**Approved**

**August 19, 2024**

**Rockford Township**

**Employee Handbook - Work Session 5:00 p.m.**

The Board met to review the employee handbook. The work session began at 5:00 p.m. Present were Supervisor Dale Otten, Joel Kjome, Dennis Beise, Troy Beise, Nancy Norsby, Clerk/Treasurer Rachelle McDougall.

**Page 2** - **Employee Status Definitions**

Supervisor Norsby stated she reviewed the definitions on a state website and stated the definitions are different for the temporary and seasonal employees as printed in the employee handbook. The state defines a temporary employee as working 10 hours or less each week versus the township handbook which states 20 hours or less.

Supervisor Otten recommended the township be more in line with the state definition because part-time employees Greg and Dick do not fall under temporary or seasonal employment definitions according to the township employee handbook.

Supervisor Norsby stated the employee handbook states the old office hours Monday, Wednesday, and Friday from 7 AM to 3 PM. Supervisor Norsby stated the board approved changing the Clerk office hours/days when the office has to be opened Monday through Friday 7 AM to 3 PM. There was no change to the employee handbook.

**Pages 3 – 4 -** Reviewed and there were no changes.

**Page 5 - Drug and Alcohol-Free Work Place Policy**

The board noted the drug testing was reinstated October 17, 2023. Clerk McDougall asked the board if the board had set up the drug testing and if so, which company was doing the testing.

Clerk McDougall stated the notice for which employee, was randomly selected previously was done on a website by checking each quarter and previous to that was received by mail. Clerk McDougall stated if it is done through the mail then maintenance employees should not be checking the mailbox. Supervisor Norsby stated she disagreed and the maintenance employees should be able to check the mailbox.

Supervisor Kjome mentioned the clearing house compliance. Supervisor Otten stated he will contact someone regarding setting up the drug testing. There will be further discussion regarding the drug testing information at a future meeting

**Page 6** – **Appearance and Dress Policy**

Supervisor Norsby stated Clerk McDougall should not be receiving a uniform stipend since it is not a benefit. Supervisor Norsby stated maintenance employees should be the only ones receiving uniforms because they are in the public and they are being seen by the public. Clerk McDougall stated that uniforms were a benefit and that all benefits must be equal between the 3 full-time employees.

**Pages 7 – 11** – Reviewed and there were no changes.

**Page 12 – Firearms Prohibited**

The Board added words to the first sentence in first paragraph. The words added show in bold. All employees are prohibited from carrying or possessing firearms while acting in the course and scope of employment for the Township **unless they possess a permit to carry**.

**Page 12 – Inspections of Township Property**

The Board added the word **closet** and **except** to the following sentences. The word added show in bold. Access is prohibited to the Township office **closet**, or any documents or equipment located there in unless determined by a court of law. The Clerk/Treasurer Office **closet** should only be accessed by the Clerk/Treasurer, Deputy Clerk or Deputy Treasurer. These areas are the property of Rockford Township and the Township maintains a key to all of them, **except** the Clerk/Treasurer Office **closet**.

**Page 13 – Use of Township Vehicles**

The Board added the words which are bolded in the following sentence. Township vehicles shall not be used for private employee travel, **except as approved by the Township**

**Pages 14 – 19** – Reviewed and there were no changes.

**Page 20** - **Reimbursement Policy**

The Board revised Item number 3. -  Meal and Miscellaneous Expenses:  Meals and miscellaneous expenses shall be a reimbursed **with board approval**. The words **as follows** was stricken.

All of item c) was stricken. **The reimbursement request shall not exceed the set maximum as follows - breakfast $7, lunch $10, dinner $15.**

**Pages 21 – 24** – Reviewed and there were no changes.

**Page 25 PTO Personal Time Off**

Supervisor Norsby discussed taking away Personal Time Off since employees get a lot of time off. Supervisor Troy Beise questioned if it was legal to do that. The board agreed to ask attorney Susan Tindal or Peter Tiede.

Clerk McDougall explained to the Board how PTO – Personal Time Off was formally called Sick Time. The reasons for giving Sick Time was for an employee to use for medical reasons. The word Sick was changed to PTO Personal Time Off in 2021. The Board listed what PTO Personal Time Off could then be used for instead of only medical reasons.

Supervisor Troy Beise suggested if they were going to make a change to removing PTO then he suggested starting now for anyone hired after August 19, 2024. This will be discussed after the attorney reviews it and if it can be taken away from current fulltime employees.

**Pages 26 – 34** – Reviewed and there were no changes.

**Page 35 –Discipline Continued - Termination**

The Board struck out the following words in the first paragraph under Termination. The words removed show in bold. If the Town Board feels there is just cause for termination of an employee, the employee shall be notified, in writing **that they are to be terminated and shall be furnished with the reason(s) therefore and the effective date of the termination.**

**Page 36 –Discipline Continued – Personnel Files**

The Board struck out the following words in the first paragraph. The words removed show in bold. Initial minor infractions, irregularities, or deficiencies shall **first** be privately brought to the attention of the employee **and, if corrected, shall not be entered into the employee’s personnel record**

**Page 37 - Involuntary Termination**

The Board struck out the sentence at the end of the paragraph which states **However, unless you are dismissed for cause, you will be entitled to receive two weeks notice in advance of termination.**

**Page 38 – Page 45** – Reviewed and there were no changes.

The work session ended at 7:15 p.m.

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

Dale Otten (Chairperson)

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

Rachelle McDougall (Clerk/Treasurer)