validity and enforceability of the other provisions of this Agreement.
10. This Agreement may be amended or modified only by the written agreement of the parties hereto.

#### ACKNOWLEDGMENT AND ACCEPTANCE

By signing below, the parties to this Agreement acknowledge that Employee has received the Equipment described above in good working order, they have reviewed this Employee Technology/Equipment Agreement, and accept and will adhere to the terms and conditions set forth herein.

##### EMPLOYEE:

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

##### ALLENDALE CHARTER TOWNSHIP:

By: \_\_\_\_\_

(Print Name)

Its: \_\_\_\_\_

(Position)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

#### FOR PERSONNEL DEPARTMENT USE ONLY:

Form Received by: \_\_\_\_\_

Date Equipment Assigned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Equipment Due Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date Equipment Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_

Equipment Received by: \_\_\_\_\_

Was equipment returned free from damage or defect? ☐ Yes ☐ No

If no, note damage or defect(s): \_\_\_\_\_

# Allendale

## CHARTER TOWNSHIP

*"Where community is more than just a concept!"*

Dear Allendale Charter Township Board:

It was recently brought to the Township's attention that our long-time audit firm, **Kiekoever, Scholma & Schumaker, PC**, has discontinued their governmental audit division. The Township enjoyed a great relationship with the firm over the years, but they had to make a tough business decision and discontinue the aforementioned services. We wish nothing but the best to Kiekoever, Scholma & Schumaker, PC and thank them for their years of service.

Considering the Township's fiscal year follows the calendar year, the field work for the 2022 financial audit would typically already be scheduled. This puts the Township in a situation where we need to move fairly quickly in securing auditing services for the 2022 financial audit. Kiekoever, Scholma & Schumaker, PC provided a list of semi-local, reputable audit firms the Township could reach out to. I reached out to a couple neighboring local government agencies and reached out to the Ottawa County Treasurer's Association in order to field some recommendations from my colleagues.

Due to the nature of the timing, a full-blown RFP for auditing services has not been completed. I requested proposals from 3 reputable audit firms. **I am recommending the services of Vredevelde Haeffner LLC with an estimate of \$15,000.00 for the 2022 financial audit.** The charge for the audit is based on the number of hours to complete so the final charge could come in plus/minus the estimate. Vredevelde Haeffner has a strong local footprint providing annual audit services to Ottawa County, Georgetown Township, Grand Haven Charter Township, Plainfield Charter Township, and Cascade Charter Township. They also provide audit services to 20 cities and several villages, school districts, and libraries in the general area.

The intent with this recommendation is not only to provide audit services for the 2022 fiscal year, but in hopes of developing a long-term relationship between Allendale Charter Township and Vredevelde Haeffner LLC.

Attached you will find Vredevelde Haeffner LLC's proposal.

Thank-you

 11/17/23

Tim VanBennekom

Finance/Acct Director-Deputy Treasurer

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**PROPOSAL TO PROVIDE PROFESSIONAL AUDITING SERVICES TO**

**ALLENDALE CHARTER TOWNSHIP**

**Ottawa County, Michigan**

January 13, 2023

**VREDEVELD HAEFNER LLC**  
10302 20<sup>TH</sup> AVENUE  
GRAND RAPIDS, MI 49534





# PROPOSAL CONTENTS

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	<u>PAGE</u>
Transmittal Letter	1
Firm Profile	2
Team Member Qualifications and Experience	3
Quality Control	4
Engagement Scope and Objectives	4
Affirmative Statements	5
Audit Approach	6-7
Anticipated Audit Problems	7
Similar Engagements with Other Governmental Entities	8
Professional Fees	9

## **ATTACHMENTS**

Peer Review Report

Client Listing

Management Team Resumes





## Vredeveld Haefner LLC

CPAs and Consultants  
10302 20<sup>th</sup> Avenue  
Grand Rapids, MI 49534  
Fax (616) 828-0307

Douglas J. Vredeveld, CPA  
(616) 446-7474  
Peter S. Haefner, CPA  
(616) 460-9388

January 13, 2023

Allendale Charter Township  
Tim VanBennekorn, Finance/Accounting Director  
6676 Lake Michigan Drive  
PO Box 539  
Allendale, MI 49401

Thank you for allowing Vredeveld Haefner LLC the opportunity to submit this proposal to provide auditing and consulting services for Allendale Charter Township. Doug Vredeveld and Peter Haefner have over 50 years of experience in governmental accounting and auditing and formed the firm Vredeveld Haefner LLC **to provide superior service and expertise to governmental entities by specializing in working with the governmental community.** We are committed to knowing your business and providing timely professional service.

We believe the ability to provide superior service is the result of our specialization in the governmental industry and our focus on customer satisfaction and delivery of results. Our firm has worked with many governmental entities in varying capacities including as independent auditor, interim finance director, consultant and as Board members, and **bring significant experience and expertise to you.** A second component to service is that the firm's partners will work directly with you throughout the year. An important factor which differentiates our firm from others is that one of our partners will be in the field at your location during your audit's fieldwork.

This proposal offers an overview of Vredeveld Haefner LLC's capabilities and the benefits of working with us. We look forward to the next step in this process—a step which we hope leads to a long-term professional relationship. Thank you for considering Vredeveld Haefner LLC as your independent Certified Public Accountants. We are available to answer any questions you may have regarding any aspect of our firm, our capabilities or the accompanying proposal.

Sincerely,  
Vredeveld Haefner LLC

Douglas J. Vredeveld, CPA, CGFM  
Partner



## FIRM PROFILE

### OUR BEGINNING

Vredeveld Haefner LLC was established in 2006 to provide superior service and expertise to governmental and nonprofit entities by specializing in working exclusively with these organizations. Our firm has completed our 13th year in business and we are thrilled with the level and quality of the clients that we have been able to serve as auditors and consultants.

### WHO WE ARE

Vredeveld Haefner LLC is a local Grand Rapids firm with a mission to provide high-value and high-quality services to the governmental and not-for-profit sector at a competitive price while utilizing the most knowledgeable staff. Our total staff consists of eight individuals, all of whom work exclusively on governmental and not-for-profit audits. Vredeveld Haefner LLC works almost exclusively in the West and Northern Michigan areas. All members of our audit team have experience auditing federal programs as required by the Federal Uniform Guidance. This experience includes the audit of entities with one major federal program to entities with over \$10,000,000 of federal financial assistance and multiple major federal programs.

Along with utilizing high level associates to deliver the superior service we promise; our firm has implemented a business model that is on the cutting edge of how professional services firms are operating their businesses. We operate through a virtual office and are completely mobile to conduct every aspect of our business where it matters most...face-to-face with you! The benefits to us and our clients have been significant. **This model allows us to work very efficiently and high flexibility which enables us to provide quality services to our clients that are at more competitive rates than the competition.**

No matter what your need may be now or in the future, we have a solution. Our ability to provide superior service is the result of our specialization, our focus on customer satisfaction and delivery of results. Our team of professionals has worked with numerous governmental entities in varying capacities including as independent auditor, interim finance director, consultant and as Board members.

If you would like additional information on our mission, vision or qualifications please visit our website at [www.vh-cpas.com](http://www.vh-cpas.com).

### OUR CONNECTIONS

Our firm is a member of the American Institute of Certified Public Accountants (including **the Government Audit Quality Center** and the Employee Benefit Plan Audit Quality Center), Michigan Association of Certified Public Accountants, Michigan School Business Officials, Government Finance Officers Association, Michigan Government Finance Officers Association, Kent County Treasurers Association and the Association of Government Accountants.



## TEAM MEMBER QUALIFICATIONS AND EXPERIENCE

Staff quality, retention and consistency on each engagement are important to engagement performance, efficiency and profitability. We are committed to providing you with a level of service that makes us unique. **How do we accomplish this?** Through technical training and the culture we maintain in our firm; both of which drive how we interact with our clients and enable us to provide the superior services our clients expect.

### TECHNICAL

Your audit will be performed by Peter Haefner and staff with the assistance of Doug Vredevelde. All senior team members involved in your engagement are Certified Public Accountants (CPAs) and have the required continuing professional education to perform your audit engagement in accordance with *Governmental Auditing Standards*. We are constantly striving to improve the quality and efficiency of our work. Each member of our team obtains at least 40 hours of continuing professional education annually; most of which is specifically government related and is focused on matters that directly correlate to the clients we serve. Some of us have also attended the annual auditor update as part of the annual Michigan Township Association training.

Our experience in providing the proposed services is extensive. We have audited many school districts, townships, cities, counties and other large local units of government throughout the State of Michigan as well as dozens of smaller municipalities and special purpose governments including authorities and villages as well as charter schools.

The client listing included in the attachments to this proposal provides information regarding our current clients. Throughout these engagements, we have helped numerous municipalities compile comprehensive annual financial reports for continued and first-time submission to the GFOA and ASBO Certificate of Achievement for Excellence in Finance Reporting Programs. In fact, Peter has over 10 years of experience as a special review committee member for this program and is also a past employee of the GFOA Technical Service Center where both municipal and school district audit reports are reviewed for program compliance.

### CULTURE

Why is the culture within our firm important to our clients? Culture picks up where the handbook leaves off. It guides us in how our staff interact with each other on a daily basis and now we interact with our clients. Our firm knows that no one person has all the answers. We will be learning from your organization during the performance of the proposed audits and we believe that the information and techniques we will share with your staff will provide your organization with significant knowledge and hopefully, some efficiency gains. While we do not know the entire extent of possible efficiency gains, our specialization in working with the governmental community has proven time and time again that through our specialization Vredevelde Haefner LLC and our clients benefit.

At Vredevelde Haefner LLC we are constantly searching for a better way of performing every task necessary to complete an engagement and manage our business. This search is guided by over fifty years of experience in the government industry, analysis of performance on each engagement, timely comprehensive continuing professional development, and learning from and sharing with our peers and clients.

## QUALITY CONTROL

Our firm has a quality control system which meets applicable professional standards and we are confident in the quality of work performed by Vredeveld Haefner LLC.

The significant components of this system, as they relate to your audit, are as follows:

- The firm utilizes standardized forms and templates to ensure that engagements are properly planned, performed, supervised, reviewed, documented and reported in accordance with professional, regulatory and internal requirements.
- Specialized audit programs are utilized on all engagements.
- All workpapers and audit programs are reviewed by the engagement partner.
- A financial statement disclosure checklist is completed on each engagement to ensure all appropriate disclosures have been considered.
- The financial statements and other reports are reviewed by the engagement partner and the concurring partner for format and presentation compliance with all applicable professional guidance and technical pronouncements.
- Workpapers are retained in accordance with professional standards and relevant regulation.

Through our internal review process, we are able to assure our clients that their financial reports have been subjected to a stringent verification of technical compliance, reporting excellence and that the financial statements contain all of the disclosures required by accounting and reporting standards.

### External Peer Review

The current peer review program as administered by the Michigan Association of Public Accountants (MACPA) and the American Institute of Certified Public Accountants (AICPA) require that our firm and CPA firms providing various assurance services to have a system of quality control and a peer review of this system every three years. Our most recent peer review was conducted in the Fall of 2019 and a copy of our peer review report, which included no findings or letter of comment items, is included in the attachments.

## ENGAGEMENT SCOPE AND OBJECTIVES

We understand the scope of work to be as follows:

- Audit of Allendale Charter Township's financial statements
- Assistance with preparation of Allendale Charter Township's financial statements
- Written communications in accordance with professional standards
- Completion of State form F-65
- Presentation to the Township Board

The format and presentation of the financial statements will conform to the applicable standards established by the Governmental Accounting Standards Board (GASB) and the Michigan Department of Treasury. We will conduct our audits in accordance with the auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, where applicable.





## **AFFIRMATIVE STATEMENTS**

In conjunction with preparation and presentation of this proposal, we make the following positive affirmations to Allendale Charter Township:

### **PROPOSAL EFFECTIVE DATE**

Vredeveld Haefner LLC commits to maintaining this proposal as a firm and irrevocable offer for 60 days.

### **NATURE OF WORK AND TIMETABLE**

Vredeveld Haefner LLC understands the nature of the work to be performed and accepts the timeframe established by the Township to perform the work. Your audit will be completed and uploaded to the State of Michigan timely to meet their reporting deadlines.

### **INDEPENDENCE**

Vredeveld Haefner LLC is independent of Allendale Charter Township as defined by auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States. Vredeveld Haefner LLC currently has no professional relationships that may constitute a conflict of interest relative to performing the Township's engagement. Vredeveld Haefner LLC will provide full disclosure of all client relationships that give rise to conflicts of interest and/or impairment of independence during the term of our engagement.

### **LICENSE TO PRACTICE | ERRORS AND OMISSIONS INSURANCE**

Vredeveld Haefner LLC and all professional staff for this engagement are properly licensed to practice in the State of Michigan. The firm and all personnel adhere to the professional standards set forth by the American Institute of Certified Public Accountants. Vredeveld Haefner LLC carries appropriate professional liability insurance.

### **QUALITY**

Vredeveld Haefner LLC does not have a record of substandard work which is evidenced in the attached Peer Review Report. In addition, the firm has had no instances of disciplinary action taken against the firm or ethics referrals to any regulatory authority from inception-to-date.

### **CONSISTENT ENGAGEMENT TEAM**

Vredeveld Haefner LLC commits to maintaining consistent and experienced personnel on the engagement team as within our control.

## AUDIT APPROACH

### PROPOSED TIMING

Below is our anticipated timeframe for completion of the services itemized in this proposal. We are flexible in modifying the timing of the deadlines to accommodate your schedule should the need arise.

Step	Date
Meet with the Board and/or designated committee, if requested	Upon Appointment
Planning communication with management	April 2023
Perform engagement planning and interim procedures	May 2023
Perform final fieldwork	May 2023
Meet with management to discuss any audit adjustments, findings, management letter comments and recommendations	May 2023
Deliver draft audit documents to management for review	May 2023
Issue final audit documents	June 2023
Board presentation	June 2023

### SPECIFIC PROCESS

We will complete our work in three phases: preliminary fieldwork (planning), year-end final fieldwork, and wrap-up (document completion, review and issuance). The details of each phase are discussed below.

**Planning** – We will conduct an initial planning meeting with Township staff shortly before the start of the audit each year. During this meeting, we will identify the information needed for the audit, schedule the dates of our on-site fieldwork and identify any issues which will require special attention during the audit process. Following our meeting, we will gather and analyze information to gain an understanding of the Township's structure, operating environment, internal controls and financial activity to-date. This process will include documentation of internal controls and performance of related walkthroughs of key internal controls, analysis of current year operations, review of minutes, inquiries of staff and Board members, review of attorney invoices and review of the audit guides and compliance supplements as they relate to the Township. This process will provide us with a base for our audit risk assessment as it relates to the Township's overall operating environment. The results of the audit risk assessment will guide our team in identifying the significant audit areas and the substantive procedures to be performed in each audit area. We will then create audit programs that correlate with our risk assessments.

Once the Township has recorded the necessary adjusting journal entries to close out the fiscal year, we will obtain a copy of the Township's general ledger to prepare the draft financial statements. Drafting the financial statements and schedules prior to conducting the audit has several advantages. First, detail of account balances included in financial statement account captions can be easily reviewed and analyzed during the audit process. Secondly, it increases our efficiency by allowing us to focus our audit procedures at the financial statement level of detail upon which our opinion is expressed.

Prior to the start of final fieldwork, we will also obtain an electronic download of the general ledger detail for the fiscal year. This transaction-level detail provides significant efficiencies for



both our firm and the Township during the audit process by enabling us to analyze all transactions making up each account balance and ultimately all activity within a financial statement caption. It also enables us to select samples, reconcile revenues and expenditures associated with the financial statements and independently review transactions for unusual activity without obtaining other specific detailed reports from the Township.

**Final Fieldwork** – Our team will be on-site at your location to conduct the engagement fieldwork. We plan to complete the entire audit process while at your location which essentially eliminates the need for subsequent follow-up to resolve open issues. Giving consideration to all of the information gathered during the other planning procedures, we will quantify materiality by opinion unit and finish all remaining planning documentation.

The detailed account level balances used to create the draft financial statements will be used to prepare audit lead schedules. A typical financial audit applies analytical and/or substantive procedures to the balance sheet captions such as cash and cash equivalents, receivables, capital assets, accounts payable and other liabilities. The quantity and type of testing performed during the engagement will be based on our risk assessments of the respective account types and applicable assertions combined with our understanding and documentation of your internal controls performed during planning. Our samples will be selected judgmentally, statistically or haphazardly from respective population of items to be tested.

Revenues and expenditures are tested analytically and/or through reconciliation or other substantive procedures. Analytical procedures may include comparison of budget, actual and prior year balances using quantified materiality as a measurement tool and comparison of Township balances to industry benchmarks. Substantive procedures may include recalculation of charges for services with amounts reconciled to the Township's general ledger. As noted above, we plan our testing based on risk assessments however those preliminary assessments may change during the course of the fieldwork process which may result in a modification to the originally planned audit approach.

**Wrap-up** – As the final fieldwork procedures are completed, the workpapers will be reviewed as part of our internal system of quality control. All comments and issues generated by these reviews will be resolved while we are on-site. Also, while we are on-site, the notes to the financial statements will be completed and all quality control audit programs and checklists will be finished and reviewed. At the completion of fieldwork, we will meet with your management team to discuss the results of our fieldwork and any findings or recommendations that arose during the audit process.

We will perform an internal quality control review of the draft financial statements and provide a copy of the audit report and documents to management for your review. Upon completion of your review, any necessary modifications will be made to the report and/or documents. We will then finalize, reproduce, assemble/bind and deliver the audit report and documents in accordance with your timing requirements.

## **ANTICIPATED AUDIT PROBLEMS**

Based on our understanding of the scope of the proposed engagement and our knowledge of current and proposed changes to generally accepted accounting principles and auditing standards, we are not aware of any issues that will require substantial additional consideration during the audit process except for the implementation of new accounting standards as they become effective. If a specific matter does come to our attention during the course of the engagement, we will discuss it with you promptly to reach a mutually agreeable resolution.

## SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENTAL ENTITIES

Our experience in providing the proposed services is impressive. Our Grand Rapids firm conducted over 50 audits of local units of government in 2018. A complete list of our current governmental clients is included in the attachments; current audit engagements similar to Allendale Charter Township, along with contact information, includes:

### Plainfield Charter Township

Services Provided	Financial Audit, GFOA CAFR compliance, single audit
Current Client Since	2008
Engagement Team	Peter Haefner   Doug Vredevelde   Mike Vredevelde
Client Contact	Warren Smith, Finance Director   (616) 726-8886

### Grand Haven Charter Township

Services Provided	Financial Audit
Current Client Since	2009
Engagement Team	Doug Vredevelde   Mike Vredevelde   Peter Haefner
Client Contact	Andrea Sandoval, Finance Director   (616) 604-6323

### Georgetown Charter Township

Services Provided	Financial Audit
Current Client Since	2009
Engagement Team	Doug Vredevelde   Mike Vredevelde
Client Contact	Christie Hackney, Accountant   (616) 457-2340

### Cascade Charter Township

Services Provided	Financial Audit
Current Client Since	2014
Engagement Team	Doug Vredevelde   Matt Smith   Mike Vredevelde
Client Contact	Ben Swayze, Township Manager   (616) 949-1500

### Comstock Township

Services Provided	Financial Audit
Current Client Since	2014
Engagement Team	Peter Haefner   Doug Vredevelde   Mike Vredevelde
Client Contact	Brett Padgett, Treasurer   (269) 381-1112



## PROFESSIONAL FEES

As discussed above, our business model allows us to work very efficiently with low overhead and high flexibility which enables us to provide quality services to our clients that are at more competitive rates than the competition. Also, as discussed above, our firm employs highly trained and experienced personnel. Work conducted by these senior team members can be performed much faster than the same work performed by new and less experienced associates; this leads to higher quality results and fewer hours incurred on the engagement. All of these factors contributed to generating the fee quote presented below.

Our fee estimates for the years ending December 31 are as follows:

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Audit of Financial Statements	\$16,000	\$15, 000	\$15,500
Preparation of F-65	950	950	1,050

The estimate for the first year is slightly higher due to the additional time spent setting-up a first-time engagement. The hourly fees for the years ending December 31 are as follows:

	<u>2022</u>
Partner	\$175
Manager	125
Senior associate	105
Associate	95

We emphasize regular contact with our clients and provide prompt, courteous answers to any questions you may have; both during the audit process and throughout the year. There will be no fees related to routine contact unless significant research and response preparation time is involved. In which case, we will inform you in advance if we believe a particular service will require an additional fee.

## **ATTACHMENTS**

## PEER REVIEW REPORT



340 N. Main Street  
Suite 209  
Plymouth, MI 48170

734.414.7620  
ringocpa@ringocpas.com  
www.ringocpas.com

### Report on the Firm's System of Quality Control

December 23, 2019

To the member of Vredevelde Haefner LLC  
and the Peer Review Committee of the Michigan Association of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Vredevelde Haefner LLC (the firm) in effect for the year ended June 30, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

#### Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

#### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

#### Required Selections and Considerations

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures. Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act and an audit of an employee benefit plan.

#### Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Vredevelde Haefner LLC in effect for the year ended June 30, 2019, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Vredevelde Haefner LLC has received a peer review rating of *pass*.

  
Ringo & Associates, PC



## CLIENT LISTING

The following is a listing of our current audit services governmental clients grouped by municipality type.

### AUDIT SERVICES

<b>COUNTIES</b> Ottawa County Grand Traverse County <b>CITIES</b> City of Belding City of Big Rapids City of Carson City City of Cedar Springs City of East Grand Rapids City of Grand Haven City of Grandville City of Greenville City of Ionia City of Kentwood City of Lowell City of Mount Pleasant City of Muskegon Heights City of Norton Shores City of Reed City City of Rockford City of South Haven City of Traverse City City of Walker City of Whitehall <b>TOWNSHIPS</b> Cascade Charter Township Comstock Charter Township Georgetown Charter Township Grand Haven Charter Township Martin Township Plainfield Charter Township St. James Township Texas Charter Township <b>VILLAGES</b> Village of Suttons Bay Village of Howard City Village of Spring Lake	<b>EDUCATION</b> Cedar Springs Public Schools Godfrey-Lee Public Schools Greenville Public Schools Montague Area Public Schools Ravenna Public Schools Walkerville Public Schools Success Virtual Learning Centers of Michigan <b>ROAD COMMISSIONS</b> Ottawa County Road Commission Grand Traverse County Road Commission <b>TRANSPORTATION PLANNING</b> Grand Valley Metropolitan Council Macatawa Area Coordinating Council <b>LIGHT &amp; POWER</b> Grand Haven Board of Light & Power Traverse City Board of Light & Power Lowell Light and Power <b>LIBRARIES</b> Allegan District Library Lake Odessa Community Library Loutit District Library Reed City Area District Library Tamarack District Library White Pine District Library <b>OTHER SPECIAL-PURPOSE</b> South Haven Area Emergency Services Grand Haven Harbor Transit System White Lake Ambulance Authority Grand Haven-Spring Lake Sewer Authority Northwest Ottawa Water System North Kent Sewer Authority Ionia Regional Utility Authority West Michigan Regional Water Authority Cedar Springs Area Parks and Recreation South Haven Area Recreation Authority Montcalm County Central Dispatch Authority West Michigan Enforcement Team
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The following is a listing of our current non-audit and/or consulting services governmental clients.

**OTHER SERVICES PROVIDED**

City of Wyoming  
Kalamazoo Regional Water Authority  
Oshtemo Township  
Cannon Township  
Muskegon Area Transit System  
Muskegon County  
Spring Lake Township  
Village of Middleville  
Western Michigan Health Insurance Pool

Some examples of the other types of professional services we are able to offer include:

- Controller by the hour
- Cost allocation plan development or review
- Review of internal controls
- Cash flow analysis
- Financial projection models
- Development of comprehensive operating budgets
- Agreed-upon-procedures customized to meet specific needs





**Doug Vredevelde, CPA, CGFM**  
**Partner**

With over 25 years of public accounting experience servicing the governmental and nonprofit community, Doug is also a Certified Government Financial Manager which demonstrates skills in areas such as accounting, auditing, budgeting, internal controls and financial reporting of governmental entities. Prior to being a founding partner of Vredevelde Haefner LLC, Doug was a Principal at a large regional firm where he led the West Michigan governmental and nonprofit practice. He has been responsible for overseeing approximately 40 governmental and 30 nonprofit audits annually ranging in size from small entities with a single fund to complex counties with multiple major federal programs.

**EDUCATION**

GRAND VALLEY STATE UNIVERSITY  
Bachelors of Business Administration with a major in Accounting

**AFFILIATIONS**

American Institute of Certified Public Accountants  
Michigan Association of Certified Public Accountants  
Association of Governmental Accountants  
Hospitality Finance and Technology Professionals

**CONTACT INFORMATION**

Phone (616) 446-7474  
Email [dvredevelde@vh-cpas.com](mailto:dvredevelde@vh-cpas.com)



**Peter Haefner, CPA  
Partner**

With over 25 years of experience in the governmental industry, Peter has been conducting governmental and nonprofit audits for over 20 years. Prior to being a founding partner of Vredevelde Haefner LLC, he was with a large regional firm where he managed governmental and nonprofit engagements. Peter also has experience as the Accounting and Financial Reporting Manager for the State of Wyoming, Assistant Finance Director for the City of Muskegon and as a Program Associate for the Government Finance Officers Association's prestigious Certificate of Achievement program. Peter is also able to provide a unique understanding of governmental operations due to his involvement as a past two-term Board of Education member for Lowell Area Schools. In addition, Peter is an adjunct instructor at Hope College and a frequent speaker on current topics for the MACPA, MMTA and various other regional organizations.

**EDUCATION**

SAGINAW VALLEY STATE UNIVERSITY  
Bachelors of Business Administration with a major in Accounting

**AFFILIATIONS**

American Institute of Certified Public Accountants  
Michigan Association of Certified Public Accountants  
Kent County Treasurer's Association

**CONTACT INFORMATION**

Phone (616) 460-9388  
Email [phaefner@vh-cpas.com](mailto:phaefner@vh-cpas.com)

## Tim VanBennekom

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**From:** Rod Weersing <rweersing@georgetown-mi.gov>  
**Sent:** Tuesday, January 17, 2023 3:26 PM  
**To:** Tim VanBennekom  
**Subject:** RE: Audit Firm

Tim,

Georgetown Township has worked with Vredeveld Haeffner for many years. My experience with them has been very positive. Their examination seems to be very thorough. They are also the audit firm for Ottawa County. I would highly recommend Vredeveld Haeffner LLC.

Thanks,

Rod

*Roderick J. Weersing* | Assistant Superintendent



1515 Baldwin St. P.O. Box 769  
Jenison, MI 49429-0769  
(616) 226-6002

Referral  
Georgetown Twp

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**From:** Tim VanBennekom <timv@allendale-twp.org>  
**Sent:** Tuesday, January 17, 2023 3:03 PM  
**To:** Rod Weersing <rweersing@georgetown-mi.gov>  
**Subject:** Audit Firm  
**Importance:** High

Hi Rod,

I see Vredeveld Haeffner LLC performs Georgetown Township's annual financial audit. Can you tell me anything about them? The good? The bad? The ugly? Our audit firm just recently shut down their government audit division so I've received proposals from 3 reputable audit firms. One of them is Vredeveld Haeffner. I'm not looking for an extensive reply, but I'm trying to get a recommendation into the Board packet for next Monday's meeting.

Thanks Rod!

**Tim VanBennekom**, MBA, MICPT, MCAT

Finance/Accounting Director

Deputy Treasurer



6676 Lake Michigan Drive, P.O. Box 539

Allendale, MI 49401

[timv@allendale-twp.org](mailto:timv@allendale-twp.org)

(616) 892-3112



## Tim VanBennekom

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**From:** Andrea Sandoval <ASandoval@ght.org>  
**Sent:** Wednesday, January 18, 2023 8:40 AM  
**To:** Tim VanBennekom  
**Subject:** FW: Audit recommendation

Hi Tim,

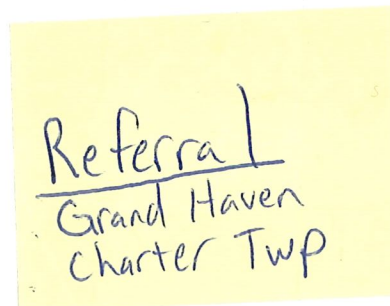
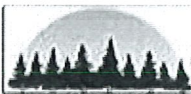
Yes, Doug Vredevelde is our auditor. They have been our auditors since I started here in 2011. Doug is very easy to work with and they are very thorough. They keep me on my toes as to what they look at each year. They are usually here for a whole week in April and have 2-3 people come to the offices. Everything is sent to them electronically. They are responsive during the year with any questions I have and their fees are reasonable. For 2022 our cost will be \$13,550.

Hope that helps,

*Andrea Sandoval*

**Andrea Sandoval**  
*Finance Director*

Grand Haven Charter Township  
13300 168<sup>th</sup> Avenue  
Grand Haven, MI 49417  
P: 616.604.6323  
F: 616.842.9419



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**From:** Tim VanBennekom <[timv@allendale-twp.org](mailto:timv@allendale-twp.org)>  
**Sent:** Wednesday, January 18, 2023 8:29 AM  
**To:** Andrea Sandoval <[ASandoval@ght.org](mailto:ASandoval@ght.org)>  
**Subject:** Audit recommendation  
**Importance:** High

Hi Andrea,

I see Vredevelde Haeffner LLC performs Grand Haven Charter Township's annual financial audit. Can you tell me anything about them? The good? The bad? The ugly? Our audit firm just recently shut down their government audit division so I've received proposals from 3 reputable audit firms. One of them is Vredevelde Haeffner. I'm not looking for an extensive reply, but I'm trying to get a recommendation into the Board packet for next Monday's meeting.

Thanks Andrea!

**Tim VanBennekom**, MBA, MICPT, MCAT  
Finance/Accounting Director