

CITY OF FREMONT
PERSONNEL POLICIES MANUAL

Adopted by the
Fremont City Council
September 7, 1999

*Developed with the assistance of the
MI Municipal League Consulting Services
and a City team consisting of:*

*Chris A. Yonker, City Manager
Todd M. Blake, City Clerk
Gay E. Krouse, City Treasurer
Raymond E. Rathbun, Mayor
James M. Rynberg, Mayor Pro Tem*

December 27, 1999

TO: All City of Fremont Employees

FROM: Chris A. Yonker
City Manager

SUBJECT: TRANSMITTAL OF NEW CITY PERSONNEL POLICIES MANUAL

I am pleased to transmit to all City employees the long-awaited revision of the City's Personnel Policies Manual. The new manual consolidates, updates and clarifies the many separate policies that have developed over the years. I trust you will find the document helpful in understanding the City's policies.

A local team, as noted on the previous page, spent nearly a year working with the Michigan Municipal League's Municipal Consulting Service to develop the manual. An attorney specializing in personnel law, Mr. Michael Snapper of the law firm of Miller, Johnson, Snell and Cumiskey, reviewed the entire document and offered many key suggestions and modifications. I thank him for his sage advice.

Finally, thanks must go to the City Council for its support and funding of this project. The Councilmembers spent considerable time reviewing the document, paragraph by paragraph. I believe the resulting manual is a fair and reasonable approach to guiding our personnel policies for the coming years. As future revisions are made in the document, we will send you replacement pages to insert into the binder. In this way, you will continue to have an up-to-date manual for your use.

If you have any comments or questions regarding the manual or any of the policies contained therein, please do not hesitate to contact me or City Treasurer/ Personnel Director Gay Krouse at City Hall.

City Manager

City of Fremont Personnel Policies Manual

TABLE OF CONTENTS

	<u>Page</u>
<u>1. INTRODUCTION TO THE MANUAL</u>	
1.1 Purpose of the Manual.....	1
1.2 Application of Policies.....	1
1.3 Distribution.....	1
1.4 Severability	2
<u>2. WORKFORCE</u>	
2.1 Employee Types	2
• Full-time Employees	2
• Part-time Employees	2
• Probationary Employees in Orientation Period.....	2
• Seasonal or Temporary Employees.....	2
• Reserve Police Officers	3
• Paid-Per-Call Fire Department Employees.....	3
2.2 At-Will Employment	3
<u>3. EMPLOYEE SELECTION</u>	
3.1 Equal Employment Opportunity	3
3.2 Accommodation of Disabilities.....	3
3.3 Application for Position Opening.....	4
3.4 Rejection of Applications	4
3.5 Selection.....	4
3.6 Physical Examination and Drug Screening.....	5
3.7 Driving Record.....	5
3.8 Nepotism.....	5
3.9 Orientation Period.....	5
<u>4. GENERAL OPERATING PROCEDURES</u>	
4.1 Residency	6
4.2 Workday and Workweek.....	6
4.3 Attendance.....	7
4.4 Break Periods	7
4.5 Courtesy	7
4.6 Personal Appearance	7
4.7 Personal Hygiene	7
4.8 Drug-Free Workplace	8
4.9 Use of the City's Resources.....	8
4.10 Care of Equipment.....	9

Table of Contents, continued	Page
4.11 Expense Advancements and Reimbursements	9
4.12 Political Activity.....	10
4.13 Collections, Solicitations.....	10
4.14 Harassment.....	10
4.15 Workplace Violence.....	11
4.16 Smoking and Other Tobacco Products	12
4.17 Safety	12
4.18 Right-To-Know	12
4.19 Gifts and Gratuities.....	12
4.20 Outside Employment.....	13
4.21 Conflicts of Interest.....	13
4.22 Confidentiality.....	14

5. COMPENSATION AND CLASSIFICATION

5.1 Compensation Philosophy.....	14
5.2 Overtime for Non-exempt Employees	15
5.3 Compensatory Time for Exempt Employees.....	15
5.4 Compensation for Emergency Call-in.....	15
5.5 Compensation Adjustments and Merit Increases.....	15
5.6 Longevity Pay.....	16
5.7 Transfers	16
5.8 Promotions	16
5.9 Demotions	16
5.10 Performance Evaluation	17
5.11 Personnel Files.....	17
5.12 Job Descriptions/Classification System.....	17

6. TERMINATION OF EMPLOYMENT

6.1 Voluntary Termination	18
6.2 Involuntary Termination.....	18
6.3 Layoffs/Reductions-in-Force	18
6.4 Exit Interview	18
6.5 Return of Property.....	19

7. EMPLOYEE DISCIPLINE

7.1 Rules of Conduct.....	19
7.2 Disciplinary Actions	20
7.3 Appeal of Discharge.....	21
7.4 Employee Grievance Procedure	21

8. PAID AND UNPAID LEAVE TIME

8.1 Holidays 22
 8.2 Vacation..... 22
 8.3 Personal Leave..... 23
 8.4 Miscellaneous Leave Time 23
 8.5 Sick Leave 23
 8.6 Bereavement Leave 24
 8.7 Jury Duty Leave..... 24
 8.8 Extended or Administrative Leave 25
 8.9 Military Leave..... 25
 8.10 Unapproved Leave 25

9. HEALTH AND WELFARE BENEFITS

9.1 Health Insurance Package..... 26
 9.2 Fitness Facility 26
 9.3 Life Insurance 26
 9.4 Disability Insurance..... 26
 9.5 Pension Plan..... 27
 9.6 Social Security 27
 9.7 Continuation of Benefits..... 27
 9.8 Uniforms and Safety Attire 28
 9.9 Worker's Compensation..... 28
 9.10 Unemployment Compensation 28
 9.11 Professional and Trade Associations 28
 9.12 Educational Assistance..... 28

APPENDICES

A. Drug-Free Workplace Policy (Drug-Free Workplace Act)..... 32
B. Expense Advances and Reimbursement of Expenses..... 33
C. Sexual Harassment and Unwanted Conduct Policy 38
D. Declaration of At-Will Employment Policy..... 40
E. Education Assistance Policy..... 41
F. Employment Application 43
G. City Hall Fitness Room Release and Indemnification
 Agreement and Notice of Facility Rules and Policies 48
H. Acknowledgement of Receipt & Review of Personnel Policies Manual
 and Benefit Plan Information 50
I. Family & Medical Leave Act (FMLA) Policy
 and Benefit Plan Information 50

CITY OF FREMONT PERSONNEL POLICIES MANUAL

1. INTRODUCTION TO THE MANUAL

1.1 Purpose of the Manual

The purpose of these policies is to establish formal procedures to be used as a guide to personnel matters and as a basis for consistent treatment of employees of the City of Fremont (the City). The City reserves the right to modify or discontinue any of the policies or employee benefits described in this manual, or modify the compensation of employees, by motion of the City Council and based on the recommendation of the City Manager.

Employees are expected to use good judgment in their actions, especially regarding the impact of their actions upon co-workers and the public image of the City. To accomplish this, it shall be the responsibility of each employee to:

- Treat other employees and the general public in a courteous manner.
- Act in accordance with the highest ethical standards in all dealings with public officials, employees, residents, consultants and contractors.
- Understand that discrimination based on race, color, creed, age, religion, national origin, gender, marital status, handicap, political affiliation, beliefs or sexual orientation is unacceptable.
- Perform job duties in a proper, efficient and safe manner and to the best of his/her ability.
- Observe at all times, all City of Fremont work rules, policies and procedures.

1.2 Application of Policies

These policies and procedures apply to all of the City's employees unless otherwise specifically provided. In situations where collective bargaining agreements, employment agreements, or insurance plan documents specifically differ from these policies, then the applicable provision(s) of the subject agreement shall govern. In all other areas, these policies should be referred to as guidance in personnel policy matters.

1.3 Distribution

A copy of this manual shall be provided to each employee of the City of Fremont. Each employee receiving a copy of this manual will sign and return a standard form certifying his/her receipt of, and review of the manual.

1.4 Severability

If one or more provisions of this policy manual are superseded by or become in conflict with state or federal laws, or if they are determined by a court of competent jurisdiction to be inappropriate and voided, then the balance of the manual shall remain in effect.

2. WORKFORCE

2.1 Employee Types

The City's organization is comprised of different types of employees, depending upon employment arrangements. Unless specified otherwise or addressed by a collective bargaining agreement, all employees are subject to the conditions outlined in this personnel policies manual, and are subordinate to the City Manager and his/her respective department head. The various employee types are described below.

- Full-time Employees

Full-time employees are regularly scheduled to work forty (40) hours per week. Regular full-time employees are eligible for the City's employee benefits program, as outlined in Sections 8 and 9.

- Part-time Employees

Part-time employees are regularly scheduled to work less than forty (40) hours per week, except in cases of filling in for absent co-workers or when operational needs dictate. Regular part-time employees are eligible for some employee benefits on a prorated basis as specified in Sections 8 and 9.

- Probationary Employees in Orientation Period

Probationary employees are newly hired employees who are in the process of completing a six-month orientation period. Certain benefits will accrue to probationary employees during this orientation period, but are not available for use until the orientation period is completed.

- Seasonal or Temporary Employees

Seasonal or temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs. Seasonal or temporary employees are not considered regular employees, and are not eligible for employee benefits or salary/wage adjustments.

- Reserve Police Officers

All police officers that are not full-time employees are categorized as reserve police officers. Reserve police officers are not eligible for employee benefits.

- Paid-Per-Call Fire Department Employees

All City firefighters are on a paid-per-call status. Firefighters are not eligible for employee benefits.

2.2 At-Will Employment

The City of Fremont is an “at-will” employer. This means that any employee may be terminated at any time for any reason or for no reason at all, with or without notice and with or without cause.

Similarly, any employee may resign his/her employment with the City 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 City may not be changed by any written document, oral representation or by conduct unless the City Council specifically acknowledges such change in writing. Nothing in this manual should be interpreted as being inconsistent with “at will” employment. The employee shall execute the “Declaration of At-will Employment Policy” as contained in Appendix D at the commencement of employment with the City.

Employees subject to collective bargaining agreements and/or employment contracts should consult those documents for alternative processes that may apply.

3. EMPLOYEE SELECTION

3.1 Equal Employment Opportunity

It is the policy of the City to provide equal opportunity to all qualified individuals in its recruitment, hiring and employment practices and to ensure that there will be no discrimination against any person on the grounds of race, color, creed, age, religion, national origin, gender, marital status, handicap, political affiliation, beliefs, sexual orientation or other protected classes.

3.2 Accommodation of Disabilities

Michigan law requires employers to make reasonable accommodations to qualified disabled applicants and employees where the accommodation does not impose an undue hardship on the employer. Disabled employees and applicants may request an accommodation by notifying the City in writing of the need for accommodation within one hundred and eighty-two (182) days of the date the person knows or should know that an accommodation is needed. Failure to properly notify the City will preclude any claim that the City failed to accommodate the disabled individual.

3.3 Application for Position Opening

All applicants seeking employment with the City must complete a job application form (see Appendix F). Additionally, a resume may be required depending on the particular position. The purpose of the application is to obtain pertinent information related to the applicants' education, training and qualifications.

In the case of a position opening, the job will first be posted internally when appropriate, then will be publicly advertised. Some positions will require job-related testing. All positions require pre-hire physical examination and drug screening. Specifics will be provided on each posting, and all applications will be kept on file for six months; test results will be destroyed after the position is filled.

3.4 Rejection of Applications

The City considers the accuracy of the information the applicant provides during the employment process to be of utmost importance. The City may reject employment applications or dismiss current employees if the City finds inaccuracies in the job application or submitted resume. Further, applications may be rejected for reasons including, but not limited to, the following:

- The applicant is found to lack any of the established qualification requirements for the position to which he/she seeks appointment.
- The applicant has made a false statement on his/her application or resume with regard to any material facts.
- The applicant has practiced or attempted to practice deception or fraud in his/her application or resume, in his or her examination or interview, or in securing eligibility for appointment.
- Any other reason deemed valid by the City.

3.5 Selection

The City Council or City Manager shall make appointments as prescribed by the City Charter and according to the City's determination of merit. The City shall actively strive to hire the best qualified individual available for each position as determined by a review of qualifications and/or competitive exam. Occasionally, outside experts or consultants may be used to assist the City in recruiting, testing and evaluating applicants.

Qualified disabled applicants who need accommodations to apply for positions or complete requisite examinations should notify the City Manager of their need for accommodation.

3.6 Physical Examination and Drug Screening

Employees must present satisfactory proof of physical fitness to perform job duties, including a drug screening. Proof of physical fitness must be obtained from a qualified physician as designated by the City. The cost of the physical exam and drug screening will be borne by the City.

Drug testing may also be required for reinstatements, post-accident circumstances, or upon reasonable suspicion. Additionally, employees may be subject to random drug testing according to mandated regulations governing persons who use certain equipment or operate certain vehicles and machinery. Consult applicable employment agreements or union contracts for details.

3.7 Driving Record

Employees required to drive City vehicles shall have their driving records reviewed prior to hire. Thereafter, driving records shall be reviewed at least annually. An unsatisfactory driving record may result in termination or reassignment. The City Treasurer shall be responsible for this process.

3.8 Nepotism

In accordance with the City Charter (Section 5.3), relatives of elected officials or appointed officers are ineligible for hire by the City during the term or tenure of such officers. Relative is defined as spouse, child, parent, grandchild, grandparent, sibling, half-sibling, or the spouses of any of the aforementioned, including by adoption.

Individuals who are employees prior to the election or appointment of a relative shall not be affected or disqualified.

3.9 Orientation Period

The City requires an orientation period for all new employees. This orientation period typically extends through the new employee's first six (6) months on the job. Under certain circumstances, the orientation period of an employee may be waived completely or extended at the discretion of the applicable department head, with approval of the City Manager.

During the orientation period, orientation is provided regarding City operations and specific job duties. New employees will be provided instruction and guidance from their supervisors and co-workers during this period. Employees should seek job and performance clarification and actively participate in orientation to the City and their jobs during this period.

During orientation, an employee will be observed and evaluated by his/her supervisor and department head in terms of performance and ability to perform the job satisfactorily.

Some benefits and leave time begin accruing from an employee's date of hire, throughout his/her orientation period. However, these benefits are not available for use until the orientation period has been successfully completed. The date of satisfactory completion of the orientation period then becomes the employee's anniversary date, and is used as the benchmark for performance evaluations and some benefit calculations. Specifics are provided in Sections 8 and 9.

4. GENERAL OPERATING PROCEDURES

4.1 Residency

All City employees are encouraged to live within the City of Fremont city limits. However, per Charter (Section 7.2(b)), the residency of the City Manager is at the discretion of the City Council.

Additionally, prompt response to emergencies is an essential function of some positions within the City. Consequently, the City may establish distance-from-work or response-time parameters for such positions.

4.2 Workday and Workweek

The normal workday for all full-time City employees is eight (8) hours, excluding a lunch period not to exceed one (1) hour. The workweek typically consists of five (5) concurrent workdays for a total of forty (40) hours worked.

Additionally, some employees may be required to attend board, commission, or City Council meetings outside of regular business hours.

The City Manager or designated department head shall determine an employee's daily starting and ending times. Some employees may be assigned to schedules that are inconsistent with normal business hours such as ten-hour shifts, weekend shifts, non-consecutive workdays or other arrangements, if operational needs should dictate. An employee's hours of work may be rescheduled to satisfy workload demands.

To some degree, all City jobs involve providing services to the public. Therefore, it is important that employees report to work on time, leave for and return from lunch and breaks according to established schedules, and depart at the end of the day according to policies and schedules.

4.3 Attendance

Prompt and regular attendance is an important job performance factor. All employees shall attend each day of scheduled work unless they receive authorized leave. Employees should notify the City of their absence with as much notice as possible to allow for adequate job coverage. Unnecessary, habitual or frequent tardiness or absence may result in an appropriate pay reduction or disciplinary action up to and including discharge. Policies and procedures regarding the use of leave time for illness, vacation, and other reasons are contained in Section 8.

4.4 Break Periods

Employees may take a rest period, not to exceed fifteen (15) minutes, near the midpoint of each four (4) consecutive hours worked. As well, up to a one- (1) hour unpaid lunch period is provided near the middle of the work shift.

Rest periods may not be saved and aggregated, combined with lunch periods, or used at the beginning or end of a day. Employees are expected to limit all lunch breaks and rest periods to the specified time limits. Timing and location of breaks are subject to operational needs and, in certain instances, an employee may be required to delay or forego a lunch break or rest period.

4.5 Courtesy

Citizen inquiries, questions and complaints should be addressed in a prompt and tactful manner. Complaints should be resolved by the appropriate party as quickly and efficiently as possible. In dealing with particularly irate citizens, employees are expected to remain calm and composed and, if possible, direct the individual to an appropriate person for assistance.

Courtesy and consideration are also expected of employees operating a City vehicle, talking on the phone, or otherwise representing the City.

4.6 Personal Appearance

The appearance and demeanor of our employees is important to demonstrating the professionalism of our organization and commitment to public

service. For this reason, each employee is expected to report for work each day with a positive attitude and an appropriate appearance for his or her position. Attire should be consistent with job responsibilities and should not jeopardize the safety of the employee or distract others.

4.7 Personal Hygiene

Cleanliness is necessary for any position in the City. Personal hygiene shall be tended to not only for the individual's comfort but also for the protection and safety of fellow employees. Body odors, strong perfume, or smoke may all be particularly offensive to the public and co-workers. Employees should take pride in their personal appearance and ensure cleanliness and neatness of hair, shoes, clothing and uniforms.

4.8 Drug-Free Workplace

The City of Fremont is dedicated to maintaining a safe and drug-free workplace. To do so, employees must comply with the following rules:

- Controlled substances or alcohol are not permitted on the City's property.
- Employees may not use, distribute, manufacture, dispense, or possess controlled substances or alcohol while on work time or in the workplace.
- Employees may not come to work under the influence of any controlled substances or alcohol.
- The City encourages any employee with a chemical dependence problem or concern about chemical dependence to seek professional treatment before the problem becomes a deterrent to job performance.
- Possession, use or being under the influence of alcohol or a controlled substance is grounds for disciplinary action up to and including immediate termination.
- The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

The City's Drug-Free Workplace policy, contained in Appendix A of this document, provides further detail related to procedural policies.

4.9 Use of the City's Resources

Vehicles, materials, facilities and equipment owned by the City shall be used for public purposes only. Further, City employees shall only perform work related to City business while on work time. Specific examples include the following:

- Mail - Employees may not use the City's postage, letterhead or envelopes for personal mail. Additionally, employees should not routinely receive personal mail or package deliveries while at work.

- Phone - All phone lines are to be kept available for the City's business. In an emergency, employees may receive personal calls at work. Employees may make occasional local personal calls from phones while on break; however, these calls must be occasional and of reasonable duration. Employees are required to reimburse the City for any costs incurred as a result of phone use. Personal long distance calls at the City's expense are not permitted, and the voice mail system should be limited to business use.
- Vehicles – City-owned vehicles are to be used for official City business only, unless otherwise approved by the City Council or City Manager, or specified in an employment contract. Only the employee to whom the City vehicle is released shall operate the vehicle. Seat belts must be worn when operating or riding in City vehicles equipped with these devices.
- Equipment, Facilities and Supplies - Equipment, facilities and supplies are the property of the City and are to be used for public service only and according to an established policy. This includes computers, e-mail, the Internet, fax machines, and other technological items owned by the City. Employees are not permitted to install personal software on computers without approval by the City Manager. A designated officer of the City has the authority to check any computer file, including e-mail, at any time.
- Personnel – City personnel are only to perform work related to City business and/or projects while on work time.

4.10 Care of Equipment

The City of Fremont possesses and maintains a wide array of costly equipment and vehicles. Employees are expected to follow prescribed procedures for equipment and vehicle usage, refrain from equipment abuse and guard against equipment loss.

Should an employee encounter equipment malfunction or be involved in an accident, the incident should be immediately reported to the appropriate supervisor or department head. Intentional equipment abuse, careless use of equipment, or habitual loss of equipment may result in disciplinary action, up to and including discharge.

4.11 Expense Advancements and Reimbursements

The City encourages pre-payment of expenses whenever possible and according to established procedures. In some cases, the City will advance funds to employees who are traveling or otherwise anticipating the expenditure of funds to conduct City business. In all cases, the City will reimburse employees for authorized expenses incurred on behalf of the City.

Forms for expense advances and reimbursements are available from the Finance Director, and must be properly completed to ensure timely processing. These forms, along with other policies related to expense reimbursement, are contained in Appendix B.

4.12 Political Activity

The City does not discourage political participation or activity. However, certain restrictions are imposed to ensure the integrity and impartiality of the City. In this regard:

- Employees of the City shall not engage in political activities on behalf of a candidate for partisan or non-partisan election during those hours when the employee is being compensated for the performance of his/her duties as a City employee. This includes distributing or circulating literature or paraphernalia for or against an issue or candidate, wearing political buttons, or displaying political bumper stickers or signage on City vehicles or property.
- Solicitation and/or distribution of literature is prohibited during working hours or in work areas. Working hours include the actual working time (excluding designated breaks or meal periods) of both the individual performing the solicitation or distribution and the employee to whom it is directed.
- Employees of the City shall not solicit or receive or be in any manner concerned in soliciting or receiving, any assessment, subscription or contribution for any political party or any political purpose whatsoever, during those hours when the employee is being compensated for the performance of his/her duties as a City employee.
- Employees involved with political campaigns shall do so as private citizens. Employment status with the City shall not be referenced when campaigning for or against any candidate or ballot issue, question or proposal. Employees involved with political activity shall neither claim to represent the City nor claim their views or opinions reflect the views or opinions of the City.
- No appointive city officer or employee shall seek an elective office of the City unless he/she resigns his/her position with the City on or before the last date for filing petitions.
- Equipment, materials and supplies belonging to the City, including the City's letterhead, shall not be used in support of political activities.

4.13 Collections, Solicitations

Employees are not allowed to collect donations and sell merchandise to the public during working hours unless authorized by the City Manager.

4.14 Harassment

The City will not tolerate harassment by any of its employees. Each employee has a right to work in an environment free from harassment. This policy applies equally to all unlawful forms of harassment in the work place including sexual, ethnic, racial, religious, age, disability, or other protected classifications.

Please review the City's formal Sexual Harassment and Unwanted Conduct Policy, contained in Appendix C, for more details.

Any employee or applicant who believes that he or she has suffered harassment can report the incident(s) to any supervisor within the City, or

directly to the City Manager. The City will not tolerate retaliation against any employee reporting a violation of this policy.

In determining whether the alleged conduct constitutes harassment, the totality of the circumstances, the nature of the harassment, and the context in which the alleged incident(s) occurred will be investigated.

The City considers harassment to be a serious offense, which may result in disciplinary action up to and including dismissal, against the offender, regardless of the offender's position within the City.

4.15 Workplace Violence

The City is committed to reducing the potential for workplace violence. In this regard, it is the policy of the City to prohibit acts or threats of violence by any party, directed toward employees, citizens, elected officials, visitors to the City's facilities or others.

Related to this policy, the City is committed to the following:

- Providing a safe and healthful work environment, consistent with health and safety rules.
- Taking prompt remedial action, up to and including discharge against any employee who engages in threatening behavior or acts of violence.
- Taking appropriate action against any non-employee who engages in such behavior including former employees and visitors to City facilities, up to and including criminal prosecution.
- Prohibiting unauthorized firearms or other weapons on City premises.

Employees who display a tendency to engage in violent, abusive or threatening behavior may be referred to the City's health plan for counseling or other appropriate treatment. Such employees may also be subject to disciplinary action, up to and including discharge.

Additionally, it is the responsibility of City employees to assist in identifying problem employees. Supervisory personnel should be immediately notified of situations or incidents involving threats, acts of violence, aggressive behavior, threatening or offensive comments and similar acts. Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The City will not tolerate retaliation against any employee reporting a violation of this policy.

4.16 Smoking and Other Tobacco Products

The City acknowledges the health and safety benefits of a smoke-free and tobacco-free workplace. Therefore, smoking and smokeless tobacco are prohibited in all City buildings and City vehicles. Failure on the part of employees to comply with these standards may result in disciplinary action.

Employees wishing to smoke or use smokeless tobacco on City-owned property must do so during their break periods, and in designated smoking areas to be located away from building entrances. All employees are expected

to properly extinguish and discard any litter which may result from smoking or using smokeless tobacco.

4.17 Safety

The City has established safety rules and regulations. Safety rules may be citywide standards or may apply only to a specific department or activity. Each employee must be familiar with applicable safety rules and follow prescribed courses of action. No employee should perform any work tasks, or take any action which endangers the employee, another employee or the public. If an employee is in doubt about the safeness of a situation, the employee should report his/her concerns to the immediate supervisor prior to engaging in the activity.

The Safety Committee shall consist of seven members and be charged with the responsibility of monitoring all safety issues, including but not limited to employee complaints, new safety regulations, and making recommendations to the City Manager and City Council. The committee shall consist of the Assessor, Superintendent of Public Works, Police Chief, office worker appointed by the City Manager, one member appointed by the police union, and two members appointed by the public works union.

4.18 Right-To-Know

The City complies with federal and state Right-To-Know laws. In this regard, the City will make every effort to provide information to employees about any hazardous chemical to which they may be exposed. Right-To-Know information is posted near the areas in which employees may be exposed to chemicals or other potentially hazardous materials. Employees are required to read and be familiar with all posted materials.

4.19 Gifts and Gratuities

As public servants, it is imperative that services are rendered and business contracts awarded without favoritism or the suggestion that gifts and/or gratuities are expected in return. To guard against the appearance of such favoritism, employees of the City must neither solicit nor accept any personal gift or gratuity valued over twenty dollars (\$20.00) from any individual, business, firm or organization having business, or endeavoring to secure business, with the City, or for any service rendered by the employee while on duty.

If a gift, gratuity or tip, arising out of your work with the City is mailed or personally delivered to an employee at his/her home or at work, he/she is expected to promptly report the incident to the department head. The City Manager or City Council may, at their discretion, approve the acceptance of general group gifts.

4.20 Outside Employment

An employee may hold a job with another organization as long as he/she satisfactorily performs his/her job responsibilities with the City. Employees should consider the impact that outside employment may have on their health and physical endurance. All employees will be judged by the same performance

standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.

If the City determines that an employee's outside work interferes with performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain with the City.

Outside employment will present a conflict of interest if it has an actual or potential adverse impact on the City.

4.21 Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the City wishes the business to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative because of the City's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he/she disclose to the City Manager as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the City does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the City.

The materials, products, designs, plans, ideas, methods, procedures, and data of the City are the property of the City and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including possible termination of employment.

4.22 Confidentiality

The protection of confidential business information is vital to the interests and the success of the City. Confidential information includes, but is not limited to, the following examples:

- Labor relations strategies
- Pending projects and proposals
- Pending and active legal proceedings, strategies, proposed settlements.

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Any employee who discloses confidential business information will be subject to disciplinary action, up to and including possible termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

5. COMPENSATION AND CLASSIFICATION

5.1 Compensation Philosophy

It is the intent of the City to provide fair and equitable wages to its employees. To accomplish this, the City utilizes a compensation plan comprised of pay grades, pay ranges and pay steps. This pay plan is intended to ensure:

- Internal pay equity
- Parity with the external labor market
- A pay structure designed to reward progress, experience, and dedication

5.2 Overtime for Non-exempt Employees

Employees who are defined as non-exempt by the Fair Labor Standards Act (FLSA) will be compensated for overtime work at the rate of time and one-half (1.5) for all time worked over forty (40) hours in a week.

Employees subject to collective bargaining agreements may have alternative overtime arrangements. Please consult the appropriate contract for details.

It is the City's policy that non-exempt employees normally will not work more than 40 hours per week. If such overtime is necessary, the employee must have prior authorization from the Department Head or City Manager. Employees responding to emergency conditions do not need prior authorization.

5.3 Compensatory Time for Exempt Employees

Employees who are defined as exempt by the FLSA are not paid overtime. FLSA exempt positions may be required to work more than forty (40) hours in a particular workweek to satisfy work demands.

5.4 Compensation for Emergency Call-in

Employees subject to collective bargaining agreements may have unique compensation arrangements for emergency call-in situations. These employees should reference the applicable contract for particulars.

5.5 Compensation Adjustments and Merit Increases

Pay increases will be made according to the established step system based on meritorious performance. The following guidelines govern pay increases:

- Pay ranges and associated steps may be updated by the City Council annually to reflect cost-of-living increases.
- New employees shall be hired at the range minimum, or step one, of the appropriate pay grade unless otherwise excepted by the City Manager as a result of labor market demands, recruiting needs, or other job-related reasons.
- New employees will earn a one step increase upon earning a satisfactory performance evaluation and completing their orientation period.
- Step increases are not automatic, but based on merit as measured by performance evaluations and the recommendation of supervisors. Positive annual performance evaluations (conducted on the employee's anniversary date) will normally result in a one step pay increase.

In any case, merit pay increases are based on Supervisor and City Manager recommendations. Cost of living increases are subject to City Council discretion and the City's ability to pay.

5.6 Longevity Pay

In recognition of devoted service, the City awards an annual longevity bonus to full-time employees. After completing five (5) years of full-time service with the City, unless otherwise specified in an applicable Union Agreement, full-time employees will receive two percent (2%) of their base salary. Longevity checks will be issued with the last paycheck in November.

In calculating years of service for longevity bonuses, the City uses the employee's date of hire as a full-time employee, not the anniversary date (date of successful completion of orientation.)

In cases of voluntary termination, employees who have served more than five years with the City will be awarded their longevity bonus if hire date anniversary has been reached since last longevity pay date. Employees who are involuntarily terminated are not entitled to a longevity bonus.

5.7 Transfers

A transfer is an assignment to a class with comparable duties, responsibilities, authority, and compensation. Transfers between departments require the agreement of both department heads and approval of the City Manager.

5.8 Promotions

A promotion is a change in work assignment that results in an expanded scope of job duties and responsibilities. An employee can be promoted to fill an

existing, vacant classification; or an employee's position can be reclassified to a higher grade if duties and responsibilities have been expanded over time. Promotions to a higher grade will usually result in an increase in pay.

5.9 Demotions

A demotion is a change in work assignment that results in a reduced scope of job duties and responsibilities. An employee can be demoted to fill an existing, vacant classification; or an employee's position can be reclassified to a lower grade if duties and responsibilities have been reduced over time. Demotions to a lower grade will usually result in a decrease in pay.

5.10 Performance Evaluation

An evaluation system is used to conduct annual performance evaluations. Upon successful completion of the orientation period, an employee will have his/her first performance evaluation. The date of that first review becomes an employee's anniversary date for subsequent annual performance evaluations.

Supervisors will complete evaluation forms and conduct a formal review with each employee. Employees will have the opportunity to read and discuss their evaluation and submit a statement covering points of disagreement to their personnel file. Evaluation forms are filed in each employee's personnel file. Except what may be available to the public through the Freedom of Information Act, they are confidential and shall not be open to inspection by persons other than the City Manager or a designated human resource professional.

A performance evaluation is one item that may provide the basis for pay increase, promotion, job reassignment, discipline, demotion or termination. However, the City is an at-will employer and may dismiss any employee at any time, with or without reason and with or without notice.

5.11 Personnel Files

Personnel files containing job performance records, benefits data and related employment information are maintained on each employee. The files are considered strictly confidential with access allowed for very limited reasons to select persons as specified by federal or state law. Medical records will be kept in a separate employee file and are not subject to access by other than the City Manager or his/her designee.

Employees are entitled to review their file's contents upon reasonable notice. The City Manager or that person's designee will, at all times, observe such a review of personnel files to protect against tampering.

5.12 Job Descriptions/Classification System

The City maintains job descriptions for each position within the City's workforce. Each job description contains a descriptive title, summary of the responsibilities, a list of typical duties, and required minimum qualifications. The various job descriptions are evaluated based on certain criteria (i.e. like work/like pay) and the job is placed within a classification system. The pay

scale and ranges correspond to the classification system. Both the job description and the classification system are periodically updated.

6. TERMINATION OF EMPLOYMENT

6.1 Voluntary Termination

The City appreciates at least two weeks written advance notification of an employee's resignation to ensure the smooth processing of paperwork and payments due the employee. Department Heads should consider at least a 30-day written advance notice. However, failure to give notice will in no way jeopardize payments due to the employee. The City is an at-will employer, and employees may resign their employment at any time, with or without notice and with or without reason.

Upon resignation, employees will be paid for time actually worked and, in addition, will be paid for any earned vacation time, 50% of earned sick time (not to exceed 1200 hours) and longevity pay if hire date anniversary has passed since last longevity payment date.

In the case of retirement, it is recommended that an employee provide the City Manager, or his/her designee, with a minimum of thirty- (30) day's notice. This advance notice will ensure that retirement issues are satisfactorily addressed before the actual date of separation.

In the event of the death of an employee, all compensation due in accordance with the policies of the City shall be paid to the legal representative of the employee's estate or other properly designated individual.

6.2 Involuntary Termination

Employees who are separated from employment involuntarily (dismissed or discharged) will be paid for actual time worked and any earned vacation time. Employees who are involuntarily terminated are not entitled to a longevity bonus (if hire date anniversary has passed since longevity payment date) or payment for unused sick-time.

6.3 Layoffs/Reduction-in-Force

In the event a layoff or reduction-in-force is necessary because of a material change in duties or a shortage or stoppage in work or funds, employees will be laid off and recalled based on demonstrated merit and at the discretion of the City.

6.4 Exit Interview

In case of termination, the employee is expected to engage in an exit interview with his/her supervisor and the City Manager before the last day of actual work. Supervisors should confirm an employee's participation in the exit interview process and make appropriate arrangements.

6.5 Return of Property

An employee separated from employment with the City must return any City-owned equipment, property or keys in his/her possession before receiving his/her last paycheck.

7. EMPLOYEE DISCIPLINE

7.1 Rules of Conduct

The City has certain rules of conduct that must be followed if the organization is to operate in a safe, efficient and orderly manner. Employee cooperation is essential; therefore, each employee is urged to familiarize himself/herself with the Rules of Conduct listed below. Based on common sense and good judgment, these rules are designed to protect the integrity of the City.

An employee committing any of the following offenses may be subject to disciplinary action including immediate disciplinary suspension, demotion or discharge. As well, as an at-will employer, the City may dismiss any employee at any time, with or without reason and with or without notice. This list is not all-inclusive; it is provided as a guide to some instances that may result in immediate disciplinary action.

- Insubordination and/or being in disregard of, or inattentive to, working directions and instructions received from supervisor or refusal to comply with same.
- Rudeness to or mistreatment of others, offensive language or conduct.
- Possession of, dispensing, consuming or being under the influence of alcohol or narcotics, or any other violation of the City's drug and alcohol policies.
- Dishonesty.
- Willful damage or defacing of property or facilities, carelessness or negligence with City money or City property.
- Sexual, racial, verbal, physical or visual forms of harassment directed at any person associated with the City.
- Use of City time, materials, facilities or equipment for non-City work related purposes, except with the permission of the City Manager.
- Knowingly falsifying, removing, destroying, or misusing confidential information related to employment, payroll, or work-related records or reports.
- Suspension of driver's license where job duties require driving.
- Unsatisfactory performance ratings or other poor work performance, inefficiency or incompetence.
- Use or threaten to use personal or political influence to advance position.
- Failure to cooperate with other governmental agencies or the press according to City policies.
- Inducing or attempting to induce other employee(s) to commit unlawful acts or violate City rules or regulations.
- Accepting gifts, fees, valuables or any form of payment intended to gain favorable treatment, or otherwise displaying favoritism.

- Neglect of duty.
- Violation or neglect of safety rules, or contributing to hazardous conditions.
- Theft.
- Irregular attendance, excessive absenteeism, excessive tardiness, or absence without notification or permission.
- Posting or removing bulletin notices without proper authorization.
- Fighting, disorderly conduct, and other acts of violence.
- Gambling while on duty.
- Sleeping on duty.
- Violation of other conditions or procedures specified within this policy manual.
- Unauthorized possession of weapons.

Public Act No. 381, P.A.'s of 2000, effective July 1, 2001, of the State of Michigan (the Act), permits the carrying of certain concealed firearms after obtaining a Concealed Weapons Permit.

However, City employees, other than police officers, may not carry a weapon covered by this Act, during any and all times employees are on-duty, regardless of whether or not any employee has obtained a license or permit to carry a concealed weapon.

On-duty shall mean the hours between which an employee reports for work and the time the employee leaves work, including overtime work and call-outs for special situations, such as emergencies, special events or required attendance at meetings of or on behalf of the City of Fremont, regardless of whether or not such special situations occur during or after normal working hours.

(The above 3 paragraphs on weapons added by City Council action on 9/4/01.)

7.2 **Disciplinary Actions**

The respective department head will administer disciplinary action. It is the intention of the City to utilize disciplinary action in a constructive manner; ideally, to motivate the employee toward proper conduct in the future. However, as an at-will employer, the City may dismiss any employee at any time, with or without reason and with or without notice.

The City reserves the discretion to react to a situation, as circumstances require; this may include immediate dismissal. The type of formal action, the sequence, and the time elapsed between disciplinary actions may vary depending upon such factors as the nature of the problem, its degree of seriousness, and past performance. Disciplinary actions may include any or all of the following:

- **Oral Reprimand** is a verbal notice to an employee that his/her behavior or performance must be improved or corrected. A written notation of the oral reprimand will be recorded and placed in the employee's personnel file.

- Written Reprimand is a written notice to an employee that his/her behavior or performance must be improved or corrected. A written reprimand shall be placed in the employee's personnel file.
- Demotion or Pay Reduction is the reallocation of an employee from a present job to one having lower responsibilities, skill requirements, performance standards or rate of pay upon recommendation of supervisory personnel and approval of the department head. A copy of such written notice will be given to the affected employee and placed in the employee's personnel file.
- Suspension is the temporary removal of an employee from duty. Suspensions may vary in length, may be with or without pay, and are subject to confirmation by the City Manager.
- Discharge (also may be referred to as Dismissal or Involuntary Termination) is the removal of an employee from the employ of the City. Discharge may occur at any time, with or without reason or notice. However, discharge is most typically used when other means of improving the employee's behavior or performance have failed or when the nature of the misconduct warrants this action.

7.3 Appeal of Discharge

An aggrieved employee may appeal their discharge to the City Manager within ten (10) days of the effective date of discharge for a final decision.

Employees appointed directly by City Council (City Manager, Clerk, Treasurer, Assessor, Attorney, Police Chief, and Fire Chief) may appeal their discharge to that body, which has the sole discretion to determine whether to hold a hearing.

7.4 Employee Grievance Procedure

The purpose of the City's grievance procedure is to establish a process for fair, consistent treatment of employee grievances arising from his/her employment with the City. Employees subject to collective bargaining agreements should reference the applicable contract for alternative procedures.

Should an employee feel that he or she has a legitimate grievance, the matter should first be taken up with the employee's supervisor. If the grievance is not resolved at that level, such grievance must be presented in writing to the City Manager for final decision.

Employees appointed directly by City Council should first present their grievance to the City Manager. If the grievance is not resolved at that level, Council appointees may present their grievance to the City Council, which has the sole discretion to determine whether to hold a hearing.

8. PAID AND UNPAID LEAVE TIME

The following leave schedules apply to full-time employees who are not subject to collective bargaining agreements. Employees covered by a collective bargaining agreement should reference their contract for applicable leave schedules.

8.1 Holidays

The following dates shall be recognized as paid holidays for regular full-time employees:

New Year's Day	Day after Thanksgiving
Good Friday afternoon	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day
Labor Day	One Floating Holiday
Thanksgiving Day	

When a holiday falls on a Saturday, the preceding Friday will be taken as the holiday. When a holiday falls on a Sunday, the following Monday will be taken as the holiday. If an employee must work on a holiday, he/she shall receive the equivalent amount of time off another day or shall receive an additional day's pay at the discretion of the City Manager.

The City Council may also provide a holiday bonus around the Christmas holiday. When awarded, it is a taxable gift included in the employee's paycheck, and determined by budgetary demands.

8.2 Vacation

Vacation days with pay shall accrue to all regular full-time employees and be awarded on the employee's anniversary date according to the following schedule:

<u>Length of Service</u>	<u>Vacation Days</u>
6 months	5 days
1 year	5 additional days
2-4 years	10 days
5-9 years	15 days
10-14 years	18 days
15-19 years	20 days
20+ years	25 days

A vacation leave day shall equal eight (8) hours of pay at the employee's straight time rate of pay. Employees are expected to utilize vacation leave time during the year in which it is earned. A maximum of 56 hours may carry over into the next year. Any unused vacation days in excess of this maximum will be lost, unless prior approval is received from the City Manager.

A part-time employee working a minimum of 1,248 hours per year shall receive proportional vacation days. (Example: after one year of full employment, an employee receives ten (10) days of vacation. An employee who worked 1,248 hours for one year would receive 60% of that time, which equals six (6) days.)

Vacation days may be used in one-half (0.5) day increments or greater and must be scheduled in advance with the Department Head or his/her designee. Vacations will be approved so as to provide the least disturbance to the efficient City operations. Vacation days shall not accrue while an employee is absent on disability or without pay for more than one month.

8.3 Personal Leave

As discussed under "holidays", all regular full-time employees are entitled to one floating holiday. The first day of leave used each year (other than sick) will be credited as the employee's floating holiday.

8.4 Miscellaneous Leave Time

Employees will be excused from work for a reasonable period of time to vote on election day. As well, employees may be excused to donate blood. Time away from work is granted to encourage participation in these civic duties, and time-off should be used exclusively for these purposes.

8.5 Sick Leave

All regular full-time employees earn one sick day of eight (8) hours per month, totaling twelve (12) sick days (96 hours) per year. Sick days may be banked to a maximum of 1200 hrs. New employees are eligible to use earned sick days upon satisfactory completion of their 6-month probation period. Sick leave shall not accrue while an employee is absent on disability, leave without pay, military leave, etc. if absent for more than one month.

Sick days are to be used for illness of the employee, medical/dental appointments, or to care for a family member who is seriously ill. Employees should notify their supervisor with as much notice as possible if they cannot report to work due to illness. In cases of illness that lasts more than three (3) consecutive days, or when an employee is frequently absent due to illness of the employee or a family member, a doctor's certificate may be required. The certificate must certify that the employee has been treated, and whether or not the employee is able to resume either normal or limited job duties. The doctor's certificate is to be submitted to the Department Head upon returning to work.

Sick time may be taken in two- (2) hour or greater increments. Medical or dental appointments that result in absence from duty of less than two (2) hours will not be deducted from an employee's sick bank. If more than two (2) hours is required to attend to medical/dental appointments, the appropriate deduction for the entire time away from work will be made from the employee's sick bank.

A retiring employee, or employees separated from employment by voluntary termination, will receive compensation for fifty percent (50%) of their unused sick leave, up to the maximum of 150 days (1200 hrs.) Part-time employees accrue sick time on a prorated basis and are subject to the same usage policies discussed above.

8.6 Bereavement Leave

Regular full-time employees shall be allowed three (3) days paid bereavement leave for the death of immediate family members. These days will not be deducted from earned sick or vacation leave days. Immediate family members under this benefit are defined as spouse, child, sibling, parent, stepparent, stepsibling, stepchild or other member living in the household. Employees are allowed one (1) day bereavement leave for grandparents, grandchildren or an immediate family member of his/her spouse as defined above.

Employees may be granted up to four (4) hours of funeral leave to attend services for non-relatives or those not listed above. Prior approval of the Department Head is required, and the granting of up to 4 hours of funeral leave is subject to operational needs. Employees that are granted up to 4 hours of funeral leave are expected to use the time exclusively for attending funeral services. They are, therefore, expected to report to work before and following the service, provided services fall within normal working hours. If it is discovered that funeral leave has been abused, all hours missed will be charged against the employee's sick leave bank.

An employee may use earned sick or vacation days, or their floating holiday, to extend a bereavement leave or to attend funeral services. The City has discretion to grant such additional time and the exercise of such discretion will not create a precedent.

8.7 Jury Duty Leave

Any regular full-time employee who is called to and reports for jury duty shall be paid by the City for each day partially or wholly spent in performing jury duty, if the employee otherwise would have been scheduled to work for the City.

The employee will be paid their regular rate of pay for the time spent on jury duty, provided the employee turns in his/her jury pay to the City (less the payment for mileage and other out-of-pocket expenses) once jury duty is completed. An employee must give the City prior notice that he/she has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days for which payment is sought.

Employees required either by the City or any public agency to appear before a court or public agency on matters related to their work for the City, shall be granted a leave of absence with pay during the time they are required to be absent from work.

8.8 Extended or Administrative Leave

Full-time regular employees may request an extended leave of absence, without pay, not to exceed six (6) months. Extended leave is subject to approval by the City Manager and review by the City Council. The City makes no guarantee that an employee will be returned to the same position held prior to the leave, nor does the City guarantee employment after the extended leave.

Employees shall use vacation, sick, and other accrued leave time during an extended leave, and will not continue to accrue leave time. Employees will be covered by the City's health and welfare benefits until such time that all

accrued leave days have been exhausted. After that time, and in accordance with COBRA laws, employees may elect to pay the group premium rate to continue coverage in the City's group life, health, and dental insurance plans.

Employees returning from an extended leave may be required to update paperwork and meet the requirements associated with processing newly hired employees, including a physical exam and drug screening.

8.9 Military Leave

Full-time regular employees inducted in the armed forces shall be granted leaves of absence without pay for the period of actual military service. Upon discharge from military duty, the employee will be reinstated to his/her former position and suffer no loss of seniority or be demoted in any way.

8.10 Unapproved Leave

Unapproved absences of any length of time are subject to disciplinary action, including discharge, and will not be paid. As an at-will employer, the City may terminate employment at any time, with or without reason and with or without notice.

9. HEALTH AND WELFARE BENEFITS

9.1 Health Insurance Package

Each regular full-time employee will receive employer-paid health insurance coverage, including dental and prescription coverage, for himself/herself and his/her legal dependents. Additionally, an optical discount plan is available for employees. For a complete description of the plan(s) offered, please refer to the Health Insurance book or books, available in the City Treasurer's office.

The City reserves the right to modify benefit offerings at any time. In the case of health, dental, and life insurance, this may involve eliminating or expanding particular coverages, contracting with a different health insurance carrier, or self-insuring. The employee also has the option of purchasing supplemental insurance (example: cancer, excess hospitalization, etc.) under the American Family Life Assurance Company (AFLAC) program. The employee must enroll during the open period in June. The premium is deducted from the first paycheck each month.

9.2 Fitness Facility

Employees, their spouses and legal dependents in 9th grade until they leave home have free access to a fitness facility at City Hall. Before anyone uses the facility, each person shall sign the "Release & Indemnification Agreement" as contained in Appendix G.

Use of the fitness facility is encouraged, and employees may use it during breaks and other off-duty time. However, employees are not to use the facility while on work time. Allowance of unauthorized or misuse of equipment will result in loss of privilege to use the fitness facility. The employee assumes

all risks and liabilities in using the facility and its equipment and shall hold the City harmless for any claim or costs associated with any injury that occurs within the facility.

9.3 Life Insurance

Full-time regular employees will receive an employer-paid life insurance policy with a current benefit level of \$50,000. Additionally, Accidental Death and Dismemberment (AD & D) insurance is provided at the same benefit level. A limited life insurance plan is currently available for dependents. Details on life insurance plans are available in the City Treasurer's office.

9.4 Disability Insurance

Long-Term: The City provides a long-term disability insurance package for regular full-time employees as part of Municipal Employees' Retirement System of Michigan (MERS). Depending on the nature and duration of the disability, and whether the disability resulted during duty or non-duty hours as per the MERS booklet, differing benefit levels and

effective dates may apply. For more detailed information, reference the disability insurance plan documents available in the City Treasurer's office.

Short-Term: Short-term disability insurance is available through the AFLAC program on a payroll deduction plan at the employee's expense.

9.5 Pension Plan

For regular full-time employees, the City participates in the Michigan Municipal Employees Retirement System (MERS). Currently, the plan does not require an employee contribution, and participants become fully vested after ten (10) years of employment with the City. For further information regarding pension benefits and requirements, consult the City Treasurer.

A deferred compensation (IRS 457) plan is available to all regular employees of the City. This plan allows for employee-funded, pre-tax investments. Employees determine their contribution level and choose from a variety of investment programs. For additional information on the structure of this plan and the investment options available, consult the City Treasurer.

9.6 Social Security

All employees of the City are covered by Social Security, a federally administered plan for supplemental old age pensions and survivor's insurance. A percentage deduction is made from the employee's wages according to the Social Security schedule. Questions concerning Social Security benefits and coverage should be directed to any Social Security office.

9.7 Continuation of Benefits

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue

health insurance coverage under Fremont's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at Fremont's group rates plus an administration fee. Additionally, special exceptions to benefit enrollment rules exist as a result of federal Health Insurance laws. Please consult the City Treasurer's office for additional details on the statutes governing benefit enrollment and continuation.

9.8 Uniforms and Safety Attire

The City on an as-needed basis will provide special safety equipment. However, employees may be required to purchase some standard safety attire (e.g., steel-toe boots), at the employee's expense. Consult any collective bargaining agreement for particulars.

9.9 Worker's Compensation

Worker's Compensation laws cover each employee, and ensure that employees are compensated a portion of their earnings while unable to work due to certain injuries. Employees are responsible for immediately reporting any injury, no matter how slight, to their supervisor.

The City will pay employees on worker's compensation their regular pay during any applicable qualifying periods. Once worker's compensation payments begin, the employee has the option of turning their worker's compensation check over to the City. Accrued leave time (sick, vacation) shall be used to make up the difference between worker's compensation and their regular base pay.

9.10 Unemployment Compensation

Unemployment compensation is available through the Michigan Unemployment Agency (MUA.) Terminated employees are advised to refer questions of benefit eligibility to any office of the MUA.

9.11 Professional and Trade Associations

The City will pay reasonable expenses associated with joining professional and trade associations. Employees desiring to join or participate in professional or trade associations at the City's expense must submit a request to their Department Head or the City Manager specifying the associated costs. Upon approval, membership fees will be budgeted annually.

9.12 Educational Assistance

Some job-related courses, seminars, workshops and other educational activities, along with related textbooks, will be fully reimbursed by the City for full-time employees under certain conditions. Further, roundtrip mileage associated with attending the educational activity will be reimbursed at the

current IRS rate when properly recorded and reported (see Finance Director for appropriate forms).

Employees wishing to use educational assistance must obtain prior approval from their Department Head or the City Manager to ensure proper budgeting. College-level classes and course work toward a degree must be pre-approved by the City Manager. Coursework must pertain to the area of specialization in which the employee is employed with the City. Educational assistance is provided on a reimbursement basis, meaning the employee will be responsible for paying costs up-front. If the educational activity is completed with a "C" grade or higher or a "pass" if graded on a pass/fail system, one-half (1/2) of the tuition costs and all textbook costs will then be reimbursed by the City.

The City views educational assistance as an investment in its employees. For that reason, employees are expected to maintain employment with the City for at least one (1) full year after participating in or attending any course paid for in whole or in part by the City. The City will deduct costs reimbursed for any college credit courses or professional certification programs incurred in the last year from an employee's final paycheck. For further clarification, see Appendix E.

APPENDIX A

CITY OF FREMONT DRUG-FREE WORKPLACE POLICY (DRUG-FREE WORKPLACE ACT)

The City of Fremont recognizes alcoholism and drug dependency as an illness for which there is effective treatment and rehabilitation. To comply with the Drug-Free Workplace Act of 1988, the City has adopted the following policy: The unlawful manufacturing, distribution, dispensation, possession, or use of a controlled substance is prohibited in our workplace. This policy is not intended to supersede any contract language.

Persons who suspect that they may have an alcoholism or drug dependency problem, even in its early stages, are encouraged to seek diagnosis and follow through with the treatment that may be prescribed by qualified professionals in order to arrest the problem as early as possible.

Any person having these problems will receive the same careful consideration and offer of treatment that is presently extended under our existing benefit plans to those having other physical disabilities.

The same benefits and insurance coverages that are provided for all other diseases under the established benefit plan will be available for individuals who accept medically approved treatment of alcoholism or drug dependency according to our health plan.

Nothing in this statement of policy is to be interpreted as constituting a waiver of management's responsibility to maintain discipline, or the right to take disciplinary measures in the case of poor performance or misconduct that may result from alcoholism or drug dependency.

APPENDIX B

CITY OF FREMONT EXPENSE ADVANCES AND REIMBURSEMENTS

The City of Fremont shall reimburse City officials and employees for reasonable expenses incurred in carrying out their duties for the City.

A. Spouses - Family - Guests:

The City will not reimburse conference, meal, travel and other related costs for spouses, family members or guests.

B. Travel:

1. City Vehicles: An employee must use a City vehicle, if available, for any City business within or outside of the City.
2. Mileage: Individuals using their personal vehicles for City business shall be reimbursed at the IRS rate for mileage. Ride-sharing is encouraged where appropriate, if a City vehicle is not available.
3. Air Travel: Reimbursement for air travel shall not exceed coach rates. Employees should obtain authorization from the City Manager for air travel prior to travel.
4. Parking and Taxi Service: Necessary parking and taxi/shuttle service will be reimbursed, including gratuities, when an appropriate receipt accompanies the expense.

C. Lodging:

The costs for lodging incurred while on City business shall be reimbursed at the standard room rate. The City will not cover costs for suites or special rooms. Room sharing is encouraged where appropriate.

D. Meals:

Reasonable meal expenses will be reimbursed up to a maximum of three (3) meals per day. Meal receipts shall be required for all meals. No alcoholic beverages are to be paid for or reimbursed with City funds.

E. Advance of Funds:

An individual may obtain an advance of funds for estimated expenses, if the City Treasurer, before distribution approves the amount. An "Expense Advance Request" form should be completed and submitted for processing with the appropriate signatures enough in advance to ensure you have payment the date of travel/business.

F. Miscellaneous:

Extra costs not related to City business, such as personal telephone calls, entertainment, movies, room service, laundry service, pre- and post-conference side

trips, etc. shall not be reimbursed. Reimbursement for appropriate expenses not specifically covered under this policy shall require the approval of the City Manager.

G. Expense Advance and Reimbursement Forms:

In order to receive travel advances or expense reimbursements, the individual shall complete the appropriate request form (attached). Submit travel advance forms to the City Treasurer and expense reimbursement forms to the Finance Director for processing.

Receipts must be attached for the following:

1. Registration/conference/workshop costs
2. Lodging costs
3. Meals
4. Travel:
 - a. Personal vehicle mileage based on standard map mileage chart
 - b. Coach rate air travel
 - c. Parking costs
 - d. Taxi/shuttle costs

INSTRUCTIONS FOR BUSINESS TRAVEL REIMBURSEMENT FORM

The following are definitions for each entry on the form:

1. **Full Name** of the individual being reimbursed.
2. **Position:** Job Title of the individual.
3. **Period Covered:** Inclusive calendar dates covered by the voucher.
4. **Date** of expenditure for each item of expense if more than one day of travel is involved.
5. **Description:** Point to point travel; explanation of items of expense; etc.
6. **Miles** driven with personal car on official business.
7. Multiply the above miles by the authorized mileage rate to determine the **dollar amount** for each trip (current rate for 2002 travel is 36.5 cents per mile).
8. **Hotel (Room):** Actual amount of lodging expense (supported by a paid receipt). Room payments should be made in advance using a City check to avoid State sales tax.
9. **Meals:** Actual amounts paid for meals. A total of all meals for the day may be shown, if accompanied by receipts for each meal.
10. **Miscellaneous:** Registration fees, parking, bridge tolls, cab fares, airline fares, etc. Must be accompanied by receipts.
11. **Total:** Total expenses for the day, or for each line item.
12. **Summary Totals:** Total of each column. Summation of column total must equal summation of "Total" column.
13. **Amount Advanced:** Amount advanced (if any) to claimant prior to the trip or the incurring of expense.
14. **Balance Due Claimant:** If voucher total is greater than amount advanced, enter balance. If this voucher is submitted by the second Friday prior to a City Council meeting, then this amount will be paid to the individual following that Council meeting. If submitted after the above deadline, then the amount will be paid to the individual after the subsequent Council meeting.
15. **Refund Due from Claimant:** If the amount advanced is greater than actual expenses, enter balance here. Refund from the individual must accompany the form.
16. **Checked By:** Name or initials of individual responsible for checking the Voucher (usually the Finance Officer).
17. **Account Number(s):** Account(s) to which expense is to be charged. If unknown, then authorizing agent/Department Head shall enter the account number.
18. **Signature** of individual and authorized approval (generally Department Head). Voucher will not be processed without the authorized agent's signature.
19. **Submit complete form with originals of receipts to the Finance Officer for processing and payment.** Forms should generally be submitted within 30 days of incurring the expense.

CITY OF FREMONT EXPENSE ADVANCE REQUEST

Use this form to request a cash advance for anticipated expenses that will occur while conducting City business.

Date: _____ Employee: _____

Department: _____ Charge to Account No.: _____

ACTIVITY DESCRIPTION:

Location: _____ Dates: _____

Purpose: _____

Fill in the dates of travel/business, and for each date estimate your anticipated expenses:

EXPENSE ESTIMATIONS:	DATES							TOTALS
TRANSPORTATION:								
Fuel								\$
Taxi / Shuttle								\$
Parking								\$
Tolls								\$
MEALS:								
Breakfast								\$
Lunch								\$
Dinner								\$
OTHER:								\$
TOTAL ADVANCE REQUESTED:								\$

I certify that the above expense estimates are made in good faith, and advance monies shall only be expended in the conduct of official City business. I further understand that I am required, within five (5) days of the conclusion of said City business, to complete a "Business Travel Reimbursement Form" and submit supporting receipts to justify expense advances. I agree to be responsible for repayment of any advance funds not used in the conduct of official City business, or advance funds received in excess of actual expenses incurred. I understand that withholding may be made from my paycheck or other monies owed me by the City in order to cover repayment of expense advancements if necessary.

Employee Signature

Date

City Treasurer Approval

Date

APPENDIX C

CITY OF FREMONT SEXUAL HARASSMENT AND UNWANTED CONDUCT POLICY

PURPOSE:

To establish prevention against sexual harassment and unwanted conduct in the City working environment.

DEFINITIONS:

1. "Employee" includes all City personnel.
2. "Sexual Harassment" includes any unwanted or repeated verbal or physical sexual advances, sexually explicit, provocative or suggestive statements, innuendo or comments, or sexually oriented conduct or physical conduct, made by another employee which are reasonably offensive or objectionable to the recipient or which reasonably causes the recipient discomfort or humiliation, or which reasonably interferes with the recipient's work performance.
3. "Unwanted Conduct" includes any conduct, verbal or physical, which is of an ethnic, racial or religious nature, which reasonably causes the recipient discomfort or humiliation, or which reasonably interferes with the recipient's work performance.
4. "Shall" is mandatory, not permissive.

POLICY:

It shall be the policy of the City of Fremont that as an employee you have the right to expect a working environment free of unwelcome sexual advances, requests for sexual favors, communication of a sexual nature and/or other unwanted verbal or physical conduct which is of an ethnic, racial or religious nature.

This policy shall be followed at all times including but not limited to the following:

1. When submission to such conduct or communication is made an express or implied condition of obtaining employment.
2. When submission to or rejection of such conduct is used as a basis of or a factor in decisions affecting the employment of any personnel.
3. When such conduct or communication has the purpose or effect of interfering with an employee's duty assignment or work performance or creating an intimidating, hostile or offensive environment.

PROCEDURE:

1. An employee who believes he/she has been subjected to sexual harassment or unwanted conduct shall promptly report the incident (preferably within 10 days) after the alleged occurrence, to the City Manager, a Department Head or other supervisory personnel. Any management employee receiving notification of alleged harassment is obligated to promptly inform the City Manager of the allegation. In the event the City Manager is charged with harassment, the charges of harassment shall be reported to the City Council, which will fulfill the obligations of the City Manager stipulated below.

2. The City Manager or his/her designee shall promptly investigate a complaint of sexual harassment or unwanted conduct. Every effort will be made to handle all such complaints in a fair, impartial and speedy manner, with concern for the principles of due process and fairness. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner.
3. A meeting shall be held between the person making the complaint and the City Manager as soon as possible, but not later than ten (10) days following the report of the alleged occurrence(s). Following this meeting, the employee(s) against whom the complaint has been made shall be given a full opportunity to respond to the allegations.

The investigation conducted shall also include interviews, where appropriate, with other witnesses to the alleged occurrence(s) of sexual harassment or unwanted conduct.

Following completion of the investigation, if it is determined that sexual harassment or unwanted conduct did, in fact, take place, immediate action, including discipline up to and including dismissal, will be taken to remedy the situation and prevent its recurrence.

4. All Department Heads and supervisory personnel shall be expressly responsible for immediately reporting to the City Manager any occurrence they witness or become aware of in any area of their department.
5. If at all possible, immediate action shall be taken by the Department Head and supervisory personnel to limit and restrict, during the pendency of a sexual harassment or unwanted conduct complaint, any work assignments or contact between the employee making the complaint and the employee(s) against whom the complaint is made.
6. Retaliatory action or conduct of any kind taken by any member of the department or the City against an employee as the result of that employee having sought redress under this policy is strictly prohibited and shall be regarded as a separate and distinct violation of the City's policies and procedures.
7. Any questions, concerns or other inquiries regarding the conduct prohibited by this policy or the procedures contained herein shall be directed immediately to the City Manager.

NON-COMPLIANCE:

Failure to comply with the provisions of this policy shall result in disciplinary action. Any employee who has an alleged misconduct complaint filed against them and violates Paragraph 6 above, during or after the investigation, shall be subject to further disciplinary actions.

APPENDIX D
CITY OF FREMONT
DECLARATION OF AT-WILL EMPLOYMENT POLICY

You are hereby notified as an employee of the City of Fremont, that the City has adopted an "at will" employment policy. All employees of the City who are not under the terms and provisions of a collective bargaining agreement or a valid employment agreement shall be governed by this policy, including, but not limited to, the City Manager, Clerk, Treasurer, Assessor, Attorney, Police Chief and Fire Chief.

As used in this document, the term "at will" means that either the employee or the City shall have the right to terminate employment of the employee with the City at any time, with or without cause or notice, for any reason.

You are also notified that the City of Fremont's Personal Policies Manual for the non-union employees adopted by the City Council, and any future amendments thereto, is governed by the policy stated herein. Specifically, the "Employee Standards of Conduct" and the grievance procedures set forth in said manual are neither deemed nor to be deemed as contractual in nature.

Further, only the City Council may alter this policy. Specifically, the City Manager has no authority to enter into any agreements or make any representations to the contrary. Any agreement contrary to this policy, to be valid and enforceable must be in writing and signed by the Mayor and City Clerk after being duly adopted by the City Council at a regular or special meeting. All prior and written communications, of whatever nature or type, in conflict with the policy stated herein are hereby declared invalid.

Mayor

City Clerk

THE UNDERSIGNED hereby acknowledges receipt of the foregoing policy and agrees that all rules, policies, regulations and terms and conditions of employment, including any employee handbook or other personnel policy issued or promulgated by the City during the time of my employment with the City, is subject to and subordinate to the policy stated herein. I specifically agree that either party, i.e., the City or me, may terminate the employment relationship with or without cause at any time for any reason. I specifically agree and acknowledge that this policy supersedes any prior oral or written communications to employees regarding these matters.

Dated: _____

Employee Signature

APPENDIX E

CITY OF FREMONT EDUCATION ASSISTANCE POLICY

The City will pay a full time employee for educational expenses incurred by the employee as follows:

1. For all related education that is necessary to maintain a state certification which is part of the employee's job or of duties that the employee regularly performs for the City, the City will pay all such costs in full. Examples include maintaining assessor's qualifications, water/sewer department operator's certifications, etc. However, if the course will provide the employee with additional or other certifications, the employee must first have the approval of his/her department head and the City Manager.
2. In certain cases, permanent full-time employees who have completed their probationary period are eligible for assistance with tuition and payment of books when taking courses directly related to his/her position within the City. Approval by the City Manager is required at least three weeks in advance if assistance is desired.

Approval will be based on the employee's job performance and the City's needs. Upon approval, the City will reimburse the employee 50% of tuition costs after the employee has obtained a 'C' or higher grade in the class. In a college-level class, the City will pay for all books. Other materials like pens, notebooks, etc. are at the expense of the employee.

The employee will be required to remain in active service for at least one year after completion of the course; otherwise, he/she will be required to reimburse the City for its costs.

3. For employees beginning a program culminating in a degree or job-related skill training (exclusive of seminars), prior approval must be obtained from the City Manager if assistance is expected from the City. The Manager will require a copy of the degree requirements, including course names and number of credit hours needed. The employee must also provide a listing of all courses by name, description and cost that he/she intends to take over the next 12-month period, and dates of attendance for each course.

Should any studies require time-off during normal working hours, prior approval of the request must be made at the same time as the request for reimbursement. Arrangements for such time-off during working hours must be made in advance with the employee's Department Head.

Upon approval of the degree program, the City will be responsible for paying 50% of the tuition. This will be paid when proof of successful completion of the course with a passing grade of not less than a 'C' is presented. The City will pay for textbooks up front. If an employee fails to complete the course, or fails to submit appropriate documentation establishing passage of the course within six (6) months, he/she will be required to reimburse the City for its costs of the course. The City Manager may make exceptions to this rule where there are good reasons for the employee's failure to complete the course.

The employee will be required to remain in active service for at least one year after completion of the degree; otherwise, he/she will be required to reimburse the City for its costs.

4. The City will provide tuition reimbursement assistance to employees who wish to advance themselves by way of external training not specifically related to their present job if that training could be of benefit to the City at some future date.
5. Seminars, workshops and other short-term training directly related to current needs of the City and individual Departments are not covered by tuition reimbursement. Costs for such training will be paid out of the individual Department's training budget.



FREMONT Michigan

"NOW AND ALWAYS -- A Fine City • A Great Community"

APPLICATION FOR EMPLOYMENT

INSTRUCTIONS: Type or print in ink. Complete all questions in detail. Attach additional pages, if necessary, and documents requested. Separate applications are required for each classification or position in which you are interested. Applicants are considered for all positions without regard to race, color, creed, age, religion, national origin, gender, marital status, handicap, political affiliation, beliefs, sexual orientation or other protected class. Any job offer is conditioned on the results of a medical examination, drug screening and background investigation. If you need special equipment or accommodations to participate in the selection process, or to perform the essential duties of the position (as listed in the job posting/job description), please inform us when you return your application.

POSITION OR CLASSIFICATION APPLIED FOR: _____

IDENTIFICATION

NAME: _____ SOCIAL SECURITY NO.: _____
(LAST) (FIRST) (MIDDLE)

ADDRESS: _____
(NUMBER) (STREET) (P.O. BOX) (APT. #)

(CITY) (STATE) (ZIP CODE)

PHONE: (Home): (_____) (Alternate): (_____) Best Time to Call: _____

If you are applying for a position which involves driving a motor vehicle, identify:

DRIVER'S LICENSE NO.: _____ Type: _____ Exp. Date _____ Issuing State: _____

Describe all traffic-related offenses that are currently on your driving record:

GENERAL INFORMATION

EMPLOYMENT DESIRED: Full-Time Part-Time Temporary Seasonal Date Available: _____

Do you have any relative (by blood, marriage or adoption) who is a current or former employee of the City? Yes No

If "Yes," name of employee: _____ Relationship: _____

Are you under the age of 18? Yes No If "Yes", what is your age? _____

Are you a U.S. Citizen? Yes No Are you a Permanent Resident Alien? Yes No

If a Permanent Resident Alien, what is your Registration Number? _____

Review the DESCRIPTION OF WORK section of the Job Announcement for the position / classification for which you are applying.

Can you perform the duties of the job in which you wish to be employed with or without accommodation? Yes No

If accommodation is requested, how would you perform the tasks and with what accommodation? _____

Have you ever been convicted of any crime, either misdemeanor or felony? Yes No

If "Yes," describe when, where and nature of offense and its disposition: _____

Are there any felony charges pending against you? Yes No If "yes," describe in full detail: _____

NOTE: Conviction or felony charges do not automatically mean you cannot be appointed. What you were convicted of and how long ago are important. Give us all the facts so that an informed decision can be made.

EDUCATION

INSTITUTION	NAME AND LOCATION	DATES ATTENDED		If You Graduated, Type of Degree	Grade Point Average	Major	Minor	If no Degree, Credit Hours Earned
		From:	To:					
HIGH SCHOOL								
COLLEGE								
POST-GRADUATE								
BUSINESS, TRADE, VOCATIONAL OR MILITARY EDUCATION OR OTHER TRAINING								

SKILLS AND QUALIFICATIONS

Summarize special skills and qualifications acquired from employment or other experiences that may qualify you to work for our City. Include any professional licenses or certifications you hold.

EMPLOYMENT HISTORY

DIRECTIONS: Carefully review the qualifications on the job announcement. If work experience or specific skills are listed as qualifications, you must describe how you meet the qualifications by listing your work experience, skills, etc. in this Section of the application. BE COMPLETE AND SPECIFIC. RESUMES MAY BE ATTACHED, BUT SHALL NOT SUBSTITUTE FOR COMPLETION OF THIS SECTION. Begin with your present or last position. List promotions or changes from part-time to full-time work hours with the same employer separately. Include work in the U.S. Armed Forces & attach a copy of your discharge certificate. Attach extra pages if necessary to provide a complete work history. Describe how you qualify for the position you are seeking.

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed & job responsibilities:
		From:	To:	
Address				
Job Title		Hourly Rate / Salary		
		Starting:		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary		
		Final:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No			Per	

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed & job responsibilities:
		From:	To:	
Address				
Job Title		Hourly Rate / Salary		
		Starting:		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary		
		Final:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed & job responsibilities:
		From:	To:	
Address				
Job Title		Hourly Rate / Salary		
		Starting:		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary		
		Final:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	

Employer	Telephone ()	Dates Employed		Summarize the nature of the work performed & job responsibilities:
		From:	To:	
Address				
Job Title		Hourly Rate / Salary		
		Starting:		
Immediate Supervisor & Title		\$	Per	
Reason for Leaving		Hourly Rate / Salary		
		Final:		
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		\$	Per	

PERSONAL REFERENCES
(Not a Relative or Former Employer)

List name, address & telephone number of three business / work references who are not related to you and are not previous supervisors. If not applicable, list three school or personal references who are not related to you.

<u>Name</u>	<u>Mailing Address & Zip</u>	<u>Phone</u>	<u>Relationship to You</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

List membership in professional, trade, business or civic association and any office held. Exclude memberships that would reveal gender, race, religion, national origin, age, color, disability or other protected status.

1. _____
2. _____
3. _____

List special accomplishments, publications, awards, etc. Exclude information that would reveal a protected class status as noted above.

ACKNOWLEDGMENTS AND RELEASES

I certify that all information contained in this application is true and complete to the best of my knowledge. I agree and understand that any misstatement or falsification of information provided by me, whether oral or written, will result in my forfeiting any rights to consideration for employment with the City of Fremont or, if employed, being subject to immediate termination.

I authorize the City of Fremont to verify any of the information reported on the application with the listed schools, references and previous employers without providing written notice to me. I release the City from any liability in connection with such use or disclosure.

If hired, I will serve at the will of the City and I agree that I shall be bound by the rules, policies, regulations, terms and conditions of employment of the City of Fremont as they are from time-to-time amended with or without notice to me. I agree that the City may terminate the employment relationship, with or without cause, and the City's right to so terminate may be altered only in writing directed to me personally by the City Manager, and only as determined by the City Council.

I agree that any lawsuit against the City of Fremont arising out of my employment or termination of employment including, but not limited to, claims arising under State or Federal civil rights statutes must be brought within one year of the event giving rise to the claims or be forever barred. I waive any limitation periods to the contrary.

I further agree that any offer of employment, or my actual employment, is conditioned on the results of my pre-employment medical examination, drug screening and background investigation.

This application is valid for six (6) months. At the conclusion of this time, if I have not heard from the City and still wish to be considered for employment, it will be necessary to complete a new application.

Signature of Applicant: _____ Date: _____

APPENDIX G

CITY OF FREMONT

CITY HALL FITNESS FACILITY RELEASE AND INDEMNIFICATION AGREEMENT AND NOTICE OF FACILITY RULES AND POLICIES

THE UNDERSIGNED, in consideration for and as a condition for the use of the City Hall Fitness Facility, agrees as follows that:

1. I acknowledge that there may be risks involved in using the equipment and facilities. I will use my best efforts to avoid injury to myself and to others.
2. I have no special medical limitations that would put me at risk of physical injury, heart attack, stroke, etc. I assume as my responsibility the obtaining of any physical examination or physician's approval to use the equipment in the facility.
3. I assume all liability for and protect, indemnify and save the City, its agents, officers and employees harmless from and against all actions, claims, demands, judgments, losses, expense of suits or actions and attorney fees for injuries to, or death of, any person or persons and loss or damage to the property of any person, or persons whomsoever, arising in connection with or as a direct or indirect result of entering into this agreement, whether or not due to or arising out of the use of the facility, or by or in consequence of any negligence or carelessness in connection with the same or on account of liability or obligation imposed directly or indirectly upon said City by reason of any law of the State of Michigan or the United States, now existing or that shall hereinafter be enacted, imposing any liability or obligation, or providing for compensation to any person or persons on account of or arising from the death of, or injuries to myself or a family member. I agree to pay, settle, compromise, and obtain the discharge of any and all such claims and all such losses, damages and expenses.
4. I will not seek coverage under the City's Worker's Compensation policy for any injury incurred during the use of the facility or its equipment.
5. I will pay to replace or repair any equipment that is damaged through my own negligence or malicious conduct or that of my child, normal wear and tear excepted.
6. I will not permit or encourage the use of the facility by anyone other than my spouse, and myself and any of my children who are 12 years of age or older and who are living at home and are immediate dependents. No guests will be allowed in the facility except to view the equipment as part of a tour. No more than 2 children under the age of 12 will be allowed in the facility at one time and then they must be accompanied by a parent or grandparent. I will watch my younger children and not allow them to run around the building or play with the exercise equipment.
7. All persons listed as eligible under number 6 above will sign this release form and receive a copy of the form for their information regarding the rules and policies of the facility. The release form for any dependent under 18 must also include the signature of their parent.
8. I acknowledge receipt of a key to the alley entrance to the building and agree not to

duplicate the key under any circumstances. Only one key per family will be issued free of charge and it will be issued to only the City employee. A \$5 fee will be charged for replacing lost keys or for obtaining a second key. **NO FAMILY WILL BE ALLOWED MORE THAN 2 KEYS.** All keys must be returned prior to issuance of final paychecks following voluntary or involuntary termination.

9. Parking is to be in the North lot of the City Hall, and not in the alley or in the East lot, which is reserved at all times for firefighters.
10. I understand the facility will be available on a 24-hour basis. I will provide my own towels and any locks for the lockers. I will not leave anything in the lockers during the times I am not using the facility. No permanent locks are permitted, because there are not enough lockers to assign individual use on a long-term basis.
11. I will not bring any food into the facility. Beverages are permitted.
12. The Fitness Room, as is the entire City Hall, is a non-smoking facility.
13. I will sign the sign-in sheet each time I use the facility so that the City can track the heaviest usage times and schedule cleaning and other services accordingly.
14. If no other persons are using the facility, I will turn off all equipment and all lights in the Fitness Room and both locker rooms each time I leave the facility.
15. I will not trespass in any rooms in the City Hall except for the entryway off the alley, the stairs and downstairs hallway and the Fitness Room and lockers. The remainder of the building is off-limits.
16. The right to use this facility is not guaranteed by the City and is dependent in part on my compliance with the above rules and policies. I agree to accept the decision of the City Manager regarding restrictions on my use of the facility if I repeatedly violate any of the rules. I will direct any questions I have regarding these rules to the City Manager.
17. I agree to adhere to the basic rules as posted on the Fitness Room Wall.
18. I have received a photocopy of this signed agreement.

Executed this _____ day of _____, 20_____.

Applicant (Typed/Printed Name)

Witness (Typed/Printed Name)

Applicant (Signature)

Witness (Signature)

APPENDIX H

CITY OF FREMONT

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW OF "PERSONNEL POLICIES MANUAL" AND BENEFIT PLAN INFORMATION

The City of Fremont Personnel Policies Manual contains information, policies and a summary of current benefits for the City of Fremont employee. A change to any portion of this manual may be made only by the City Council. Each revision will be dated, communicated through official notices and will supersede, modify or eliminate existing policies.

I understand that I am bound by the policies and procedures described in the manual, and that **the policies and procedures contained therein are not an employment contract for any period** and that they do not create any legally binding obligation upon the City of Fremont.

I have received the Personnel Policy Manual and I understand that it is my responsibility to read and comply with these policies and any revisions thereto.

Employee's Signature

Date

Further, I acknowledge receipt of the following documentation (please initial each document received):

- _____ Declaration of At-Will Employment Policy
- _____ Medical Insurance Plan Booklet
- _____ Dental Insurance Plan Booklet
- _____ Retirement Plan Booklet
- _____ Life Insurance Plan Summary
- _____ AFLAC Supplemental Insurance Information Sheet
- _____
- _____
- _____

APPENDIX I

CITY OF FREMONT

FAMILY & MEDICAL LEAVE ACT (FMLA) POLICY

FMLA ACT APPLIES TO ALL PUBLIC AGENCIES: The Act grants *eligible* employees the right to take up to 12 weeks of unpaid, job-protected leave during a 12-month period under *specified circumstances* related to family health care and childbirth.

ELIGIBLE EMPLOYEES: A public employee must satisfy **EACH** of the following eligibility tests:

1. Have been employed by the City for a total of at least twelve months over the lifetime of their employment with the City; **AND**
2. Have been employed for at least 1,250 hours of service with the City during the twelve-month period immediately preceding the commencement of the leave; **AND**
3. Is currently employed at a worksite where 50 or more employees are employed by the City within 75 miles of that worksite.

At this time, none of the City's employees are eligible.

SPECIFIED CIRCUMSTANCES:

1. The birth of a child by the employee or the employee's spouse.
2. For the placement of a child for adoption or foster care with the employee.
3. To care for a child, spouse or parent who has a serious health condition (this does not cover an in-law of the employee.)
4. Because an employee's own serious health condition makes the employee unable to perform an essential function of their job.

An eligible employee needs to request FMLA leave at least 30 days in advance of when they wish to take leave when the need is "foreseeable." When the need is not foreseeable, the employee must provide notice "as soon as practicable." The employee is also obligated to provide the City with proof that there is a serious health condition. The initial request must be in writing to the employee's supervisor, explaining the reason for the request. If the leave is requested because of a serious health condition of the employee or their immediate family member, a medical certification from a health care provider substantiating the need may be required. Without proper notice when foreseeable, the City may delay the taking of the leave.

The City has two full business days after receipt of the request to determine whether the employee is eligible for the requested leave. The employee will be notified either orally or in writing as to their eligibility. If notification is oral, written verification will follow. The City is also entitled to obtain a second opinion on the employee's or a family member's health condition when the validity of the certification is in doubt.

Taking a family or medical leave shall not result in the loss of any employment benefit accrued prior to the leave, however, employees are not entitled to accrue seniority rights or employment benefits during leave periods. All paid leave (sick, vacation, floating holiday, etc.) will be used concurrent with the leave. Employees who have quit, retired or been laid-off are not eligible for FMLA leave. The City will maintain an employee's health insurance coverage during the leave.

Employees need to keep their supervisor informed of their status during the time off

**APPROVED REVISIONS TO
CITY OF FREMONT
PERSONNEL POLICIES MANUAL
(Originally adopted September 7, 1999)**

TY SECTION			CI
COUNCIL REVISED	TITLE OF SECTION ADOPTION	DESCRIPTION OF CHANGE	C
Appendix G approved 3/1/01	Fitness Facility Rules	Update of usage rules	CM
	rules)		(City Hall
7.1 (Rev.) approved 9/4/01	Rules of Conduct	Clarifying weapons possession due to new Concealed Weapons State Law	CC
9.13 (New) approved 10/01/01	Family/Medical Leave Act	FMLA Compliance Section added	CC