

# City of Vassar



## Employee Handbook

Effective: January 1, 2013

This booklet is the  
property of the  
City of Vassar  
and must be  
returned to the  
City of Vassar  
upon leaving employment

(or at the end of your term on city council)

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# INTRODUCTION



## *Letter from the City Manager*

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Welcome!

On behalf of the City of Vassar, I welcome you to both the community, and to our team of employees. The employees of the city work in many different areas such as the wastewater treatment plant, police department, fire department, department of public works, treasury, clerical and service delivery operations at city hall. It is important that you know the purpose and responsibilities as an employee of the City of Vassar, and that is why this handbook was created. It is our goal to provide for a comfortable work environment to assist you in fulfilling your role as a city employee, and to make your work experience in Vassar enjoyable and rewarding for you.

We are glad to have you as the newest member of our team. Employees of the city are highly valued resources and are treated with the utmost of respect. Each employee brings unique skills and qualities that are valuable to the city. Different people with strong working and social skills help make Vassar the wonderful community that you see today.

I certainly wish you the best in your new endeavor, and again welcome you as a new team member. "Vision without Action is nothing more than a Dream," on behalf of the City it is our hope that your visions and actions will help you realize your personal strengths and contribute to the positive image that we strive to achieve as city employees and turn your dreams into realities.

## Welcome

This handbook is designed to acquaint you with your employment by the City of Vassar and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the City of Vassar to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Unless otherwise provided by a collective bargaining agreement, your employment is at-will. This means you are free to terminate your employment, at any time, for any reason, with or without cause, and the City retains the same rights. No amendment or exception to our at-will employment policy can be made at any time, for any reason, except by the City Council, and it must be in writing, directed to you personally and signed by the City Manager and authorized by the City Council.

No employee handbook can anticipate every circumstance or question about policy. As the City of Vassar continues to grow, the need may arise to review, revise or supplement our policy.

- A. The Department Heads and City Council from time to time may present to the City Manager such rules, regulations, and changes thereto as are necessary for the effective administration of the personnel system.
- B. Any amendments, changes or revisions of this Policy Manual must first be recommended by the City Manager to the City Council for final approval.
- C. Department Heads may promulgate departmental rules and regulations to regulate operating practices and procedures in the respective department provided the prescribed rules and regulations do not conflict with or permit a lesser standard than that imposed by the City Council in a general City Policy. Any such departmental rules and regulations shall be in written form and shall be retained in a manual of standard operating practices and procedures. All department rules and regulations shall be approved by the City Manager.

This Handbook applies to all employees of the City of Vassar, except as modified by any applicable collective bargaining agreement, and except as modified by written contract as approved by the Vassar City Council. The City, in its sole discretion, reserves the right to add to, modify, amend, alter, reduce or eliminate any and all of any policies or portion of the Handbook from time to time, as it deems appropriate. Employees will be notified of such changes as they occur. The final interpretation and implementation of any of the policies in this Handbook are reserved solely for the City Manager and City Council.

In the event there is a conflict between any provisions contained in this Handbook and those of a collective bargaining agreement, written contract or written policy of the City, the terms of the collective bargaining agreement, written contract, or written policy will be controlling.

This Handbook supersedes and revokes all prior versions of the Handbook or any prior memo or bulletin that specifically references a section of a prior version of the Handbook.

The revised Employee Handbook is effective January 1, 2013.

POLICY ON EEO,  
DISCRIMINATION,  
HARASSMENT AND  
HANDICAPPERS'  
CIVIL  
RIGHTS ACT

## **EQUAL EMPLOYMENT OPPORTUNITY**

It shall be the policy of the City of Vassar to provide equal employment and advancement opportunities to all individuals. Selections will be based on merit, qualifications, and abilities. The City does not discriminate in employment opportunities or practices on the basis of an applicant's or employee's race, color, religion, sex, national origin, age, height, weight, marital or familial status, disability, service in the uniformed services, or any other characteristic protected by law.

This policy governs all aspects of employment, including hiring, training, job assignment, compensation, benefits, discipline and termination.

Any individual with questions or concerns about any type of discrimination in the workplace is encouraged to bring these issues to the attention of the City Manager immediately in the manner set forth in Employee Recourse.

## **SEXUAL & OTHER UNLAWFUL HARASSMENT POLICY**

The City prohibits any form of harassment based on an individual's sex, race, national origin, age, disability, height, weight, religion, marital or familial status or any other legally protected characteristic. The City is committed to providing a work environment that is free of discrimination and unlawful harassment, regardless of the source: other employees, vendors, or visitors.

Sexual harassment is prohibited because it is intimidating and an abuse of power and is inconsistent with the City's policies, practices, and management philosophy. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, constitutes sexual harassment when:

- Submission to the conduct is made either an explicit or implicit condition of employment;
- Submission to or rejection of the conduct is used as the basis for any employment decision affecting the harassed employee; or
- The harassment unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment

Examples of forbidden harassment include, but are not limited to: nonverbal conduct, including gestures, displaying of sexually suggestive, racially offensive or otherwise derogatory objects or pictures, cartoons, or drawings; verbal conduct, including jokes, slurs, comments about an individual's body or appearance or use of degrading words to describe an individual or a race, or other derogatory comments, physical conduct, including touching, assaulting or blocking an individuals' movements; sexual advances; offering employment benefits in exchange for sexual favors; or any other actions which tend to create a hostile work environment.

Any individual with questions or concerns about any type of harassment in the workplace is encouraged to bring these issues to the attention of the City Manager immediately in the manner set forth in Employee Recourse.

## EMPLOYEE RECOURSE

The City encourages employees to bring suggestions and concerns to management's attention so that issues can be addressed before they become problems and other improvements can be made in the work environment and operations.

In addition to use of the Open Door Policy, any employee or applicant who believes that he or she has been harassed, discriminated against, subjected to any form of unlawful activity or retaliated against by supervisors, co-workers, contract employees, subordinates, vendors, etc., is required to promptly report the matter to their supervisor. If the supervisor is unavailable or an employee believes it would be inappropriate to contact that person, the employee should immediately submit a written report to the City Manager. The matter will be handled in a timely and confidential manner, although it is understood that an investigation will normally require the involvement of third parties.

All supervisors who are aware of or suspect any cases of harassment, discrimination, retaliation or any other unlawful or inappropriate activity in the work place are responsible for reporting such cases to the City Manager. All employees who are aware of any cases of harassment, discrimination, retaliation or other unlawful or otherwise inappropriate activity in the work place are strongly urged to report such cases to the appropriate supervisor or the City Manager without fear of reprisal.

Upon receiving the report, a prompt, thorough and impartial investigation will be conducted under the direction of the City Manager or their designee. The totality of the circumstances, the nature of the alleged actions, and the context in which the alleged incident(s) occurred will be examined. Reasonable and appropriate action will be taken to prevent future inappropriate activity. The results of the investigation and any action taken thereafter will be communicated to the individual who placed the report.

There may be instances in which an individual seeks only to discuss a concern informally, and does not desire an investigation or to take further steps. However, the City may decide that it must take action to address certain concerns beyond informal means.

**The City will not permit any retaliatory conduct against any individual who comes forward with a genuine complaint or concern about harassment, discrimination or another issue or who assists in the investigation process. Prohibited retaliation includes any adverse act that might dissuade a reasonable employee or applicant from making or supporting a charge of discrimination, harassment or other alleged unlawful conduct.**

If an individual believes he or she has been retaliated against for exercising his or her rights under this policy, the reporting procedure set forth above should be utilized.

Any employee who engages in any form of prohibited harassment, discrimination, or other unlawful conduct; who engages in retaliatory conduct; or who falsely accuses another employee of such prohibited acts, will be subject to disciplinary action, up to and including termination of employment.

**NOTICE UNDER THE HANDICAPPER'S CIVIL RIGHTS ACT**

The City will endeavor to provide reasonable accommodations to qualified employees and applicants so that they can perform their essential job functions.

It is the employee's responsibility to (1) notify the City in writing of the need for accommodation within 182 calendar days of being hired or of learning of the need for an accommodation; (2) request one or more accommodations that will enable the employee to perform an essential job function; and (3) cooperate in providing additional information which will enable the City to provide a reasonable accommodation.

After a request for accommodation has been made, the City Manager and the employee's supervisor will meet with the employee to discuss possible reasonable accommodations. The City has final discretion as to which accommodation it will provide.

EMPLOYMENT  
GUIDELINES

&

POLICIES

## **INTRODUCTORY PERIOD**

All new full-time and part-time employees shall serve an introductory period of three (3) months or the period specified in their applicable collective bargaining agreement. This period may be extended for an additional three (3) months at the City's discretion.

During your introductory period, we will spend time with you reviewing our policies and procedures. You will become more familiar with us and learn more about the City of Vassar, as well as the opportunities and responsibilities of being an employee here. Our purpose is to orient you to our way of doing business. Employees are encouraged to ask questions about their specific job and about being an employee at the City of Vassar. You may become eligible for City benefits as specified in this employee handbook. See the specific benefit section for eligibility requirements and the nature of the benefit. Completion of the probationary period does not modify your at-will employment status.

## **EMPLOYEE STATUS**

A "regular full-time employee" is an employee who is regularly scheduled to work an average of 40 or more hours per week. All full time employees are entitled to receive benefits as outlined in this handbook.

A part time employee is an employee who is regularly scheduled to work less than 40 hours each week.

- Regular part time employees do not receive benefits.
- Clerical part time employees receive some benefits as outlined in this handbook.
- Temporary / Seasonal part time employees are hired for a specific period of time and are assigned duties on either a part time or full time basis. Temporary / Seasonal employees do not receive benefits

Members of the Fire Department do not receive benefits and have an employment status of "on call" fire personnel.

Job classifications and duties may be changed by the City at its sole discretion.

## **LAY-OFF AND RECALL**

Unfortunately, circumstances may arise that necessitate layoff. If the City, in its sole discretion, determines that a layoff is necessary, affected employees will be notified of the effective date, pertinent benefits information, and specified possibility of recall (if any) as soon as it is practical. All layoffs and recalls will be based upon City needs and employee ability as determined by the City. Where ability is determined to be equal, length of continuous service will be used. After 12 months on layoff status, employees will be automatically terminated.

## **MILITARY SERVICE**

If you are called to or voluntarily engage in active military service, you will be placed on inactive status with the City. If you seek re-employment with the City within 90 days from the time you are discharged from military service, you will be eligible for reinstatement, with accrued benefits and service time, according to law. If your military service is due to active military training, you will be eligible for reinstatement, with accrued benefits and service time, according to law, provided that you seek re-employment at the beginning of the next regularly scheduled working period excluding your travel time. Further details concerning reinstatement following completion of military leave may be gathered from your supervisor.

## **JURY DUTY**

Full time employees who are called to and report for jury duty shall be compensated for all time spent in performing jury duty. Compensation shall be limited to the difference between the employee's rate of pay and the jury duty fee paid by the Court. Proof of performance may be required, and if the employee is excused early from duty, and if within a reasonable commuting distance, he/she must then report for work. If excused early and will not be able to report for work, the absence will be changed to a sick time off.

This section is not applicable to an employee who, without being summoned, volunteers for jury duty.

## **OFFICIAL COURT ATTENDANCE**

All employees subpoenaed or ordered to attend court to appear as a witness or to testify in their official capacity on behalf of the City, State, or the Federal Government will receive leave with pay for such period as this court attendance may require.

## **BEREAVEMENT PAY**

Regular full-time employees are eligible for up to 3 days off with pay due to the death of a member of their immediate family. Immediate family means a spouse, son, daughter, brother, sister, brother-in-law, sister-in-law, parent, parent-in-law, grandparent, spouse's grandparent, grandchild, son-in-law, or daughter-in-law. We will attempt to assist you in any way practical to make a difficult time more bearable. Bereavement pay will be based upon your regular straight time rate of pay for one regularly scheduled workday.

An eligible employee who suffers death of an Aunt, Uncle, Niece, or Nephew of blood relation will be granted a funeral leave of absence with normal daily basic straight-time pay for one (1) regularly scheduled workday to attend the funeral. The City does require written application for such leave, as well as proof of death, relationship to the deceased, and if requested proof of attendance at the funeral.

## **TUITION REIMBURSEMENT**

Regular full time employees, with at least one year of continuous service, are eligible for tuition reimbursement. The City of Vassar, at the sole discretion of the City Manager, will consider reimbursements for courses that are related to the employee's current job requirements or may qualify them for a different job or promotion. The employee must submit a request to the City Manager prior to the course beginning. Reimbursement is contingent on budgetary considerations and the needs of the department.

The written request must list the course, a brief description of the course, the name of the education institution, location of the course, dates, times and tuition costs.

Reimbursement will be granted to the employee within 30 days of submission of their final grade. Reimbursement will be paid as follows:

100% - B- or higher

50% - C or higher

No reimbursement for grades below a C

Only course tuition will be reimbursed for up to two (2) classes per year. Books, fees, parking and other related charges will not be reimbursed by the City of Vassar.

The employee commits to one year of employment to the City of Vassar for each tuition reimbursement received. A tuition reimbursement is defined as up to two (2) classes. The employee will be obligated to pay back the City of Vassar prior to leaving employment if the employment requirements are not fulfilled.

## **Family and Medical Leave Policy**

### **A. General Provisions**

It is the City's policy to grant up to twelve (12) weeks of family and medical leave during any twelve (12) month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and up to twenty-six (26) weeks of leave in any twelve (12) month period in compliance with the expansion of the FMLA under the National Defense Authorization Act for Fiscal Year 2008. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. Should this policy conflict with the FMLA, the FMLA shall be deemed controlling. The City also retains all rights under the FMLA and its implementing regulations even though they may not be incorporated into this policy.

### **B. Eligibility**

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

1. The employee must have worked for the employer at least 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

2. The employee must have worked at least 1,250 hours during the twelve month period immediately before the date when the leave would begin.

3. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite.

### **C. Type of Leave Covered**

Eligible employees may take family and medical leave for one or more of the reasons listed below:

1. the birth of a child and in order to care for that child;
2. the placement of a child for adoption or foster care;
3. to care for a spouse, child, or parent (but not parents-in-law) with a serious health condition;
4. the serious health condition of the employee that makes the employee unable to perform one or more of the essential the functions of the employee's job;

5. a qualifying exigency arising out of the fact that a spouse, child, or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation; or

6. to care for a spouse, parent, child, or next-of-kin who is a covered service member that has incurred a serious injury or illness while on active duty in the Armed Forces, provided that such injury or illness may render the family member unfit to perform duties of the member's office, grade, rank, or rating.

Please contact the City Manager if you have any questions regarding the interpretation of any of these reasons for leave.

If the leave is for reasons 1-2 above, leave must be completed within twelve (12) months from the date of the birth, adoption, or placement. Also, this type of leave cannot be taken on an intermittent or reduced schedule basis without prior approval.

If the leave is for reasons 1-5 above, an eligible employee can take up to twelve (12) weeks of leave under this policy during any twelve (12) month period. The City will measure the twelve (12) month period by a "rolling" twelve (12) month period measured backward from the date an employee used any FMLA leave. However, if the leave is for reason 6 above, an eligible employee may receive a total of twenty-six (26) weeks of FMLA leave during a single twelve (12) month period to care for the covered service member. Leave to care for an ill service member, when combined with other FMLA leave, may not exceed twenty-six (26) weeks in a single twelve (12) month period.

If spouses are both employed by City, they are limited to a combined total of twelve (12) work weeks of family and medical leave during any twelve (12) month period if the reason for the leave is for reasons 1-3 above. However, if leave is for employee's own health condition, each spouse is allowed twelve (12) weeks of leave, less the amount of leave used for reasons 1-3 above. In addition, if leave is for reason 6 above, or any combination of reasons that includes reason 6, the aggregate number of work weeks of leave the spouses are entitled to may be limited to twenty-six (26) work weeks during a single twelve (12) month period.

#### D. Employee Status & Benefits During Leave

An employee must use all accrued paid leave while on unpaid FMLA leave taken for reasons 3, 4 or 6, above. The employee must use any accrued paid vacation or personal days (but not sick leave) during FMLA leave taken for reasons 1, 2 or 5, above. All paid time will be credited against the twelve (12) week FMLA leave period. If the reason for the leave is for reason 4 above and the individual qualifies under the applicable policy, all available workers' compensation benefits periods will be credited against the twelve (12) week period as well.

While an employee is on unpaid FMLA leave, the City will continue the employee's health benefits at the same level and under the same conditions as if the employee had continued to work, so long as the employee continues to make any premium contributions that he or she made to the

plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If an employee fails to return to work after expiration of the unpaid leave, the employee may be required to reimburse the City for health insurance premiums paid during the leave, unless the employee does not return because of the presence of a serious health condition which prevents the employee from performing his/her job or circumstances beyond the control of the employee.

While the employee is on unpaid leave, the employee must continue to make any contributions that he or she made to a life insurance plan before taking leave. Failure of the employee to pay his or her contribution may result in discontinuance of coverage.

During any portion of unpaid FMLA leave, an employee will not accrue any vacation or sick leave, or other benefits, but will retain all benefits that accrued before the date leave began. Benefits will be resumed in the same manner and at the same level as provided when the leave began, but subject to any City-wide benefit changes made by the City that may have taken place during the period of FMLA leave.

#### E. Employee Status After Leave

Except for those employees designated as “key employees”, an employee who takes leave under this policy will be able to return to the same position when leave commenced, or to an equivalent position.

A return to work release from the employee’s doctor will be required when the leave was due to an employee’s own serious health condition.

Failure to return at the end of the leave period will result in a loss of protection under the FMLA and may subject the employee to disciplinary action, up to and including termination. If the need for a leave continues beyond the twelve (12) week period, the employee will revert to being covered by the City’s general leave of absence policy. A separate request must be made to extend the leave under the general leave policies. The FMLA leave period will be counted towards the maximum amount of time off provided under any other leave of absence policy.

If an employee plans to return on a date other than the date specified in the original request for leave, the employee’s supervisor must be notified in writing as soon as the change of circumstances become known. The employee must provide at least two (2) business days notice. If an employee fails to report to work on the agreed upon return date, the City may assume that the employee has resigned.

#### F. Certification

If an application for leave is based on reasons 3-4 above, the City reserves the right to request a medical certification of the serious health condition from a health care provider. Forms for this purpose will be provided by the City Manager’s office. The medical certification must

be returned within fifteen (15) calendar days of the date that the form is provided or provide a reasonable explanation for the delay. Failure to timely return the certification will result in a delay or denial of FMLA leave.

City reserves the right to request a second or third opinion at City's expense.

If an application for leave is based on reason 5 above, City reserves the right to request a copy of the active duty orders or other documentation issued by the military showing the covered military member's active duty or call to active duty status. Forms for this purpose will be provided by the City Manager's office.

If an application for leave is based on reason 6 above, City reserves the right to request certification of the family member's or next-of-kin's serious injury or illness. Forms for this purpose will be provided by the City Manager's office.

G. Procedure for Requesting Leave

Except where leave is not foreseeable, all employees requesting leave under this policy should submit the request in writing to their immediate supervisor, with a copy to the Personnel Manager.

When an employee plans to take leave under this policy, the employee must give the City thirty (30) calendar day's notice when the need for leave is foreseeable. If it is not possible to give thirty (30) calendar days notice, the employee must give as much notice as is practicable after the need for leave becomes known. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the City's operations.

If the employee fails to give 30 days of notice for a leave under this provision, the City may require the employee to explain the reasons why such notice was not practicable. Leave may be delayed if the advance notice requirements of this provision are not met.

While on leave, employees are requested to report periodically to the City regarding the status of the medical condition, and their intent to return to work.

## **CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the Employer health plan when a “qualifying event” would normally end coverage under the plan. Some common qualifying events are resignation, termination of employment (other than for gross misconduct), 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 Employer rates plus an administration fee. When you become eligible for health insurance, you will receive a written notice describing your COBRA rights. Because the notice contains important information about your rights and what to do if you need COBRA, be sure to read it carefully.

## **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPPA)**

The 1996 HIPPA law protects workers who change or lose jobs by providing better access to health insurance, limiting exclusions for pre-existing conditions, prohibiting discrimination based upon health status of employee/dependents and guarantee renew ability and availability of coverage.

## **SOCIAL SECURITY BENEFITS**

The City also contributes to your Social Security benefits. These benefits include retirement income, survivor benefits and Medicare. Questions about Social Security benefits should be directed to your local Social Security office or the Treasurer’s office.

## **UNEMPLOYMENT BENEFITS**

Unemployment compensation payments are made by the City of Vassar according to State requirements. Further information may be obtained from your nearest office of the Unemployment Insurance Agency, Michigan Department of Licensing & Regulatory Affairs.

## **TRANSFERS**

Employees may request a transfer to a different job, department or shift. Requests should be submitted to your supervisor. All transfers shall be at the sole discretion of the City.

# EMPLOYEE RELATIONS

### **OPEN DOOR POLICY**

The City's policy has been and will continue to be an open door policy under which all employees will have the right to deal directly with their supervisors with reference to all working conditions

Our goal is to serve our citizens and members of the community by providing city services equally to all, while providing a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. We recognize the need to allow employees to call attention to work related matters that they feel need correction.

### **EMPLOYEE SUGGESTIONS**

We realize the value and importance of employees' suggestions and recommendations. Take your suggestions to your supervisor. Employees will be recognized for worthwhile suggestions that make a positive economic impact.

WHAT WE  
EXPECT  
OF YOU

## **FACILITIES**

The general appearance of our facilities is a direct reflection on our selves, our civic pride and our job. There is a place for everything and everything should be in its place. It is everyone's job to keep all of our facilities, our equipment and our work areas neat and clean.

We are often visited by members of the community. If our facilities appear neat, orderly and efficient, our visitors will carry away a favorable impression of our operation and our city. They will have confidence in our ability to fulfill any commitments we may make and you, too, will enjoy a neat, clean, efficient workplace.

The Bulletin Board is for official City matters only. The City Manager, or his/her designee, must approve all items posted on the bulletin board.

## **AUTHORIZATION OF EMPLOYMENT**

All employees of the City of Vassar are required by federal law to verify their authorizations to work in the United States. In compliance with the law, the City of Vassar prohibits discrimination in hiring, recruiting, referring for a fee and discharging based on citizenship and national origin.

## **TELEPHONE CALLS**

Both the City and your co-workers deserve your full attention to your duties. Therefore, we ask that you keep personal telephone calls to an absolute minimum. Long distance calls must be paid for by the employee. Employees who abuse this privilege may be restricted from placing or accepting personal calls.

## **CREDIT CARD POLICY**

This was approved November 4, 2002. This policy follows the Credit Card Transaction Act 266 of 1995 which authorizes and regulates credit card transactions involving local units of government. Credit cards within the City of Vassar are provided to Department Heads and City Manager. (Please contact the clerk to obtain a copy of this policy.)

## **COMPUTER ACCESS / COMPUTER INTERNET / EMAIL POLICY**

In the course of performing your job duties, you may utilize computers, facsimile machines, and other electronic means of communication. These devices, along with all the information they contain, are the property of the City and should be used only for business purposes. Because such communications are not private, the City may monitor any information which passes through or is contained on these devices, as the City deems necessary.

Access to the Internet should be limited for business purposes. Downloading or accessing any inappropriate data on the Internet is prohibited. Please make sure you do not violate any city policies, including the City's policy on Sexual Harassment.

The purpose of Internet and e-mail services for City of Vassar is to extend the worldwide reach of the City's network to include employees, residents, contractors, vendors or suppliers. Users will be able to access the vast resources available on the Internet to aid them in their work. The use of resources available via the Internet introduces new opportunities and risks. Therefore, all authorized users are expected to be familiar with and comply with this Policy. Violation of the Policy can lead to system privileges being revoked and/or disciplinary action including, but not limited to, termination of employment.

Vassar's City computer systems (including all hardware and software) are the exclusive property of the City and are provided for creating and transmitting business related information. The City treats all computer files, including electronic mail (e-mail) sent or received as business information belonging to the City. In that regard, the City has the capability and reserves the right, with or without notice, to access, monitor, review, copy and/or delete any computer files, including e-mail sent or received, and all web site communications and/or transactions.

### **SECURITY**

All passwords must be disclosed to the city clerk, passwords do not imply confidentiality. Employees must exercise extreme caution when creating or transmitting City information. Information should not be transmitted to individuals who are not authorized to receive it. Only authorized Vassar City representatives are permitted to speak on behalf of the City via the computer system. Unless specifically authorized, employees should refrain from engaging in dialogue about confidential, proprietary, or non-public information involving the City or any employee, citizen or vendor. The City computer systems should not be used to solicit or promote commercial ventures, religious or political causes, or outside organizations, unless authorized by the City.

### **PERSONAL USE**

Employees should not expect personal files or e-mail to be protected from review by other employees. As a result, employees should not use the City computer systems to create or transmit any information they wish to keep private.

Further, personal use should be kept to a minimum and should not interfere with work responsibilities or work time.

### **E-MAIL**

When transmitting messages via e-mail, employees should consider that e-mail messages can be read by persons other than the addressee and that the message may be later disclosed to outside parties or a court in connection with litigation. Because of these concerns, employees are required to maintain the highest standards of courtesy and professionalism when transmitting e-mail. The e-mail system is not to be used to create or circulate any harassing or offensive messages. Offensive messages include any messages that contain sexual implications, racial slurs, gender-specific derogatory or demeaning comments, or other comments that offensively address race, age, sexual orientation, religious or political beliefs, national origin, height, weight, marital status or disability. Any unprofessional or harassing comments, regardless of whether they are covered by legally protected classifications are prohibited.

### **INTERNET**

Some employees may have access to the Internet for business-related purposes. The City has the capability to review web site access. Employees should not have any expectation of privacy regarding the web sites accessed through the computer system. Computer systems may "leave tracks" at web sites visited. Because of the nature of our business, any incidental use of the Internet for personal use must be conducted with the highest levels of professionalism. Personal use should be limited and not interfere with work responsibilities or work time. Visiting pornographic or questionable sites is strictly prohibited.

### **SOFTWARE**

Vassar City prohibits the unauthorized use of City software. The City expects its employees to conduct themselves responsibly in this regard. Employees will refrain from making or using unauthorized copies of software programs. Employees may not install or run outside software unless approved by the City Manager. All outside software or documents must be virus scanned before being installed or run on City equipment.

### **USE OF PERSONAL COMPUTERS/LAPTOPS**

The use of your own personal computer/laptop computer at city hall is prohibited unless prior authorization has been given by the city manager.

### **PUBLISHING TO THE INTERNET**

City Manager and Department Heads will publish to the Internet regarding their respective department. This ensures that the information being released about the City of Vassar is appropriate and projects a positive image of the Community.

The City will generally have the following types of information available on the Internet:

- Printed informational materials, such as City newsletters, brochures, news releases, calendar of events, etc.
- News bulletins and/or informational advisories.
- Information from various City databases as needed.
- City related items that may not be available in printed form.
- Other City information determined useful for public disclosure.

**THE CITY WILL NOT PUBLISH PERSONAL INFORMATION, SUCH AS, BUT NOT LIMITED TO:**

- Political preference or support
- Personal opinions on any topic
- Information that has not been reviewed and approved by the City Council

The City Manager will make a decision on what links to include on the City web site, using the following guidelines:

- Other governmental and educational institutions in the State of Michigan, including individual school web sites, principally from the Mid-Michigan area.
- Non-profit or public organizations that have some relationship to the City, usually contractual.
- Generally recognized community councils and organizations.
- Arts, cultural, sports, major festivals and similar organizations of general interest of Vassar City citizens.

**CITY OF VASSAR DOES NOT GENERALLY LINK TO:**

- Candidate sites or sites advocating a position of City, County, State or other ballot issues. (Exceptions may be made for state or federal elected officials.)
- corporate commercial sites.
- Individual personal home pages.

**CITY OF VASSAR ADMINISTRATIVE POLICY by reference: FACEBOOK FACEBOOK policy approved September 6, 2011 electronic copy on city's website**

This policy shall be applicable for those designated to develop, implement and update/post to the City of Vassar Facebook page.

A copy of this policy can be found on the city's webpage or requested from the city clerk.

**PROCEDURE FOR REPORTING ABUSE OF COMPUTER PRIVILEGES OR VIOLATION OF THIS POLICY**

Use of the computer system to engage in any communications that are in violation of any City policy, including but not limited to the acquisition, possession or transmission of defamatory, obscene, offensive, or harassing material, is strictly prohibited. If you are harassed or discriminated against through the use of the City computer system, you must immediately report this to the City Manager. Any employee who violates this policy may be subject to disciplinary action up to and including termination.

Code of Ordinances

**Article VI – Ethics**

Sec. 2-251 Declaration of public policy

It is hereby declared to be the official policy of the city that all public servants must avoid conflicts between their private interests and those of the general public they serve. To enhance the faith of the people in the integrity and impartiality of all public servants, it is necessary that adequate rules be provided for separating public servant roles from the roles of public servants as private citizens. Where government is based on the consent of the governed, every citizen is entitled to have complete confidence in the integrity of his or her government. Each public servant must help earn and honor that trust by his or her integrity and conduct in all official duties and actions.

(Ord. No. 2008-02, 9-8-08)

Sec. 2-252 Definitions

Sec. 2-253 Intent and purpose

Sec. 2-254 Fair and equitable treatment

Sec. 2-255 Matters requiring disclosure of actual or potential conflicts of interest

Sec. 2-256 Prohibited conduct

Sec. 2-257 Public disclosure, contents

Sec. 2-258 Duties of the city clerk

Sec. 2-259 Request for opinion from the city attorney

Sec. 2-260 Delivery of copies of ethics code to public servants

Sec. 2-261 Violation

Approved September 8, 2008

The entire ordinance can be found on the city website: [www.cityofvassar.org](http://www.cityofvassar.org)

City of Vassar

**Petty Cash, Purchasing and Bid Policy**

Approved November 5, 2012

**PURPOSE:** This policy is designed to serve as a guide for all purchases by City of Vassar employees and elected officials for the City of Vassar. All purchases are ultimately the responsibility of the City Manager as the purchasing agent for the City of Vassar. The City Manager may approve or deny in accordance with the provision of this policy and the limitations of the City of Vassar budget unless there is an emergency. The city manager may authorize purchases of \$5,000 or less, and shall approve and sign these purchase orders. In emergencies, when necessary to protect the health, welfare, safety and wellbeing of the community, the City Manager may make or authorize expenditures higher than \$5000.00 and not to exceed an amount of \$25,000.00 in the event of an emergency.

**SECTION 1 – PETTY CASH**

**SECTION 2 – PURCHASE ORDERS**

**SECTION 3 – BID POLICY**

A copy of this policy can be requested from the city clerk.

Approved by City Council November 5, 2012

## DRESS CODE

Our dress requirements are simple and reasonable--we expect you to dress neatly and avoid any apparel that may not be in keeping with good business taste and safety standards. Although by no means inclusive, the following are a few dress requirements:

- a. Garments should cover the body. Avoid exposure.
- b. Clothing and hats containing suggestive words or pictures shall not be worn. Examples include: obscenity, nudity and other suggestive printed designs on blouses, shirts, hats and pants.
- c. Wear shoes that are comfortable and safe. Footwear must be appropriate for the job performed. Shoes must be worn during regular working hours.
- d. Hair should be worn at a safe length.

Certain employees may be required to wear a uniform. Each department will set forth these requirements.

## HOURS OF WORK

City Hall will be open for business from 8:00 a.m. to 4:30 p.m., Monday through Friday, and will be open for business during the normal lunch period. Those employees who work an 8 hour day will receive a half hour (30 minutes) unpaid lunch period.

Department of Public Works and Wastewater Treatment Plant are open 7:00 a.m. to 3:30 p.m., Monday through Friday.

The Police Department is open 24 hours a day, Monday through Sunday.

## VOLUNTEER / OUTSIDE EMPLOYMENT / CONFLICT OF INTEREST

The City of Vassar employees shall not engage in any employment activity or enterprise which is inconsistent, incompatible or in conflict with their duties as a city employee or with the duties, functions adopted ordinances, such as the Ethics Ordinance (**ordinances can be found at [www.cityofvassar.org](http://www.cityofvassar.org) Municipal Code of Ordinances, Article VI. ETHICS**) and policies of the city and responsibility of the department by which they are employed.

The following activities shall be considered, though not limited to, inconsistent, incompatible, or in conflict with city employment:

1. Any employment, activity, or enterprise which involves the use of private gain or advantage of the city's time, facilities, equipment, supplies, prestige, or influence of a city office or employment unless permitted by law and or the city manager.
2. The receipt or acceptance by any employee of any money, or other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course of their duties as a city employee.

3. The involvement of so much of the employee's time that an activity impairs an employee's attendance or efficiency in the performance of their duties.

Final determination as to whether a specific activity is incompatible as defined above will be made by the city manager. Written approval from the city manager for additional employment is required.

### **POLITICAL ACTIVITIES**

An employee may become a member of a political party formed or authorized under the election laws of the State, may be a delegate to a political party convention at any level, may become a candidate for nomination and election to any State, district, county, village, township, or school district without first obtaining a leave of absence from their employment. If the employee becomes a candidate for elective office within city government, the employee shall request to take a leave of absence without pay when they comply with the candidacy filing requirements or sixty days before any election related to that position.

An employee may engage in political activities on behalf of a candidate or issues in connection with partisan or non-partisan elections, providing said campaign activities are conducted outside of scheduled work time. Any employee that may engage in political activities on behalf of a candidate or issue in connection with partisan or non-partisan elections.

1. Will not be allowed to use city materials, equipment or letterhead to assist in campaigns.
2. Will not be allowed to use city affiliation to aid campaigns, and
3. Will not be allowed to distribute literature or solicit signatures or money on city time

An employee who is elected to an office within city government shall resign or may be granted a leave of absence from their employment during their elected term.

Any employee or an elected or appointed official may not personally, or through an agent, coerce, attempt to coerce, or command another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for the benefit of a person seeking or holding elected office, or the purpose of furthering or defeating a proposed law, ballot question, or other measure that may be submitted to a vote of the electors.

Employees whose political activities are subject to restrictions imposed by laws or regulations of the federal and state and the city's ethics ordinance (**ordinances can be found at [www.cityofvassar.org](http://www.cityofvassar.org) Municipal Code of Ordinances, Article VI. ETHICS**) shall comply with those restrictions.

## **EXEMPT POSITIONS POLICY / OVERTIME PAY POLICY**

### **Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws:**

- NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws, such as the Fair Labor Standards Act (FLSA)
- EXEMPT employees are excluded from specific provisions of federal and state laws, such as the Fair Labor Standards Act (FLSA)
- (Exempt positions at the City of Vassar include the City Clerk, Police Chief, City Treasurer, DPW Superintendent and WWTP Superintendent)

At the direction of their supervisor, nonexempt employees may be required to work in excess of their normal workweek hours. In these cases, the supervisor will attempt to give sufficient notice concerning scheduled overtime. However, an employee shall not engage in overtime work without advance approval from their supervisor. Nonexempt employees receive overtime pay at the rate of time and one-half (1.5x) for all hours worked in excess of 40 hours in any workweek. Only actual hours worked will be considered when computing overtime pay and overtime will not be paid unless authorized in advance by your supervisor.

Subject to certain exceptions, exempt employees will receive a predetermined amount of pay each period that is not subject to reduction. Exempt employees are not eligible to receive additional compensation for hours worked in excess of their usual workweek.

Exempt employees are treated as professionals and are expected to exercise good judgment and discretion to ensure that their work is being completed in a timely and efficient manner. The City of Vassar recognizes that this may require exempt employees to work 40+ hours a week. Therefore, time off with pay will be substituted at a ratio of 1:1 as approved by the City Manager.

All comp times requests must be in writing on a City of Vassar form. Exempt employees will be required to use accumulated comp time within the year that it is earned. The year will be based on the City of Vassar's fiscal year. Time that is not used by June 30 will be lost, unless arrangements are made with the city manager.

Compensation time will not be paid out upon retirement or termination.

Exempt employees who feel that their pre-determined salary has been improperly reduced should promptly report their concern to the City Manager in writing. The matter will be investigated and if it is determined that an improper deduction was made, the employee will be reimbursed. Retaliatory conduct against any employee who comes forward with a genuine concern about pay deductions is prohibited and the Employee Recourse policy will be followed.

## **PAY DAY POLICY**

You will be paid every other Thursday, for the work period ending the previous Sunday. If the normal payday is a holiday, we will pay you on the day before the holiday. You must authorize release of your check to others in writing.

The amount of deductions taken for tax purposes will vary according to your earnings bracket and the number of dependents you claim. If you wish to make changes in payroll deductions, it is important that you complete the proper documents. These are available to you in the Treasurer's office.

## **MAIL**

Employees are not to use the City's address for receiving personal mail and may not use City stationery or postage for personal use. Employees should exercise care so that no personal correspondence appears to be an official communication of the City of Vassar. The City reserves the right to open all mail that is sent to its addresses. Items marked confidential will be opened by the appropriate personnel.

## **TIME CARDS & TIME SLIPS**

For those employees who are required to keep time cards, we will provide you with your own time card. You are expected to maintain an accurate record of your time by personally and carefully punching your time card daily. While you are not permitted to work prior to or after your shift without the prior approval of your supervisor, you must punch the clock within 15 minutes of starting work, within 15 minutes of completion of your shift or when leaving the building (unless for City business), and return the time card to the rack. Never punch any other employee's time card in or out or disciplinary action will result.

All time cards will be figured on the actual time and in accordance with your normal work schedule. Therefore, if you punch in prior to the normal work shift or clock out after the normal work shift, you will not be paid for any excess time unless your supervisor approves it. Time will be in minute increments, for time lost when an employee clocks in late for the shift or clocks out early at the end of the shift.

Your immediate supervisor must approve any overtime worked in advance. You are responsible for seeing that your time card is approved by the supervisor when working either more or fewer hours than the normal work schedule. Time on the job must be reported daily and accurately.

Effective in 2004 all exempt employees are required to complete a daily time record. The time sheet is submitted to the city manager for signature and the city manager then forwards the time sheets to the Treasurer's Office.

## NO-SOLICITATION

In the interest of maintaining clean and orderly facilities, the distribution of unauthorized literature in working areas and non-working areas is prohibited.

## SAFETY AND ACCIDENTS

Safety and accident prevention are vital to all of us at City of Vassar. We strive to prevent injury to our employees and customers. It is our goal that: (1) safety hazards be eliminated from all jobs; (2) unsafe acts or conditions be detected, reported and corrected; and (3) safety consciousness be instilled in all employees and our operations.

Some important guidelines follow, but you must remember that no mere set of rules can ever assure safe operations or the elimination of accidents altogether. The assurance can only come from observing the following safety procedures and practices at all times during the working day.

1. It is every employee's responsibility to immediately report to management any hazardous or unsafe condition or practice which might cause injury to employees or customers or damage to our equipment.
2. Protective gear, which is necessary to properly protect you from injury, **MUST BE USED AT ALL TIMES** while working or when you are in close proximity to mechanical equipment or in production areas.
3. Protective guards for mechanical equipment **MUST BE USED AT ALL TIMES**.
4. Employees are required to put equipment away when not using it. Orderly conditions in your work place are as important to safety as is your appearance. You should at all times keep your individual work area clean and free from objects which could in any way cause accidents or injury to you or to others.
5. Repair of any electrical device will **ONLY** be done by qualified personnel.
6. Observe all instructive signs.
7. Keep all aisles and emergency exits clear at all times.
8. Always use the right tools and equipment for the job. Use them safely and only when you are qualified.
9. Only authorized personnel are permitted to operate City equipment.

10. Never attempt to push or lift an object that could cause back injury. Ask for assistance.
11. Food and drinks should be kept to a minimum in working areas.

You must report all job-related injuries and illnesses to your department supervisor immediately. Do not ignore small scratches or cuts, burns, bruises or abrasions--these should be treated at once. Do not wait. Failure to report an injury could result in jeopardizing your compensation claim should the injury be more serious than first determined.

If the accident or injury happened at work and requires medical treatment, the employee shall use a medical professional approved by the City of Vassar.

Follow this procedure if you are involved in or observe an accident on the City property:

1. Report the accident to your supervisor immediately. If your supervisor is not available, report it to the next responsible person.
2. Assist injured people, but do not risk aggravating an injury through ill-advised attempts at treatment.
3. If you suddenly find yourself thrust into a position of responsibility, you should accompany an ambulatory accident victim to the nearest aid station. If an accident victim cannot be moved, see that a doctor and ambulance are called at once. When time permits, in extreme emergencies, alert the hospital before the accident victim arrives.

## **VEHICLE ACCIDENTS**

If you are driving a City vehicle or driving any vehicle on City time or business and are involved in an accident, make every effort to obtain names, addresses and telephone numbers of all others involved, as well as any witnesses. Do not make any statement as to responsibility for the accident at the scene. Report any damage to the City so that we can notify our insurance company. Insurance is carried on all City-owned vehicles.

Employees may not operate a City vehicle or drive on City time after they have consumed alcohol, taken any illegal drug, or taken a non-prescription drug or prescription drug that impairs his or her driving ability.

Employees will be required to be checked out by a city approved medical professional after the accident and prior to returning to work. The medical review shall include an alcohol and drug screening.

## **USE OF CITY VEHICLES AND EQUIPMENT**

City vehicles and any City Equipment or facilities shall be used only for City business except as authorized by the City Manager. Only the employee assigned a City vehicle or a fellow employee temporarily designated by the assignee may operate the vehicle. City employees assigned or otherwise operating City vehicles shall observe the following practices:

- A. Operate vehicle safely, economically, and in strict compliance with all traffic parking regulations.
- B. Comply with routine maintenance schedules as established by the Equipment Maintenance Superintendent.
- C. Assume responsibility for reporting needed repairs to the DPW and maintaining the cleanliness of the interior and exterior of the vehicle.
- D. Radio equipped vehicles shall maintain radio contact with an appropriate base station when on duty or on call.
- E. All City vehicles shall be locked and keys removed from the vehicle when left unattended.
- F. No posters, stickers, or advertisements shall be placed upon City vehicles without prior approval of the City Manager.
- G. City vehicles may be used for transportation to and from meals only when assigned to an employee on a full-time basis or when in use by employees required by job assignments to take their meals in the field.

- H. City vehicles may be used for transportation to and from an employee's residence when assigned to an employee on a full-time basis; when the employee is officially "on call" for emergency duty; or when on a temporary basis, the employee is assigned the vehicle directly by the department head.
- I. Employees shall adhere to the city's vehicle idling policy, as amended, when using a city owned vehicle.
- J. Employees shall not use facilities and equipment for personal use per Public Act 196 section 15.342, section 2(3).

Employees that drive City vehicles must maintain a good driving record & a valid drivers' license. Employees are responsible for all traffic & parking citations and must notify the City of such. The City will not reimburse the employee for these expenses. The City may request a copy of your driving record a minimum of once a year. Drivers are strictly prohibited from picking up hitchhikers or giving rides to strangers. Non-employee passengers are permitted for City related purposes only.

The use of cellular phones while driving is prohibited. Employees are required to safely pull off the road when receiving or placing a call. Employees are prohibited from using radar detectors in City vehicles.

### **DUTY RELATED ACCIDENT**

A first aid report is required for all injuries that occur while the employee is at work. If the injury becomes a workers compensation covered case, the employee's supervisor shall submit the First Report of Injury to the Treasurer's Office. The department head shall monitor the status of all workers compensation cases in their respective department and complete all required forms in a timely fashion as required by the Treasurer's Office. The employee's time sheet will be marked W.C. each day the employee is out on workers compensation leave. The total hours credited will be shown, such as holiday, sick, and vacation.

The City of Vassar will maintain employees on the active payroll when they are absent from work due to on the job injuries for the first twenty one (21) calendar days. During the 21 calendar days , the employee is required to use sick time to close any gap in regular pay that is not covered by workers compensation. The employee will accrue fringe benefits during this approved time off period.

If unable to work after 21 calendar days, the employee will be paid by workers compensation. Accrued sick and vacation time may be used if the employee chooses to make up the difference between salary and workers' compensation payments. Once all accrued sick leave and vacation are exhausted or twelve (12) months has passed the employee will be carried as an inactive employee.

### **VEHICLE IDLING POLICY**

This policy was adopted March 8, 2011 to establish guidelines for eliminating unnecessary idling for City of Vassar vehicles. This policy can be found on the city website. Please contact the city clerk if you would like a copy of this policy.

## **SMOKING**

On January 18, 1999 the City provided a smoke free environment for all its residents in all City facilities and buildings. On June 1, 2009 the City Council approved smoking is prohibited in all city buildings, city vehicles, and city property in general.

## **NEPOTISM**

Two or more members of an immediate family shall not be employed in the same department if such employment will result in one supervising a member of their immediate family, or where one member occupies a position which has influence over another's employment, promotion, salary administration, and other related management or personnel administration.

The immediate family, for purposes of this section, means employees spouse, mother, father, sister, brother, daughter, son, in-laws, grandmother, grandfather, grandson, granddaughter and first cousins. Any other circumstances would require pre-approval by Department Head and City Manager.

Due to the exceptional uniqueness of the paid on call fire service, the Fire Department is exempt from this policy.

## **TRAVEL AND SUBSISTENCE ALLOWANCE**

When employees of the City of Vassar are to travel on official business, the City will pay reasonable amounts for transportation, meals, and lodging. An employee is expected to show good judgment and an appreciation for economy when incurring travel expenses. Expense limits established by these regulations are limits and not allowances or authorizations to spend that much if less would be adequate.

Travel advances may be made to cover anticipated travel expenses with the approval of the City Manager and with a five (5) day notice. Decisions as to which trips are authorized are normally made during the formulation of the annual budget. Travel expenses must be forwarded to the Treasurer's Office within five (5) working days after returning from a trip. The City shall pay actual registration fees, which shall be based upon a copy of the official conference brochure indicating such fees.

All advances and expenses will require approved vouchers.

- A. The City may purchase tickets in advance for employees traveling by common carrier. All employees shall travel in tourist or economy class where such services are available.
- B. Municipal owned vehicles may be used for out-of-town travel. All expenses incurred for operation of such vehicles must be documented by receipts attached to the voucher.

- C. Employees who, with authorization from their department head, use their personal vehicles for official business may be reimbursed (based on the Annual IRS rate). Adequate vehicles liability insurance must either be previously provided or secured by the employee prior to utilizing a personal vehicle for official business.
- D. Receipts must be attached to the voucher to claim any reimbursements for all ferry, bridge, road, taxis and parking lot tolls.

LODGING:

An employee is expected to make hotel or motel reservations well in advance whenever possible and to take other actions to insure that lodging is secured at moderate rates. If an employee is to attend a formal, organized meeting or conference, he/she may stay at the hotel or motel where the meeting is to be held. The City, in all cases, will pay no more than the regular single room rate. Spousal expenses must be approved prior to the trip by the City Manager. Costs beyond the normal room rate, such as room service, movies, etc. are not reimbursable.

SUBSISTENCE ALLOWANCE:

- A. Subsistence allowance expenses is as follows: \$30.00 total daily reimbursement for meal expenses, including gratuity charges (tips). Any amounts exceeding this allowance shall be borne by the employee. Travel which does not involve an overnight stay away from the City should also use the allowances listed above. Receipts must be presented for reimbursement for subsistence expenses incurred during periods of travel. Alcoholic beverages are not reimbursable. (*Amended by Vassar City Council on 2/3/03.*)
- B. Where registration or tuition fees include one or more meals, only those meals not covered by such fees will be reimbursed by the City. Where prices or tickets to conference luncheons or dinners exceed individual meal limits, the applicable meal and daily limit shall be increased by the excess amount.

## **CONFIDENTIAL INFORMATION AND THE FREEDOM OF INFORMATION ACT (FOIA)**

In the course of your employment you will be exposed to and will learn confidential and sensitive information. This information should not be disclosed or communicated to any other person or entity. Likewise, the City is subject to the Freedom of Information Act. Certain information, which some may consider confidential, must be disclosed by law. Any responses to requests pursuant to the Freedom of Information Act will only be made by the City Manager, or his/her designee.

No employee is authorized to make statements to the media on behalf of the City. Only the City Manager may make authorized statements to the media.

If in doubt as to the confidential nature of information, refer all such matters to the City Manager.

## **NOTICE OF CHANGES**

For your protection, convenience and benefit, you are requested to notify the office immediately of any change in your name, address, phone number or number of dependents. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits and compute your payroll deductions. This personal information will be handled with complete confidence. We will not supply personal information to unauthorized individuals.

## **EMPLOYMENT APPLICATIONS**

The City of Vassar relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, or omissions in any of this information or data may result in the City's exclusion of an applicant from further consideration for employment or, if the individual has been hired, immediate termination of employment.

## **WHEN ABSENT**

You were hired because we need you to be at work on a timely and regular basis. Work schedules are disrupted when employees are absent. Tardiness and absenteeism also places additional burdens on your fellow employees. If you know you must be absent or late on a certain day, discuss it in advance with your supervisor. Your request will be given serious consideration.

If you cannot report for work as scheduled because of an emergency or illness, and it is not possible for you to obtain advanced authorization, you are expected to contact either your supervisor or another member of management as early as possible, but no later than 30 minutes from the time you are scheduled to start work.

If you do not report to work and fail to notify the City for 3 consecutive days as to the reason for your absence, the City will consider you a voluntary quit and process your termination. When you call in, you will be asked to provide the reason for your absence and when (date and time) you expect to return to work. Reporting an absence does not necessarily excuse the absence. You should know that you may be required to substantiate the reason for your absence or lateness.

## **RULES OF CONDUCT**

We have certain rules of conduct that have to be followed if we are to get our work done in an efficient and orderly way. Your cooperation is essential, and we urge you to familiarize yourself with those rules of prohibited conduct listed below so you know what is and is not acceptable behavior here. We know employees who will violate the rules are rare exceptions. Based on common sense and good judgment, these rules are designed to protect your rights, the rights of your fellow employees as well as the rights of our customers.

Violations of the following rules which prohibit the indicated behavior will, in the discretion of the City, result in disciplinary action up to and including discharge:

1. Poor work performance;
2. Insubordination (disobedience to authority or failure to follow instructions);
3. Theft, unauthorized removal of property, or misappropriation of City funds;
4. Theft of property of fellow employees;
5. Fighting;
6. Horseplay, scuffling, running or throwing material or other objects;
7. Violation of the City's Policy on Substance Abuse;
8. Violation of the policy on non-discrimination or sexual harassment;
9. Gambling;
10. Causing hazardous or unsafe working conditions;
11. Possession of weapons on City premises or during working hours (does not apply to police officers);
12. Falsification of personnel or other records;
13. Restricting or interfering with production or attempting to induce others to do so;
14. Violation of absenteeism policy, excessive absenteeism or tardiness or absence without notification or permission;
15. Damage to, destruction of, or misuse of property and equipment belonging to the City or its employees;

16. Leaving the job before the end of the assigned schedule without permission, walking off the job or wasting time, loafing, sleeping on the job, neglect or failure to perform assigned duties;
17. Violation of the no-solicitation policy;
18. Threatening, intimidating, coercing or interfering with employees or members of the public;
19. Improper recording of time, having another employee complete or punch your time card, misuse or failure to use the time clock;
20. Refusal to work overtime, or working overtime without permission;
21. Smoking in unauthorized areas and/or discarding smoking materials improperly;
22. Use of personal radios, tape players, TV's or other similar media at work that is a nuisance to fellow employees or the public.
23. Improper dress attire;
24. Conducting personal business on City time and/or property;
25. Use of specialized City equipment without proper training and/or authorization;
26. Discourteous driving when entering or leaving the City parking lot or parking in unauthorized areas;
27. Engaging in other employment without prior approval by the City;
28. Violation of safety policies or engaging in any action which threatens the safe or efficient operation of the City;
29. Failure to cooperate in the investigation of an offense, or in the maintenance of a safe workplace;
30. Unauthorized use of City telephone;
31. Personal conduct which is obnoxious or abusive of other employees including gossip, rumors and statements of a defamatory nature;
32. Failure to keep work area clean;

33. Posting, removing or tampering with notices on City bulletin boards without authorization;
34. Possessing books, magazines, or posters which contain nudity or sexually explicit material are not permitted on City premises;
35. Using, removing or disclosing employee lists or confidential information of any nature without prior written authorization from the City;
36. Unauthorized use of City vehicles;
37. Driving a motor vehicle while on duty without a valid State of Michigan driver's license or failure to report the loss or suspension of a driver's license when an employee is required to drive while on duty;
38. Receipt from any person of a fee, gift, or other valuable object in the course of work when such fee, gift, or other valuable object or service is given in the hope of expectation of receiving a favor or better treatment than accorded other persons; and
39. Participation in prohibited political activity.

The above rules are not intended to be all inclusive of the proper standards of conduct or other obligations of employees. The City reserves the right to take disciplinary action for other offenses not specifically listed here. This listing of Rules of Conduct and any discipline taken under these rules does not modify the at-will status explained in the "Termination-Leaving Employment" section of this Handbook.

### **PROCEDURE FOR APPLYING FOR VACATION AND SICK LEAVE**

1. Complete a leave request, designating the type of leave and the dates.
2. Submit to your Department Head for approval. Department Heads submit theirs to the City Manager.
3. The Department Head/City Manager should route the approved request to the Treasurer's Office for processing.

All sick leave forms should be signed the day the employee return to work and should be accompanied by a physician's statement when requested by the department head or when any sickness exceeds three (3) days or a possible Worker's Compensation Claim is eminent.

All vacation leave forms should be completed and processed PRIOR to the time being taken for leave.

# Benefits For Non-union Employees

The provisions of the handbook do not establish contractual rights between the City of Vassar and its employees. The city reserves the right to amend, modify, and/or change handbook provisions by action of city council.

## **YOUR BENEFITS AT THE CITY OF VASSAR**

### **THIS SECTION IS APPLICABLE TO NON-UNION EMPLOYEES ONLY.**

Some of the employee benefit plans described in this booklet may be subject to legal requirements concerning reporting and disclosure. This booklet contains highlights of these plans; for complete details, you should consult the Summary Plan Description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents govern. Of course, changes in the law may affect the benefits programs described in this employee handbook.

The provisions of the handbook do not establish contractual rights between the City of Vassar and its employees. The City, in its discretion, reserves the right to add to, modify, amend, alter, reduce or eliminate any or all of the benefits described in the employee handbook or which may otherwise be provided. **\*\*Note:** Any type of Clothing/Equipment Allowance will be a reimbursable expense at the discretion of the City Manager.

### **RESIDENCY**

It is the desire of the City of Vassar to have all department heads live within the City Limits. However, all Department heads are required to live no greater than 20 miles from the nearest boundary of the City.

### **HOLIDAYS**

We will observe the following holidays:

<b>New Year's Day - January 1<sup>st</sup></b>	
<b>President's Day</b>	<b>Good Friday</b>
<b>Memorial Day</b>	<b>Independence Day - July 4th</b>
<b>Labor Day</b>	<b>Veteran's Day</b>
<b>Thanksgiving Day</b>	<b>Day after Thanksgiving Day</b>
<b>Christmas Eve Day - December 24<sup>th</sup></b>	<b>Christmas Day - December 25th</b>
<b>New Year's Eve Day - December 31<sup>st</sup></b>	

Regular full-time employees receive 8 hours of holiday pay. Clerical part time employees will be paid 5 hours for each holiday observed. To avoid abuses of this benefit, it is the City's policy that holiday pay will not be provided to employees absent from work the last scheduled workday before or the first scheduled workday after the holiday unless other arrangements are confirmed in writing by the employee's supervisor or the City Manager at least one (1) day in advance.

Subject to applicable State and Federal laws, when any of the above enumerated holidays falls on a Saturday, the preceding Friday will be observed as the holiday. When any of the above enumerated holidays falls on a Sunday, the following Monday will be observed as the holiday.

**VACATIONS –**

The amount of annual paid vacation for which regular full-time employees become eligible is as follows:

<u>Length of Continuous Service</u>	<u>Number of Vacation Days</u>
0	.75 day/month of service
1	10
2	10
3	10
4	12
5	15
6	15
7	15
8	18
9	18
10	18
11	20
12	20
13	20
14	20
15	20
16+	25

Vacation shall be based upon the fiscal year of July 1, through June 30, prior to the calendar year in which vacation leave is taken. Vacation leave with pay may not be taken until earned. Although probationary employees are not eligible to take vacation leave, they are credited with all time worked for purposes of determining number of eligible vacation days. When beginning date of employment is between the 1st and 15th, one (1) day accumulation will be added for that month. When employment begins after the 15th, accumulation will begin the following month.

Clerical part time employees will accrue vacation based on their years of service according to the following schedule:

<u>Years of Service</u>	<u>Number of Vacation hours</u>
1 to 3	50
4	60
5 to 7	75
8 to 10	90
11 to 15	100

Employees hired after July 1, 2012 will not be eligible to receive 25 vacation days with 16+ continuous years of service.

## USE OF VACATION

A.	Vacation time will be charged in units of whole hours or whole days.
B.	All vacation days must be utilized within the year in which they are recorded. <i>However, a maximum of one (1) week of unused vacation may be carried over from year to year, with approval from the City Manager.</i>
C.	It is requested that vacation time be submitted and approved within 24 hours by the employee's supervisor. An employee requesting more than 1 day of vacation should request the leave at least one week in advance. Discretion is granted to the supervisor regarding approval.
D.	When a paid holiday is observed by the City during the period an employee is on paid vacation, the employee shall receive only his/her regular holiday pay and that day shall not be charged against the employee's vacation earnings.
E.	When the employee terminates employment with at least two weeks' notice to the city manager, the employee shall be paid for accrued, unused vacation. Such payment will be made to the employee's beneficiaries in the event of the employee's death.
F.	While every effort will be made to accommodate individual wishes for the taking of vacation, the final right of allocation of time periods, which are available, is reserved to the City.

## PERSONAL DAYS

The City of Vassar provides six (6) paid personal days per year for all eligible, regular full time employees. To be eligible for the paid personal days, an employee must have completed their introductory period. Paid personal days will be paid at the rate of 8 hours multiplied by the employee's regular straight time rate and will not be counted as days worked for determining overtime eligibility. Paid personal days may not be accumulated and must be used within the fiscal year credited. Upon voluntary resignation an employee will be paid for all personal leave days earned during the current fiscal year.

## SICK LEAVE

The use of sick leave is designed to help safeguard employee health and morale, but such leave is a privilege and not a right which an employee may use as he/she pleases. The abuse of sick leave is grounds for dismissal.

Rate of Earnings: Paid sick leave for employees shall be earned at the rate of one (1) working day per month with unlimited accumulation for full-time permanent employees. Employees hired after April 1998 may not accumulate more than 90 sick days. When the beginning date of employment is before the 15<sup>th</sup> of the month, accrual will begin that month, when after the 15<sup>th</sup>, accrual will begin the following month. Sick leave is reimbursable as follows:

<b>Employee Status</b>	<b>Max. Accumulation for Pay Out</b>	<b>Max. Hours Pay Out (Accumulation @ ½)</b>
Department Head Hired prior to April 1998 Tina Bacon	120 days x 8 hours = 960 hrs.	480 hours
Department Heads Hired after April 1998	90 days x 8 hours = 720 hrs.	360 hours

Introductory employees are not eligible to use sick leave. No sick leave is earned by temporary employees. Sick leave is no longer earned beginning of the time the employee has been off from work and not receiving wages for ten (10) consecutive workdays. Clerical part time employees will accrue sick leave at a rate of 5 hours per month.

#### USE OF SICK LEAVE

A.	Sick leave may be used for medical and dental appointments and must be charged in units of whole hours or whole days.
B.	Sick leave may be used in the case of personal illness, disability, or serious illness in the immediate family.

#### PAYMENT OF SICK LEAVE

A.	If an employee is to be paid for sick leave, the employee's supervisor must be notified within thirty (30) minutes after the beginning of the workday.
B.	Daily notification of the employee's supervisor is required. When an employee is hospitalized for more than three (3) working days, the employee's supervisor should be notified periodically of the date the employee anticipates returning to work.
C.	The City may require a doctor's certificate if absence becomes either excessive or questionable.
D.	When an employee uses sick leave, the employee will be granted the number of hour's sick leave, which he was normally scheduled to work for the applicable days. Sick leave hours shall be granted toward calculation of any overtime, which might occur during that pay period.

	For example, if an employee is out for two (2) days and his normal day was eight (8) hours, he would be credited for sixteen (16) hours. If he returned to work the same week and worked a total of thirty (30) hours, he would be paid forty (40) hours regular time and six (6) hours overtime.
E.	Sick leave is to be charge in units of whole hours or whole days.
F.	Unused sick leave shall be paid at retirement or termination of employment as outlined under Sick Leave Earnings when at least two weeks' notice is given to the city manager. Such payment will be made to the employee's beneficiaries in the event of the employee's death.

**WORKER'S COMPENSATION**

In the event an employee is ill and unable to perform their assigned duties as a result of a duty connected personal injury, disability, or illness arising out of and in the course of their employment, and in fact, is paid Worker's Compensation Benefits, the employee will be paid for those days the employee would otherwise have been scheduled to work. The employee may make up the difference of their regular pay and worker's compensation benefit with sick and vacation leave time. A duty-connected illness or injury, which is one, that is compensable under the provisions of the Michigan Worker's Compensation Laws. The City may, at its option require a confirming statement from a medical doctor designated by the City relative to the nature of the injury or illness and the duration of such absence.

## **INSURANCE CONTINUATION**

A.	In the event an employee suffers a compensable illness, disability or injury as set forth in their Health Benefits, the City will continue the hospitalization and life insurance for one year, or until the employee is eligible for Medicare, whichever occurs first.
B.	In the event an employee suffers a noncompensable illness, disability, or injury as set forth in their Health Benefits, the City will continue the hospitalization and life insurance for six (6) months from the date of such illness, disability or injury.
C.	The City may, at its option, change or delete any hospitalization or life insurance coverage provided for above.

## **LIFE INSURANCE**

The City will provide a \$25,000 Life Insurance Policy for each employee effective with the completion of the employee's probationary period. Any new regular full time employees hired after July 1, 2012 will be provided a \$25,000 term life insurance policy effective with the completion of the employee's probationary period.

## **LEAVE OF ABSENCE**

A leave of absence is time granted to a full-time employee to be absent from work, without pay, for an unapproved reason.

Employees who take a leave of absence are not guaranteed reinstatement. Economic or other conditions may necessitate job replacement or elimination of an employee's position before a leave of absence is complete. If, upon return to employment, the employee refuses an offer of employment, employment will be terminated.

When possible, a "Request for a Leave of Absence" must be completed and submitted to the City for approval at least thirty (30) calendar days before the leave is to commence, along with any requested documentation (medical slip, etc.) When it is not possible to submit a Request thirty (30) calendar days in advance, the request should be submitted as soon as the need for a personal leave becomes known. The reason for the leave must be stated on the Request form.

An employee on leave should provide periodic updates to his/her supervisor on the need for leave or continuation of the leave. Further, the supervisor should be contacted ten (10) calendar days before the expiration of an approved leave to discuss return to work.

Any request for a leave extension must be made as soon as the need for the extension is known with the appropriate documentation of the need for an extension in the case of a medical leave of absence. Approval of a leave extension is at the discretion of the city.

An employee who seeks, obtains and/or performs other employment or becomes self-employed while on a leave of absence shall be terminated from employment effective on the date the leave of absence started, unless the employee was specifically granted the leave for that particular purpose.

If an employee does not return as the end of an approved leave of absence, the employee will be considered a voluntary quit and employment will be terminated.

Any FMLA leave will be included in the maximum amount of leave provided under this policy.

Employee benefits during a leave of absence are handled as follows:

- All available personal days, sick leave, and vacation time must be used during a leave of absence
- Holiday pay is not available to employees during an unpaid leave of absence.
- Vacation and sick leave will not be earned from the time the employee has spent more than ten (10) consecutive work days on a leave of absence
- The employee shall not accumulate length of service

**A LEAVE OF ABSENCE MAY BE TAKEN FOR THE FOLLOWING REASONS:**

A.	Medical. Medical leaves of absence (which covers health insurance and life insurance) shall be granted for up to a one (1) year period for a continuous absence <u>or no more than fifty two (52) weeks of intermittent absences within a rolling eighteen (18) month period</u> to employees who cannot work as a result of a personal medical condition. Prior to beginning the leave and prior to returning from the leave, the City may require a physician’s statement concerning the employee’s ability to work.
B.	Personal. A maximum of six (6) months may be granted for personal reasons. Approval for a personal leave of absence is at City’s discretion, based on factors including the workload and availability of other employees.
C.	Military. A military leave of absence will be granted to employees who are absent from work because of service in the US Uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees on military leave for up to thirty (30) calendar days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

	<p>A covered employee will be paid the difference between the military pay and the current straight-time pay which she/he would have received if he/she had worked the time actually lost for up to a maximum of fifteen (15) work days per calendar year for regular training obligations and up to an additional fifteen (15) work days per calendar year when called to active service. In no event shall more than thirty (30) workdays be compensated per calendar year. A military pay voucher will be required prior to any issuing a wage differential payment by the City. Employees may elect to use any available personal days/sick leave/vacation time during an unpaid period of a military leave.</p>
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**HEALTH, DENTAL & VISION CARE BENEFITS**

The City of Vassar provides a comprehensive health care protection program for regular full-time employees and their family, subject to the health care plan's enrollment requirement and procedures. This program is intended to provide employees with a broad range of protection for their health care needs. Some restrictions and benefit maximums may apply so be sure to carefully review the specific details of the healthcare, dental, and vision plan that is provided by the City of Vassar.

**INSURANCE COVERAGE**

The City of Vassar will pay 80% of the yearly premium for healthcare with the remaining 20% of the cost being the responsibility of the employee through payroll deductions. Dental and vision coverage will be paid by the City of Vassar.

Non regular full time department heads will have access to dental and vision coverage at their cost. Payment will be made through payroll deductions.

**INSURANCE WAIVER**

Regular full time employees hired after July 1, 1997 are eligible to receive a cash waiver equal to 80% of the healthcare premium of a single plan. The employees are also eligible to access vision and dental insurance at no cost while receiving the waiver.

Regular full time employees hired after July 1, 2012 will be eligible to receive a cash waiver equal to \$1200 a year with the inability to access dental and vision coverage at no cost. Access to dental and vision at no cost to the employee will make them ineligible to receive the monetary waiver.

**RETIREMENT HEALTHCARE**

Prior to July 1, 2012, regular full time department heads, who retired from the City of Vassar with at least (20) years of continuous service may, upon request, receive hospitalization insurance and dental insurance benefits without cost, provided that the employee does not accept full time employment following their retirement from the City of Vassar. This benefit is only for the retired department head and does not apply to family or dependents of eligible retired employees. Family or dependents of eligible retired employees may be covered under the insurance plan with the employee paying the monthly premium to the City of Vassar.

Regular full time department heads who retire from the City of Vassar with at least twenty (20) years of continuous service after July 1, 2012 may, upon request, receive hospitalization, vision and dental insurance benefits at 70% cost, provided that the employee does not accept full time employment following their retirement from the City of Vassar. The retired regular full time department head is responsible to pay 30% of the total monthly premium until they are Medicare eligible. When a retired regular full time department head is Medicare eligible, the City of Vassar will pay 100% of the premiums associated with a Medicare Advantage plan.

Regular full time employees with at least twenty (20) years of continuous service and promoted to a department head position after January 1, 2013, will be eligible to receive a monthly \$150 retiree healthcare stipend from the City of Vassar at the time of retirement provided that the employee does not accept full time employment following their retirement from the City of Vassar. The employee will have access to the city health care coverage plan. They will have to notify the City of Vassar within 30 days of retiring and pay the monthly premium to the City of Vassar.

New department heads hired after January 1, 2013, will not be eligible to receive retiree healthcare coverage paid by the City of Vassar. The employee will have access to the city health care coverage plan. They will have to notify the City of Vassar within 30 days of retiring and pay the monthly premium to the City of Vassar.

The City of Vassar, by action of City Council, reserves the right to modify and or eliminate insurance coverage or payment in lieu of coverage at any time. This right to modify and or eliminate is reserve for future, current and retired employees.

## **RETIREMENT**

### **MERS**

In addition to payments toward your Social Security benefits, the City of Vassar has also established a retirement pension through the Municipal Employees Retirement system (MERS). All full time employees and the City Manager must join the retirement system and pay a portion of their salary through payroll deduction to the retirement system. The City of Vassar will participate with the employee in contributing to the retirement system. Complete details on eligibility requirements and the extent of retirement coverage are outlined in the Summary Plan, which you can obtain from the Treasurer's office.

All regular full time employees hired after July 1, 2012, will participate in a defined contribution plan with MERS. The employee will be required to contribute 5% of their base wage / salary into the plan and the City will contribute no more than 10% of the employee's base wage / salary into the plan.

### **ICMA**

The City also participates in the ICMA, RC Deferred Compensation Plan. The employee contributions are voluntarily made on a biweekly basis. The City will match up to 50% of the employee contribution with a cap of \$400 for city residents and \$200 for non-residents.

All regular full time employees hired after July 1, 2012 will have access to participate in ICMA RC Deferred Compensation Plan with no match from the City of Vassar.

### **LONGEVITY AWARD**

All regular full time employees hired after July 1, 2012 will not be eligible to receive an annual longevity award of \$500.

## **EMPLOYEE PERFORMANCE APPRAISAL**

This article sets administrative guidelines for the City of Vassar for the establishment and administration of personnel performance appraisal systems.

The employee performance appraisal program establishes realistic performance standards, which can be used to provide an understanding to the employee as to what is expected of him/her in their job. The occasions for discussion of job performance provide an opportunity to further the employee's self-development and to justify salary adjustments and promotional opportunities for the employee. Performance appraisals are at the manager's discretion as the manager reviews employees daily.

### Required Performance Standards:

A. Probationary - The performance of each employee who has been given an original job offer, reinstatement, promotion, demotion, or reassignment appointment shall be appraised at least at the end of 3 (three) months, and will be a primary determining factor whether the employee is retained for employment, terminated, or reassigned. Completion of the probationary period is not a guarantee of a continued job, which will remain dependent upon employee performance and conduct, as well as favorable economic conditions.

B. Annual - The performance of each employee who has completed three (3) months satisfactory service from his/her original job offer, promotion, demotion, reinstatement, or reassignment appointment in the City service shall thereafter be appraised each twelve (12) months following the completion of the probationary period on the anniversary date of the employee.

C. Additional performance appraisals may be given at any time.

### Use of Performance Appraisal Reports:

All performance reports shall become a permanent part of the employee's personnel file. Upon request, the department head shall furnish the employee a copy of the performance appraisal with copies of all pertinent attachments. Performance reports shall not be a matter that can be contested in the employee grievance procedure unless the grievance involves alleged discrimination.

## **PROCEDURE FOR GRIEVANCE AND EMPLOYEE APPEALS**

An employee of the City has a right to present a grievance or appeal free from interference, restraint, coercion, discrimination, or reprisal. The employee may take such time off from work as necessary and reasonable for the presentation and processing of his/her grievance or appeal within the provisions of the procedure set out below, without any loss of pay, vacation or other benefits. A grievable action may include, but is not necessarily limited to; dismissal, suspension, involuntary transfer, promotion, or demotion. Compensation can only be a grievable action as it directly relates to alleged inequities within the department. All grievance appeals must be written and in conformance with applicable time limits. For the purpose of this grievance procedure, the working day shall be defined as the normal City office hours, Monday through Friday.

It is understood that his grievance procedure and appeal, along with any hearing, is advisory only, and does not in any way alter the fact that the employee has an at will relationship with the City of Vassar.

### **Procedures and Appeals:**

In most cases, an employee should make every effort to resolve potential grievances with his/her supervisor informally. The majority of potential grievances can be handled in this way.

In unusual cases, the grievance may take additional effort to satisfactorily resolve it. In that event, a two step procedure and appeal process is established as follows:

1. An employee having a problem which cannot be satisfactorily resolved with the normal process of informal discussion may notify his/her supervisor within ten (10) working days of learning of the grievable action that he/she wishes to present a formal grievance. The department head shall, without delay, schedule a hearing where the employee will have an opportunity to present his/her case in person. The department head shall conduct an investigation and advise the employee in writing of his/her decision within five (5) working days after the hearing.
2. If the grievance is not resolved by the decision of the supervisor, he/she may appeal in writing to the City Personnel Review Committee within three (3) working days of receipt of the department head's written decision called for in #1. This appeal is forwarded to the Chairman of the City Personnel Review Committee who will schedule a meeting of the City Personnel Review Committee and the employee within five (5) working days from the receipt of the written appeal. The City Personnel Review Committee will report its findings and advisory opinion to the City Manager within ten (10) working days after hearing an appeal. If the City Manager approves, the report of the findings and advisory opinion of the City Personnel Review Committee shall be final. If however, the City Manager does not approve the re-report of the findings and advisory opinion of the City Personnel Review committee, the City manager shall make his own decision without further hearing and that decision shall be final.

The City Personnel Review Committee shall consist of three (3) members and one (1) alternate member all to be appointed as needed by the City Manager. Such members shall be City employees.

### **TERMINATION – LEAVING EMPLOYMENT**

All employees are requested to submit, in writing, notice of intent to leave employment at least two weeks prior to the actual date of resignation. Just as any employee may resign at any time, for any reason or for no reason at all, the City reserves the right to release an employee at any time, for any reason or for no reason at all, with or without cause. The City Manager is the only person who has authority to make an exception to this policy, and it must be in writing, directed to you personally, and signed by him/her. This policy applies to all of our employees.

All other benefits stop on the day following your separation from employment. (See the COBRA section for more specific information about the continuation of health insurance benefits.)

If employee position is eliminated then the employee can receive one-month pay for severance after 3 years of service. If employee is fired then they receive nothing.

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees are required to return all City property immediately upon request or upon termination of employment.

### **DISCLAIMER**

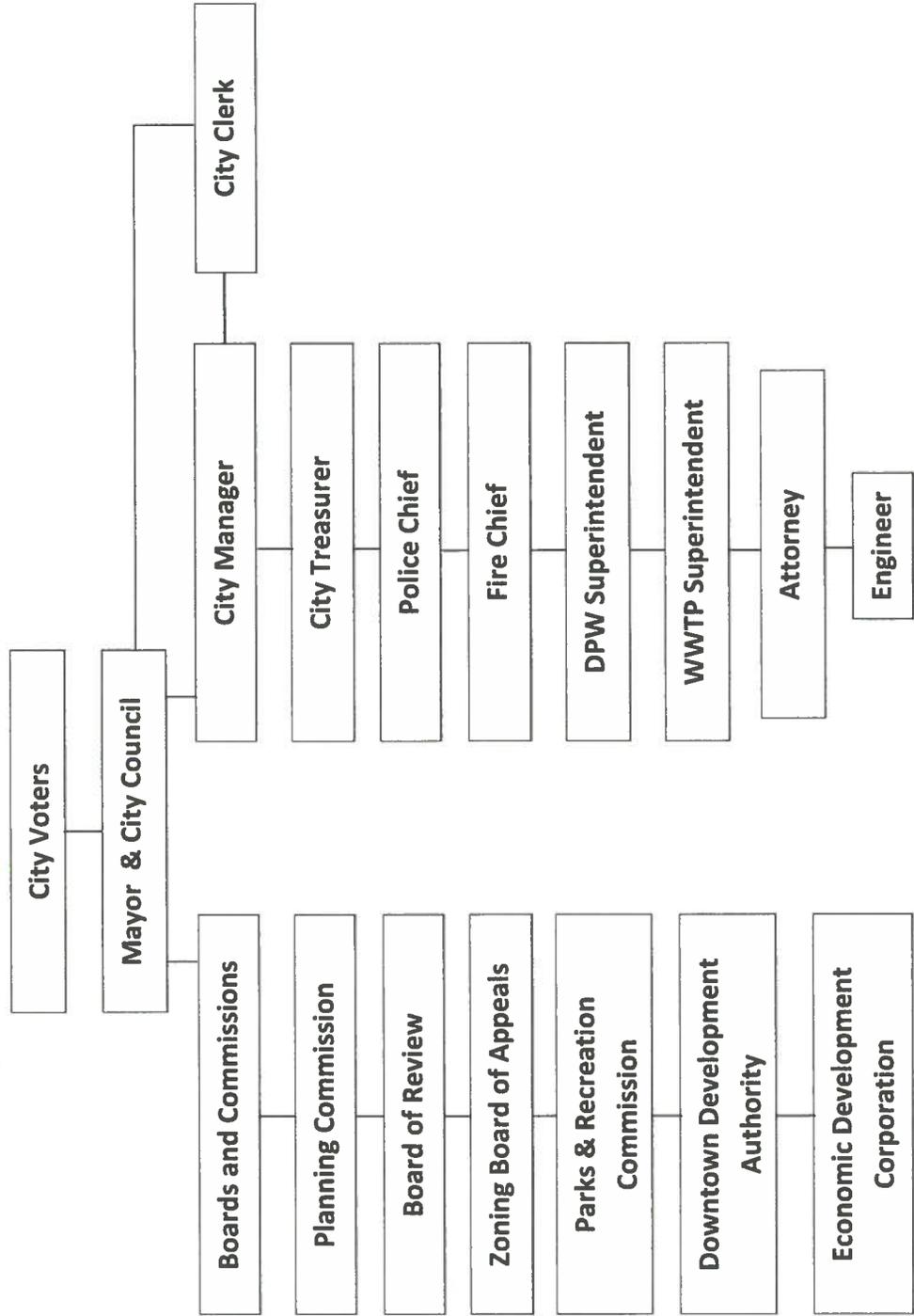
The City, in its discretion, reserves the right to add to, modify, amend, alter, reduce or eliminate any or all of the benefits described in the employee handbook or which may otherwise be provided

### **SOCIAL SECURITY NUMBER**

The City is committed to securing and protecting the privacy of employee and resident social security numbers. In order to protect this information to the extent practicable, access to documents that contain social security numbers is limited to authorized individuals on a need-to-know basis within the City. Documents containing social security numbers will be disposed of by taking reasonable measures to protect against unauthorized access to or use of the information in connection with its disposal.



## City of Vassar Organizational Chart



## CITY OF VASSAR SUBSTANCE ABUSE POLICY

City is committed to establishing and maintaining safe, healthful, and efficient working conditions. This includes establishing and maintaining a work place free of substance use and abuse.

As used in this policy, “illegal drugs” includes the misuse or abuse of prescribed medication.

Employees who engage in any of the following activities will be subject to discipline up to and including discharge from employment:

- A. Use, possession, manufacture, distribution, dispensation, or sale of illegal drugs, including the improper use of prescription drugs, or alcohol, on City premises or during the performance of City-related work.
- B. Being under the influence of drugs or alcohol on City premises or during the performance of City related work. “Being under the influence” of alcohol is defined as having a blood alcohol content of .02; “being under the influence” of drugs is testing positive at a specified level.
- C. Refusing consent to testing or refusing to submit a urine, blood, breath, or other sample when requested by management. A refusal includes lab discovery of adulterated or substituted samples, claiming “shy bladder” without valid medical basis, and outright verbal refusal or failure to appear at the testing site.
- D. Refusing to submit to an inspection when requested by management.
- E. Failing to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled.
- F. Conviction under any criminal drug statute.

All employees are encouraged to report suspected violations of this policy to their supervisor. The City will handle the matter in a timely and confidential manner, although it is understood that an investigation will normally require the involvement of third parties. Further, the City will not permit any retaliatory conduct against any employee who reports a violation of this substance abuse policy.

All employees will be subject to pre-employment, reasonable suspicion, post-accident, periodic and random substance abuse testing. In addition, certain employees are subject to the City’s U.S. Department of Transportation Federal Highway Administration (FHWA) Drug Free Workplace Policy (“FHWA Policy”), pursuant to which employees covered by said FHWA Policy must comply with all relevant Department of Transportation regulations including pre-employment, random, post accident, reasonable suspicion, return to duty and follow-up drug and alcohol testing. A copy of the FHWA Policy can be found on the city’s website @ [www.cityofvassar.org](http://www.cityofvassar.org)

Under certain circumstances the City will consider continuing the employment of an employee

## CITY OF VASSAR SUBSTANCE ABUSE POLICY

volunteered that he/she has a substance abuse problem, provided the employee has entered into an approved treatment or counseling program and agrees to abide by a more stringent testing program and other conditions required by City. A determination of continued employment will be based upon consideration of the rule violated, the specific circumstances involved, as well as the employee's overall work record. A second rule violation will result in automatic employment termination.

Employees with drug or alcohol problems that have not resulted in, and are not the subject of, disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance, abides by all City policies and rules, and if granting the leave will not cause the City any undue hardship.

# City of Vassar

## U.S. Department of Transportation Federal Highway Administration (FHWA) DRUG-FREE WORKPLACE POLICY Effective June 1, 2009

(this document is on-line and can be found on the city  
website at [www.cityofvassar.org](http://www.cityofvassar.org) )

Please note all employees must acknowledge and sign they have read his  
policy and agree to comply with the policy.

# JOB DESCRIPTIONS

## **JOB DESCRIPTION**

### **CITY MANAGER**

#### **GENERAL STATEMENT OF DUTIES:**

Directs, administers, and coordinates the activities of the organization in support of policies, goals, objectives, and City Charter; responsible to the Council for the efficient administration of all administrative departments of the city government and sees that all laws and ordinances are enforced; to exercise and perform all administrative functions of the City as required by the Charter or ordinance.

#### **SUPERVISION EXERCISED:**

Supervises the heads of all City departments and all City employees.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary, employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, and office equipment.

Guides and directs management in the development, production, and promotion of City services;

Directs the preparation of short term and long-range plans and budgets based on broad goals.

Maintains a sound plan of organization establishing policies to insure adequate management development and to provide for capable management succession.

Develops and installs procedures and controls to promote communication and adequate information flow.

Establishes operating policies consistent with the broad policies and objects and ensures their execution.

Evaluates the results of overall operations and regularly and systematically.

Ensures that the responsibilities, authorities, and accountability of all direct subordinates are defined and understood.

Appoints the heads of the several city departments as provided by Charter.

Recommends an annual budget to the Council and administers the budget as finally adopted under policies formulated by the Council, and keeps the Council fully advised at all times as to the financial condition and needs of the City;

Responsible for the maintenance of a system of accounts of the City, which shall conform to any uniform system required by law and by the Council and to generally accepted principles and procedure of governmental accounting; to make monthly financial statements to the Council;

Interaction with various Commissions, Authorities, and other government and non-government bodies;

Performs such other duties as may be prescribed by the Charter or as may be required of the City Manager by ordinance or by direction of the Council.

**JOB DESCRIPTION  
CITY MANAGER (CONTINUED)**

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's Degree in Public Administration or related field, MPA preferred.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Significant experience as a City Manager or Assistant City Manager in full service community.

**PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

**RESIDENCY REQUIREMENT:**

It is the desire of the City of Vassar to have the City Manager live within the city limits. However, the City Manager is required to live no greater than 20 miles from the nearest boundary to the city.

## **JOB DESCRIPTION**

### **CITY CLERK**

#### **GENERAL STATEMENT OF DUTIES:**

To be responsible for the performance of specialized clerical and administrative work, the maintenance of official city records, issuance of licenses, registration of voters and conduct of elections; to act as secretary to the City Council, and to other Boards and Commissions; and to perform related work as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the general supervision of the City Manager.

#### **SUPERVISION EXERCISED:**

Supervision is exercised over all clerical personnel with General Office Clerk 1 answering directly to the clerk's department.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: These examples do not include all of the tasks, which the employee may be expected to perform. Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job related skills, office procedures, and office equipment.

- Supervise and conduct all city, county, state and national elections.
- Train and supervise election workers
- Maintenance of city voting equipment and laptop used as electronic poll book
- Knowledge and use of Qualified Voter File
- Works with election chair to keep charge of the precinct during an election
- Issues all absent voter ballot during an election
- Ensures election supplies are ordered
- Prepares all legal notices, resolutions, ordinances and proclamations. In addition, prepares certificates of appreciation, commendations, personnel correspondence and any letters as required.
- Supervise maintenance of all legal files of contracts, deeds, etc.
- As needed may register voters and update voting records if required. Primarily this function falls under the Deputy Clerk.
- Divide election precincts as required and issue absentee ballots.
- Prepare annual City Clerk budget recommendations as requested by manager
- Receive and process vital statistics as needed
- Draft and revise forms and indexing systems as necessary.
- Supervise processing of zoning permits as needed
- Attend staff meetings and represent the City at other meetings as required; record minutes of meetings and maintain official records of action.
- Ensures supplies for office needs are properly ordered by general office clerk
- Assists in issuing burn permits as needed
- Prepares advertising in connection with public hearings, ordinances or other municipal matters.

## **JOB DESCRIPTION**

### **CITY CLERK**

- ❑ Assists in issuing burn permits as needed.
- ❑ Accept and assist in reviewing and processing applications for home occupation permits, variances and zoning permits. In addition, coordinates the zoning board of appeals meetings for approval of such permits.
- ❑ Prepares council agenda's along with the city manager and council packet preparation
- ❑ Serve as secretary to City Council.
- ❑ Attend bid openings and maintain affidavits of publications.
- ❑ Answers surveys and questionnaires as necessary.
- ❑ Assist in front office in the absence of the General Office Clerk I or General Office Clerk II.
- ❑ Research and supply information to other departments and citizens when requested.
- ❑ FOIA Coordinator
- ❑ Petty Cash Custodian
- ❑ Assist with program administration of the City Facebook Page & City Website.
- ❑ Process street closure request form through the city and then through MDOT
- ❑ Perform related work as required.

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

Considerable knowledge of the legal requirements for the registration of voters, conduct of elections, issuance of permits and licenses, and custody of official city documents. Considerable knowledge of modern office administration, practices and procedures. Reasonable knowledge of the city charter and applicable city ordinances. Ability to prepare accurate written records and reports.

Ability to train and supervise other employees.

Ability to maintain effective working relationships with city officials, employees, and the general public.

Initiative and resourcefulness in handling problems and/or difficult situations.

### **AN EMPLOYEE IN THIS CLASS, UPON APPOINTMENT, SHOULD HAVE THE EQUIVALENT OF THE FOLLOWING TRAINING AND EXPERIENCE.**

Graduation from and accredited high school, supplemented by commercial training, or preferably, graduation from a college with a degree in administration or other related fields. Several years of progressively responsible clerical or office management experience, preferably in municipal government.

### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

### **RESIDENCY REQUIREMENT:**

Must attain residency within a 20-mile radius.

Job Description  
Deputy City Clerk

**GENERAL STATEMENT OF DUTIES**

To perform the various clerical tasks involved as Deputy Clerk: maintain voter registration records using the QVF computerized system; cemetery records/issuance of deeds; processing tax payments; updating and maintaining fixed assets, preparing and mailing general receivable bills; inputting of city related information on public access; sorting all accounts payable checks received from Treasurer's office and mailing; sending monthly meeting notices for various city boards and typing of their minutes; and to perform related duties as required.

**SUPERVISION RECEIVED**

Work is performed under the general supervision of the City clerk.

**TYPICAL EXAMPLES OF WORK**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job related skills, office procedures, and office equipment.

- Assist City Clerk in the operations involved in preparation of elections, registration and all the tasks related to the Qualified Voter File
- Copy council packet information, collate information accordingly, responsible of delivery of packets to police department for delivery to council
- In absence of Clerk attend council meeting and take minutes
- Accept and assist in review and process of applications for home occupations, permits, variances and zoning permits
- Order office supplies as needed for all departments
- Perform duties for Riverside Cemetery, including generating and maintaining records, assisting and coordinating date and time of internments with the funeral home and Department of Public Services, selling of cemetery spaces and foundations and issuance of cemetery deeds. Maintenance of computerized alphabetical listing of all internments by date of internment and filing burial permits.
- Enter and document all payment transactions
- Assist customers with tax issues and input all tax payments
- Responsible for balancing cash drawer and prepare daily bank deposit
- Maintain and update fixed assets reports for all departments and city auditor
- Assist with all utility services
- Preparation and mailing of all general receivable bills and documenting in excel spreadsheet
- Notify city boards of monthly meetings and typing their minutes
- Input of city related information on cable access channel
- Sort & mail accounts payable check received from Treasurer's office

- Post mail and routine maintenance of postal machine
- Issue burning permits per Fire Chiefs directions
- Prepare and file various records and reports
- Assist in typing of resolutions, ordinances, notes, as necessary
- Perform City Clerk duties in his/her absence
- Research and supply information to other departments and citizens as requested
- Respond to public inquiries
- Perform related work as required
- Train the General Office Clerk in front office as needed

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

- Considerable knowledge of legal requirements of voters, elections, various city permits and custody of official city documents.
- Thorough knowledge of resources for use in modern office administration, practices and procedures.
- Knowledge of city charter and city ordinances.
- Ability to set up and maintain accurate records and files as required
- Ability to deal with private business concerns and general public tactfully and courteously
- Ability to carry out complex and oral written instructions
- Ability to establish and maintain satisfactory working relationships with the public and other employees

Experience in computer operations and data entry

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school, or preferably, two years of college in:
- Business administration or other related fields
- Clerical Experience

## **JOB DESCRIPTION**

### **General Office Clerk I Permanent Part-Time Position FRONT OFFICE**

#### **GENERAL STATEMENT OF DUTIES**

To handle all duties as assigned. This position is to perform various clerical tasks involved at city hall.

#### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the City Manager, City Clerk and City Treasurer.

#### **TYPICAL EXAMPLES OF WORK**

An employee of this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary; employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, and office equipment.

#### **OFFICE**

- Handle all duties related to utility billing
- Handle all duties related to the Qualified Voter File
- Handles payments received in the Drop Box every morning
- Knowledge and operation of all office equipment
- Perform public relations – customer service contact at city hall
- Contacts various boards with monthly meeting reminders
- Handle all duties related to the City marquee out front
- Handle complaints
- Compile statistics
- Process any payments taken at the counter
- Verify tax information and/or utility bill payment as needed
- Generate and maintain various records and reports (end-of-month)
- Processes zoning permits
- Makes employee I.D. cards for all staff
- Process burn permits as directed by the Fire Chief
- Perform filing and data entry
- Create office forms and handles rental forms for city buildings
- Assist City Clerk, City Treasurer & Manager as needed; as well as other department heads and any city hall staff if necessary
- City newsletters
- Community board packets
- Perform related work as required; or any other office duties as directed

### **ACCOUNTING**

Input data for utility billing, cemetery, cable access channel, process any payments received. In the absence of Office Clerk II will process the closing for the day.

### **PAYROLL**

Maintain time card and have the manager or city clerk sign off on it for pay week

### **PURCHASING**

Assist General Office Clerk II as needed for purchasing items

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge in computer programs, spreadsheets, word processing, desk top publishing
- Ability to read and understand spreadsheets
- Ability to learn departmental procedures and activities, including use of various office machines
- Ability to plan, schedule, and implement new ideas to continue to provide excellent services to residents
- Ability to handle variety of tasks and prioritize work
- Ability to prepare and maintain accurate records and reports
- Ability to work effectively and pleasantly with public and other employees

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school, including or supplemented by typing and commercial subjects.
- Reasonable knowledge of spelling and mathematics.
- Have speed, skill and accuracy in operation of typewriter, calculator, computer and data entry.

### **PHYSICAL DEMANDS**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **General Office Clerk II Permanent Part-Time Position FRONT OFFICE**

#### **GENERAL STATEMENT OF DUTIES**

To handle all duties as assigned. This position is to perform various clerical tasks involved at city hall.

#### **SUPERVISION RECEIVED**

Work is performed under the general supervision of the City Manager, City Clerk and City Treasurer.

#### **TYPICAL EXAMPLES OF WORK**

An employee of this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary; employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, and office equipment.

#### **OFFICE**

- Preparation and issuance of business licenses; maintenance and updating of computerized list.
- Accept and assist in reviewing and processing applications for home occupation permits, variances, and zoning permits.
- Order office supplies for all city hall departments.
- Perform duties for Riverside Cemetery, including generating and maintaining records, assisting and coordinating date and times of internments with the funeral home and Department of Public Services, selling of cemetery spaces and foundations, and issuance of cemetery deeds. In addition, maintenance of computerized alphabetical listing of all internments by date of internment, and filing burial permits.
- Enter and document all payment transactions.
- Assisting customers with all tax issues and inputting of all tax payments.
- Responsible for balancing the cash drawer and preparation of all daily bank deposits. To make sure the General Office Clerk I is knowledgeable and responsible for balancing the cash drawer and preparation of all daily bank deposits in her absence.
- Preparation and mailing of all general receivable bills.
- Post mail and routine maintenance of postal machine.
- Issue burning permits per Fire Chief's directions.
- Prepare and file various records and reports.
- Research and supply information to other departments and citizens, when requested.
- Respond to public inquiries.
- Perform General Office Clerk I's duties in their absence.
- Assist with accounting and accounts payable, tax collection, and data processing activities. This includes organizing, inputting and printing checks for signature.

- Accept application for renting City parks and Ivan Middleton Hall.
- Record blight complaints.
- Assist on any special projects as assigned by Clerk, Treasurer, and/or City Manager.
- Any other duties as assigned.

### **ACCOUNTING**

Input data cemetery, cable access channel, process any payments received. In the absence of Office Clerk I will assist in utility billing questions.

### **PAYROLL**

Maintain time card and have the manager or treasurer sign off on it for pay week

### **PURCHASING**

Responsible for all aspects of purchasing, including obtaining proper approval, office supplies for all city departments which follows the purchasing policy of the City.

### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge in computer programs, spreadsheets, word processing, desk top publishing
- Ability to read and understand spreadsheets
- Ability to learn departmental procedures and activities, including use of various office machines
- Ability to plan, schedule, and implement new ideas to continue to provide excellent services to residents
- Ability to handle variety of tasks and prioritize work
- Ability to prepare and maintain accurate records and reports
- Ability to work effectively and pleasantly with public and other employees

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school, including or supplemented by typing and commercial subjects.
- Reasonable knowledge of spelling and mathematics.
- Have speed, skill and accuracy in operation of typewriter, calculator, computer and data entry.

### **PHYSICAL DEMANDS**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **TREASURER**

#### **GENERAL STATEMENT OF DUTIES:**

To supervise and perform responsible administrative and accounting work; to plan, coordinate and supervise accounting operations including all collection and disbursement of monies and the data processing function; to generate and maintain all accounting records, including but not limited to the general ledger, accounts payable, payroll, personnel, and all investments; and to perform related work in these areas as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the general direction of the City Manager.

#### **SUPERVISION EXERCISED:**

Supervision is exercised over all clerical personnel with General Office Clerk II answering directly to the treasurer's department.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job-related skills, procedures, and office equipment.

- Maintain records of revenue accrued and liabilities incurred.
- Examination and approval of payrolls, bills and other claims against the city.
- Maintain and supervise accounting, bookkeeping, payroll and accounts payable, tax collection, and data processing activities and personnel.
- Prepare for annual audit of the city.
- Examine the cash flow and supervise the investment of public funds.
- Preparation of various accounting reports including balance sheets, operating statements, expenditure analyses and other statistical data and reports.
- Maintain tax allocations and refunds and prepare bond and interest requirements and accounts.
- Perform debt management supervision.
- Assist in the training and evaluating subordinate personnel.
- Supervise and assist in installation and use of bookkeeping or accounting systems.
- Implement payroll and fringe benefit sections of union contracts.
- Attend Council meetings as required.
- Monitor municipal retirement systems.
- Generate and maintain records for the Tax Increment Finance Authority (TIFA) and IFT.
- Correspond with different banks concerning financial transactions.
- Generate and maintain records and reports for all Federal and State grants.
- Perform all related work as assigned.

- Perform various human resource functions, including payroll, maintaining personnel records, and employee benefit information.
- Information Technology Administration of the City's computer system, which includes communicating with the Network Technical Support provider regarding support service needs and computer upgrades, as well as troubleshooting computer problems within city offices.
- Work with the City Assessor on tax administration processes, property legal description changes, and Board of Review changes.
- Assists City Manager with the annual budget preparation; conducts budget analysis and preparation of Quarterly Budget Amendment information throughout the fiscal year.
- Prepares quarterly financial reports for the MDOT Highway maintenance contract and Annual Act 51 Financial Reports for MDOT.
- Prepares quarterly payroll reporting to necessary agencies including the IRS, the State of Michigan and Michigan Municipal League Unemployment Fund and Workman's Comp.

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Thorough knowledge of accounting principles, practices and procedures as related to municipal operations.
- Considerable knowledge of modern office administration, supervisory practices and procedures.
- Considerable knowledge of city provisions, ordinances and of the operation of state and local law governing fiscal responsibilities and tax collection.
- Considerable knowledge of pensions.
- Considerable knowledge of the organization and functions of municipal Government.
- Ability to assist departments in meeting their goals within the constraints of the city's resources.
- Ability to analyze and interpret bookkeeping and accounting records and to prepare accurate financial statements and summaries.
- Ability to organize and supervise the work of subordinate employees.
- Initiative and resourcefulness in solving accounting problems.
- Ability to work effectively with other officials, employees and general public.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Bachelor's degree from an accredited institution in public or business administration, accounting, or a related subject.  
 Significant experience in performing public accounting auditing or related work.  
 Significant administrative and supervisory experience.

**PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **DEPUTY TREASURER**

#### **GENERAL STATEMENT OF DUTIES:**

To perform the various clerical tasks involved as the assistant to the City Treasurer. To assist in administrative and accounting work; to assist with the accounting operations including all collection and disbursement of monies and the data processing function; to perform related work in these areas as required; and to take the place of the Treasurer in their absence.

#### **SUPERVISION EXERCISED:**

Work is performed under the general direction of the City Treasurer.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job-related skills, procedures, and office equipment.

Assist the City Treasurer in the operations of the Treasurer's Office, including but not limited to filing, correspondence, and record keeping.

Assist with accounting, bookkeeping, payroll and accounts payable, tax collection, data processing activities, and personnel.

Prepare various accounting reports including balance sheets, trial balances operating statements, expenditure analyses and other statistical data and reports.

Assist in installation and use of bookkeeping or accounting systems.

Implement payroll and fringe benefit sections of union contracts.

Attend Council meetings as required.

Monitor municipal retirement systems.

Generate and maintain various records, reports, and files.

Perform other assigned work as required.

## **JOB DESCRIPTION**

### **DEPUTY TREASURER (CONTINUED)**

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

Thorough knowledge of accounting principles, practices and procedures as related to municipal operations.

Considerable knowledge of modern office administration, supervisory practices and procedures.

Considerable knowledge of city charter provisions, ordinances and of the operation of state and local law governing fiscal responsibilities and tax collection.

Considerable knowledge of pensions.

Considerable knowledge of the organization and functions of municipal government.

Ability to assist departments in meeting their goals within the constraints of the city's resources.

Ability to analyze and interpret bookkeeping and accounting records and to prepare accurate financial statements and summaries.

Ability to work effectively with other officials, employees and general public.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from an accredited high school.

Knowledge and experience in public or business administration, accounting, or a related subject, or equivalent.

Experience in performing public accounting auditing or related work.

Administrative and supervisory experience.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## POLICY: FIRE CHIEF JOB DESCRIPTION

I. The Fire Chief shall be appointed by the governing authority.

### II. **General Description of Duties**

Under the general supervision of the City Manager, the Fire Chief directs all operations of the fire department

### III. **Essential Duties & Responsibilities**

A. Performs and/or supervises firefighting activities. Plans, directs, exercises general supervision of department operations including but not limited to:

1. Makes and reviews all personnel assignments within the department.
2. Develops and enforces policies and procedures.
3. Makes recommendations for the appointment, promotion and dismissal of fire department personnel.
4. Prepares and administers the department budget.
5. Coordinates fire department activities with other municipal departments.
6. Supervises fire prevention activities.
7. Maintains professional development by attending meetings, conferences and seminars, etc.
8. Recommends the purchase of new equipment and directs the drafting of specifications for the equipment.
9. Develops long term plans for improving and maintaining cost effective operations
10. Delegates or completes records and reports.
11. Supervises the maintenance, repair, improvement and replacement of equipment, apparatus and property of the fire department.
12. Over sees training of department personnel.
13. Ensures that an incident management system is used at all emergency operations.
14. Authorizes the release of information to the press.
15. Coordinates Planned Emergency Preparedness with appropriate Governing Authority.

IV. Minimum required education and training

An equivalent combination of education and experience listed below may be considered.

- A. High school graduate or GED equivalent.
- B. Five (5) years of experience as Captain and Assistant Chief, completion of the Michigan Fire fighters Training Council Fire Fighter I and II, Haz-Mat Operations, ICS/NMS and Fire Officers I.

#### PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with fire fighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and potential exposure to blood borne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

# **POLICY: ASSISTANT CHIEF JOB DESCRIPTION**

## **I. Assistant Chief Appointment**

The Assistant Chief shall be recommended by the Fire Chief and approved by the governing body.

## **II. General Description of Duties**

In the absence of the Fire Chief, the Assistant Chief directs all operations of the fire department; conducts interviews; makes hiring recommendations; supervises all fire department personnel; and develops policies and procedures to insure compliance with federal, state and local ordinances.

## **III. Duties & Responsibilities**

- A. Plans, directs and exercises general supervision of departmental operations including but not limited to:
1. Making and reviewing all personnel assignments within the department.
  2. Enforcing policies and procedures.
  3. Making recommendations for the appointment, promotion and dismissal of fire department personnel.
  4. Assisting in the preparation and administration of the departmental budget and maintaining expenditures within revenues provided.
  5. Coordinating fire department activities with other municipal departments.
  6. Supervising fire prevention activities.
  7. Maintaining professional development by attending meetings, conferences and seminars, etc.
  8. Recommending the purchase of new equipment and directing the drafting of specifications for the equipment.
  9. Developing long term plans for improving and maintaining cost effective operations.
  10. Responsibility for records and reports.
  11. Supervising the maintenance, repair, improvement and replacement of fire fighting equipment, radio equipment and property of the fire department.
  12. Supervising programs for the training of fire fighting personnel in modern methods of fire fighting and in use and care of equipment.
  13. Assuring that an incident command system is used at all emergency operations.
  14. Authorizing the release of information to the press.

**IV. Necessary Knowledge, Skills and Abilities**

A. The Assistant Chief must possess:

1. A Comprehensive knowledge of fire administration and management principal
2. The ability to manage economically and efficiently.
3. The ability to plan and direct varied operations.
4. The ability to manage emergency situations.
5. The ability to work effectively with public officials and the general public.

**V. Minimum required education and training**

An equivalent combination of education and experience listed below may be considered.

- A. High School graduate or GED equivalent.
- B. Five (5) years experience in fire service, two (2) of which must be at the rank of Captain and or Training Officer.
- C. Completion of Michigan Firefighters Training Council Firefighter II, Fire Officer I, Hazardous Materials Operation, Automatic External Defibrillator, and Cardiopulmonary Resuscitation.

## **POSITION DESCRIPTION CAPTAIN**

### **Purpose**

To establish the duties and responsibilities for the position of Captain for the Municipality as defined by the accompanying position description.

### **Procedure**

- In the capacity of Captain, the employee will assume the authority and responsibility of command due persons of this rank. At incident scenes, the employee will work under the supervision of the highest ranking command officer.
- In the absence of higher command, the employee will work in conjunction with other Captains or shall assume command as the highest ranking officer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Perform and supervises firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishment and overhaul tasks.
- Supervises employees in their assigned duties as directed.
- Instructs and trains personnel in areas of job responsibilities, functions and fire department operations.
- Monitors and observes departmental activities to ensure that conduct and performance conform to departmental standards and policies.
- Carries out duties in conformance with Federal, State, County and Local laws and Ordinances.
- Responds to alarms and functions as Incident command until such time that a higher ranking officer releases them of this duty.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training, programs, firefighting, hazardous materials.

### **PERIPHERAL DUTIES**

- Performs the duties of subordinate employees as needed.
- Attends training and meetings to keep abreast of current trends in the field
- Coordinates activities with other department officers and officers of other Municipal departments
- Maintains professional contact with the public
- Serves as a member of various departmental and municipal committees

## **MINIMUM QUALIFICATIONS**

A combination of education and experience listed below should be considered

- A. High School or GED equivalent
- B. Five (5) years of experience in the fire service
- C. Completion of the Michigan Firefighters training Council Firefighter II, Fire Officer (I), Hazardous Materials Operations
- D. Adequate Attendance record

## **KNOWLEDGE, SKILLS AND ABILITIES**

- A. Demonstrates knowledge of modern fire suppression, prevention and emergency medical services principles, procedures, techniques and equipment. Knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- B. Skill in the operation of listed tools and equipment. Fire apparatus, fire pumps, hoses, self-continued breathing apparatus, other standard firefighting equipment and computers.
- C. Ability to train and supervise subordinate personnel.
- D. Ability to communicate verbally and in writing.
- E. Ability to exercise sound judgment in evaluation situations and in making decisions.
- F. Ability to effectively give and receive verbal and written instructions.
- G. Ability to establish and maintain working relationships with other employees, supervisors and the public.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicle and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with firefighting, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

## **POSITION DESCRIPTION FIREFIGHTER**

### **Purpose**

To establish the general duties and responsibilities for the position of firefighter for the City as defined by the accompanying position description.

### **Procedure**

In the capacity of firefighter, the individual will assume the authority and responsibility of command due persons of this rank. The individual will work under the supervision of the highest ranking command officer. The senior firefighter shall assume command.

### **GENERAL PURPOSE**

To protect life, limb, and property by performing firefighting, hazardous materials, or fire prevention duties. To maintain fire equipment, apparatus, and department facilities.

### **MINIMUM CERTIFICATION**

All volunteer paid on call fire fighters must be certified as FFI, and have HazMat Awareness by the Michigan Fire Fighter Training Council within twenty-four (24) months of hire.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Performs firefighting activities including driving fire apparatus, operating pumps and related equipment, laying hose, and performing fire containment, extinguishments and overhaul tasks.
- Participates in training, attends classes in firefighting, hazardous materials, and related subjects.
- Operates radios and other communications equipment.
- Carries out duties in conformance with Federal, State, County, City and Local laws and ordinances.
- Maintains fire equipment, apparatus and facilities. Performs minor repairs to departmental equipment.
- Performs general maintenance work in the upkeep of fire facilities and equipment.
- Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training, programs, firefighting, hazardous materials, and emergency aid activities.
- Presents programs to the community on safety, medical and fire prevention topics.
- Performs salvage operation.

### **PERIPHERAL DUTIES**

- Assist in department supervisory and administrative activities as assigned.
- Assist in training new employees as assigned.
- Attends training and meetings as required or scheduled.
- May serve as a member on various employee committees.
- May instruct classes in assigned subject areas.
- The duties listed above are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not

exclude them from the position if the work is similar, related or logical assignment to the position.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- A. Ability to apply standard firefighting, hazardous material, and fire prevention techniques.
- B. Ability to perform strenuous physical tasks during emergency, training or station activities for prolonged periods of time under conditions of heights, smoke and adverse weather conditions.
- C. Ability to communicate verbally and in writing.
- D. Ability to establish and maintain working relationships with other employees, supervisor and the public.
- E. Maintains required certifications and licensures.
- F. Skills in the operation of listed tools and equipment, such as fire apparatus, fire pumps, hoses, self-contained breathing apparatus, and other standard firefighting equipment and computers.

### **MINIMUM QUALIFICATIONS**

- A. Must be 18 years or older at time of employment and have a High School Diploma or GED Equivalent.
- B. Must possess, a valid unrestricted State of Michigan Driver's License
- C. No felony or disqualifying criminal convictions
- D. Ability to meet departmental physical standards.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, talk, hear, use hands or fingers to handle or operate objects, tools, or controls, and reach with hands and arms. The employee is required to sit, climb, maintain balance, stoop, kneel, crouch or crawl.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work is performed primarily in the field, vehicles and outdoor settings, in all weather conditions, including temperature extremes, during day and night. Work is often performed in emergency situations. Employee may be exposed to loud noises and hazards associated with firefighting, including smoke, noxious odors, fumes, chemicals, solvents, oils and rendering emergency medical services with potential exposure to blood borne pathogens and communicable diseases. The employee occasionally works near moving mechanical parts and in high, precarious places.

## **SUPERINTENDENT**

### **Department of Public Works**

#### **GENERAL STATEMENT OF DUTIES**

Perform all phases of planning, scheduling, coordinating and supervising all activities regarding Streets, Building Maintenance, Water, Parks, Cemetery, Sanitation, and perform all related work as required.

Incumbent may operate equipment and may perform manual labor to participate in the completion of assigned projects. In addition, the person must be available for on call duty for emergency road / repair work.

Work is performed under the general supervision of the City Manager.

#### **SUPERVISION EXERCISED**

Supervision is exercised over all Operators, Laborers, Part Time / Seasonal workers, and Staff employees in the Department of Public Works.

#### **TYPICAL EXAMPLES OF WORK**

An employee in this class may be called upon to do any or all of the following:

- Overall responsibility for the administration, operation and maintenance of the DPW
- Planning, scheduling, coordinating and supervising of all activities in the department
- Review and coordinate all data and records for budget preparation and purchase requests
- Generate and maintain records and reports in all aspects of the DPW operations
- Comply with all applicable State and Federal laws and requirements
- Comply with and enforce city policies, ordinances, and union contracts
- Preparation of the budget, various reports, bid specifications, work schedules, goals and objectives, contracts, etc.
- Attend council meetings and other meetings on behalf of the department as required
- Assist in annual safety and supervisor seminars and employee training programs
- Receive complaints and reports on conditions of city streets, sidewalks, drainage systems, buildings and equipment; consults with City Manager and assists in establishing priorities for maintenance and repair work

- Plans and supervises mowing of grass and weeding at city cemetery, parks, city owned facilities, and city owned green space
- Reviews permit requests such as but not limited to; zoning, driveway, storm sewer inspection, etc.

(These examples do not include all of the tasks which the employee may be expected to perform.)

### **QUALIFICATIONS FOR EMPLOYMENT**

- Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of sewer and water systems, parks, cemetery, vehicles and equipment
- Knowledge of a municipal organization and layout and of ordinances and laws relating to pertinent activities in the public works field
- Ability to plan, organize, supervise and coordinate the activities of employees in all departments of the Department of Public Works.
- Some knowledge regarding planning, zoning, and construction code(s)
- Ability to work effectively with other officials, employees and the public

### **EDUCATION AND TRAINING**

- Baccalaureate Degree from an accredited college or university or equivalent experience
- Seven years of experience in performing increasingly responsible work involving all phases of municipal public services, construction, maintenance, repair and other related activities including three years or more in a supervisory capacity
- Must possess appropriate licenses and certifications as required, such as CDL license
- Must possess and/or receive within one year of employment and maintain the required State of Michigan licenses associated with a community water supply, such as D-3 and S-3

### **PHYSICAL**

Must be able to perform the essential functions of this job, with or without reasonable accommodations

### **RESIDENCY REQUIREMENT:**

It is the desire of the City of Vassar to have all department heads live within the city limits. However, department heads are required to live no greater than 20 miles from the nearest boundary of the city.

## **JOB DESCRIPTION**

### **WATER OPERATIONS MANAGER DEPARTMENT OF PUBLIC WORKS**

#### **GENERAL STATEMENT OF DUTIES:**

To operate motor vehicles, small power equipment and hand tools including dump trucks, pickup trucks, cement mixers, jack hammers, lawn mowers and shovels; to perform street repairs, maintenance and to perform other related duties as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the general supervision of the other designated official.

#### **SUPERVISION EXERCISED:**

No great degree of supervision exercised except general supervision of laborers and other designated employees.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Operate motor driven vehicles.
- Maintain sewer and water records.
- Perform minor preventive maintenance on vehicles.
- Operate cement mixer, jackhammers, lawn mowers and other equipment required.
- Check manholes for repairs or obstructions.
- Clear catch basins, storm and sanitation lines from debris.
- Maintain, locate, and operate all water related equipment, including fire hydrants.
- Assist in all water related services, including meter readings, turn-on, and shutoff.
- Assist in the operation of heavy and special equipment when required.
- Perform custodial and general maintenance including painting, landscaping, grass cutting, snow removal, weeding and planting.
- Perform related work as required or assigned.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Considerable knowledge of Water Department operations and equipment, including of a variety of trucks and other types of motor vehicles and equipment.
- Reasonable knowledge of Department of Public Works operations.
- Ability to operate trucks and equipment skillfully and safely.
- Ability to perform minor preventative maintenance on trucks and equipment as required.
- Ability to understand and following oral and written instructions.
- Ability to perform physical labor in all types of weather and under various conditions.
- Familiarity with streets and principal locations in the City.
- Ability to work effectively with other employees and the public.
- Basic knowledge of computers and computerized record keeping.

## **JOB DESCRIPTION**

### **WATER OPERATIONS MANAGER (CONTINUED) DEPARTMENT OF PUBLIC WORKS**

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from an accredited high school.

Three years experience in heavy labor and/or public works activities.

Ability to obtain and maintain required licenses, including Class B CDL.

Valid Level D-3 Water Treatment license, registered with the State of Michigan.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **UTILITY WORKER II DEPARTMENT OF PUBLIC WORKS**

#### **GENERAL STATEMENT OF DUTIES:**

To perform manual labor and a variety of skilled and semi-skilled activities involving public works, maintenance of sewer and water systems, rubbish collection, sign installation and maintenance, and tree maintenance; to perform other related work as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the immediate supervision of a supervisor of public works or other designated official.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Erect and repair signposts.

Construct, paint, erect and repair all street and traffic signs.

Trim trees and remove tree stumps.

Assist in operating air compressors, spray equipment, sign machine and other equipment related to construction, installation and maintenance of traffic signs.

Assist in operating various sewer cleaning machines and catch-basin cleaners.

Install and maintain catch basins, sewer lines, sewage lift stations, and other parts of the city sewer system.

Assist in operating various water line related equipment and install and repair water lines.

Service and install fire hydrants.

Operate jackhammers, trucks, and various other types of vehicles and power driven equipment.

Check main sewer lines for problems on a monthly basis.

Prepare for internment and closure at the cemetery.

Perform other manual labor, skilled and semi-skilled tasks involving general maintenance activities, public works and other municipal activities.

Perform other related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

Ability to understand and follow oral and written instructions.

Ability to perform heavy manual labor for extended periods in all types of weather and under various working conditions.

Ability to learn to use various types of equipment involved in public works maintenance activities. Some knowledge of the operation of various tools and equipment used in public works or similar maintenance activities.

Ability to work effectively with other employees and the public

## **JOB DESCRIPTION**

### **UTILITY WORKER II (CONTINUED) DEPARTMENT OF PUBLIC WORKS**

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Graduation from an accredited high school.

Some experience in heavy labor and/or public works activities.

Ability to obtain and maintain required licenses, including CDL.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

**JOB DESCRIPTION**  
**SEASONAL LABORER**

**GENERAL STATEMENT OF DUTIES:**

To perform strenuous physical labor on construction, maintenance and repair of city streets, sewers and rights-of-way.

**SUPERVISION RECEIVED:**

Work is performed under the general supervision of the Division Supervisor and may be under a crew leader.

**TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Break out, pour and form cement.
- Lay asphalt.
- Cut grass.
- Rebuild utility manholes.
- Trim trees, chip brush.
- Pick up leaves.
- Paint.
- Sweep.
- Operate pick up truck.
- Operate cement mixer, lawn mower, chain saw.
- Operate tractor with various attachments.
- Operate air compressor and hand air hammers.
- Other related work.

**DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Must have a valid Michigan Drivers License Class II.
- Acceptable driving records.
- Reasonable knowledge of methods, tools and equipment used in construction, maintenance and repair of city streets, sewers and right-of-ways.

**PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **CHIEF OF POLICE POLICE DEPARTMENT**

#### **GENERAL STATEMENT OF:**

To be responsible for the planning and administration of the Police Department. In addition, is responsible for the continuous enforcement of laws and ordinances, the protection of life and property, and the preservation of peace within the city.

#### **SUPERVISION RECEIVED:**

Work is performed under the administrative direction of the City Manager and in accordance with local, state and federal laws and ordinances.

#### **SUPERVISION EXERCISED:**

Plans and directs the work of all departmental personnel.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.) Other duties may be assigned as necessary. Employee holding this position is expected to maintain and update knowledge in job-related skills, office procedures, and office equipment.

- Plan, direct, and manage the operation of the Police Department, coordinating functions and activities through consultation with subordinate officers.
- Develop long-term plans for improving operations and obtaining more effective enforcement of laws and ordinances.
- Recommend policies to the City Manager and City Council in order to maintain or establish effective law enforcement and to preserve law and order and protect life and property.
- Train and review the work performance of subordinate officers.
- Issue commands and insure their proper performance.
- Review complaints, activities of the department, and other matters of public interest with citizens and representatives of organizations.
- Carry on activities in the development of good public relations and the promotion of good will, including the making of public addresses, other appearances, and activities.
- Attend City Council meetings and submit reports, as required.
- Prepare departmental budget, confer with, and submit to City Manager.
- Plan and direct development of departmental training programs.
- Participate in various meetings of law enforcement and other officials.
- Approve departmental requisitions and work orders.
- Supervise the preparation of uniform crime statistics reports, the preparation of National Safety Council reports, and prepare correspondence and reports.
- Prepare monthly departmental report and approve payroll.
- Investigate liquor license applicants.
- Cooperate with State and Federal enforcement officers in the apprehension and detection of suspects and criminals.

## **JOB DESCRIPTION**

### **CHIEF OF POLICE POLICE DEPARTMENT**

- Perform all work of a police officer.
- Perform related work as require.
- Must submit police reports for prosecution to the prosecutor and city attorney in a timely manner.
- Must be able to successfully review reports and facilitate them to the magistrate for the entire department for the purpose of warrant authorization.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Thorough knowledge of principles, practices and procedures of modern police science and administration.
- Thorough knowledge of applicable federal, state and local laws and ordinances and of the limitations on police authority.
- Considerable knowledge of scientific methods of crime prevention and detection and of the use of firearms, communication, and automotive equipment used in modern police work.
- Considerable knowledge of the economic and social structure of the City.
- Ability to plan, coordinate, assign, and supervise the work of a relatively large number of subordinates engaged in a variety of police and related activities.
- Ability to prepare and effectively present information relating to the activities of the Police Department.
- Skill in the use of firearms and other police equipment.
- Ability to establish and maintain cooperative working relationships with other city officials, other governmental authorities, and the general public.
- Skill in the use of a computer.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Bachelor degree from an accredited institution in Criminal Justice or related field, or equivalent experience.
- Considerable advanced training in modern police science, supervision and administration.
- Five years of progressively responsible experience in command positions in one or more phases of law enforcement work.
- Current Michigan Commission on Law Enforcement Standards (MCOLES) certification.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

#### **RESIDENCY REQUIREMENT:**

Must attain resident within the City of Vassar, within 6 months of employment. Within 20 mile radius by law unless part of hiring stipulation.

## **JOB DESCRIPTION**

### **POLICE SERGEANT POLICE DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES:**

To perform reasonable law enforcement and patrol work; to maintain order in the city, regulate traffic, protect life and property, prevent crime, and quell civil disorder; and to perform related work as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the supervision of a superior officer.

#### **SUPERVISION EXERCISED:**

No great deal of supervision is exercised except general supervision of full-time, part-time and/or reserve officers if needed.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Patrol on foot or other vehicle to prevent crime and civil disorder, protect life and property, direct and survey traffic, investigate accidents, and enforce motor vehicle operation and parking regulations.

Inspect liquor sales establishments and places of entertainment to enforce standards required by law.

Investigate suspicious activities, apprehend and arrest violators of the law, gather evidence and assist in burglary, family disturbances, disorderly persons, delinquents, and prowlers.

Investigate narcotics cases and organized crime suspects and activities.

Issue violation notices for parking infractions, speeding and other violations.

Serve civil and criminal processes, including warrants and subpoenas and appear in court when necessary.

Assist disabled motorists, persons desiring information, and elderly or ill persons.

Exercise power to arrest when warranted.

Administer first aid and assist in locating missing persons.

Assist in the apprehension of wanted persons and guard prisoners and assume responsibility for their safety and personal property while in custody.

Assist other law enforcement and government agencies.

Check barricades and areas under repair, doors of business establishments at night, and homes of residents on vacation.

Direct traffic at parades, ceremonies, sporting and other events.

Assist the fire department at major fires by controlling crowds, directing traffic and assisting in rescue operations.

Investigate juvenile problems and take appropriate action.

Perform police escort work.

Review police officers reports and daily logs for accuracy and content.

Inspect department equipment including patrol vehicles and report necessary repairs.

## **JOB DESCRIPTION**

### **POLICE SERGEANT (CONTINUED)**

#### **POLICE DEPARTMENT**

#### **TYPICAL EXAMPLES OF WORK:**

- Maintain records and prepare reports of accidents, complaints, offenses, and other incidents.
- Assist in training police auxiliaries.
- Operate police vehicle, radio, radar unit, typewriter and other equipment as required.
- Assist in servicing departmental equipment.
- Participate in safety education and crime prevention program. Perform related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Ability to understand the needs of citizens, other employees, and the police department.
- Ability to perform all duties set forth by law, ordinances, city charter and departmental rules and regulations.
- Ability to act as representative of the Chief of Police.
- Knowledge of liaison and cooperative arrangements that exists between the department and other agencies.
- Ability to keep abreast of new developments and methods pertaining to police and departmental activities.
- Ability to self evaluate, looking for indications of irritability, impatience and nervousness, and to minimize them by exhibiting mastery over self.
- Thorough knowledge of the geography, streets and principal locations in the City.
- Thorough knowledge of traffic rules and regulations.
- Ability to react calmly and quickly in emergency situations.
- Skill in the use of firearms and other police equipment.
- Ability to prepare accurate written records and reports with the use of a computer.
- Mental alertness and good powers of observation and judgment.
- Physical strength and agility necessary to perform job.
- Ability to work effectively with other employees and citizens of all ages, races, colors, creeds or national originals.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Must meet Act 78 requirements for entry.
- Must be at least 21 years of age.
- Must have a valid Michigan Operator's License and a good driving record.
- Must have completed two years of college credits.
- Must pass Police Officer Written Examination.
- Must have current Michigan Commission on Law Enforcement Standards (MCOLES) Certification in Reading and Writing and the Physical Skills Test Battery.
- Must be able to carry and proficiently use firearm.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations

## **JOB DESCRIPTION**

### **POLICE OFFICER POLICE DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES:**

To perform reasonable law enforcement and patrol work; to maintain order in the city, regulate traffic, protect life and property, prevent crime, and quell civil disorder; and to perform related work as required.

#### **SUPERVISION RECEIVED:**

Work is performed under the supervision of a superior officer.

#### **SUPERVISION EXERCISED:**

No great deal of supervision is exercised except general supervision of full-time, part-time and /or reserve officers if needed.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Patrol on foot or other vehicle to prevent crime and civil disorder, protect life and property, direct and survey traffic, investigate accidents, and enforce motor vehicle operation and parking regulations.

Inspect liquor sales establishments and places of entertainment to enforce standards required by law.

Investigate suspicious activities, apprehend and arrest violators of the law, gather evidence and assist in burglary, family disturbances, disorderly persons, delinquents, and prowlers.

Investigate narcotics cases and organized crime suspects and activities.

Issue violation notices for parking infractions, speeding and other violations.

Serve civil and criminal processes, including warrants and subpoenas and appear in court when necessary.

Assist disabled motorists, persons desiring information, and elderly or ill persons.

Exercise power to arrest when warranted.

Administer first aid and assist in locating missing persons.

Assist in the apprehension of wanted persons and guard prisoners and assume responsibility for their safety and personal property while in custody.

Assist other law enforcement and government agencies.

Check barricades and areas under repair, doors of business establishments at night, and homes of residents on vacation.

Direct traffic at parades, ceremonies, sporting and other events.

Assist the fire department at major fires by controlling crowds, directing traffic and assisting in rescue operations.

Investigate juvenile problems and take appropriate action.

Perform police escort work.

## JOB DESCRIPTION

### POLICE OFFICER (CONTINUED) POLICE DEPARTMENT

#### **TYPICAL EXAMPLES OF WORK:**

Maintain records and prepare reports of accidents, complaints, and other incidents.  
Assist in training police auxiliaries.  
Operate police vehicle, radio, radar unit, typewriter and other equipment as required.  
Assist in servicing departmental equipment.  
Participate in safety education and crime prevention program. Perform related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

Ability to understand the needs of citizens, other employees, and the police department.  
Ability to perform all duties set forth by law, ordinances, city charter and departmental rules and regulations.  
Ability to act as representative of the Chief of Police.  
Knowledge of liaison and cooperative arrangements that exists between the department and other agencies.  
Ability to keep abreast of new developments and methods pertaining to police and departmental activities.  
Ability to self evaluate, looking for indications of irritability, impatience and nervousness, and to minimize them by exhibiting mastery over self.  
Thorough knowledge of the geography, streets and principal locations in the City.  
Thorough knowledge of traffic rules and regulations.  
Ability to react calmly and quickly in emergency situations.  
Skill in the use of firearms and other police equipment.  
Ability to prepare accurate written records and reports with the use of a computer.  
Mental alertness and good powers of observation and judgment.  
Physical strength and agility necessary to perform job.  
Ability to work effectively with other employees and citizens of all ages, races, colors, creeds or national originals.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Must meet Act 78 requirements for entry.  
Must be at least 21 years of age.  
Must have a valid Michigan Operator's License and a good driving record.  
Must have completed two years of college credits.  
Must pass Police Office Written Examination.  
Must have current Michigan Commission on Law Enforcement Standards (MCOLES) Certification in Reading and Writing and the Physical Skills Test Battery.  
Must be able to carry and proficiently use firearm.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **CROSSING GUARD POLICE DEPARTMENT**

#### **GENERAL STATEMENT OF DUTIES:**

To assist pedestrians, particularly school children walking to and from school crossing specified streets and intersections safely.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Walk into the cross walk across major road, while holding up a hand-held stop sign while pedestrians cross street.

Observe, judge, and react to traffic.

Perform other related work as required.

#### **PHYSICAL DEMANDS:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **SUPERINTENDENT WWTP**

#### **GENERAL STATEMENT OF DUTIES:**

Perform all phases of planning, scheduling, coordinating and supervising all activities in the Building Maintenance, Sewer, and Sanitation, and perform related work as required.

#### **SUPERVISION EXERCISED:**

Supervision is exercised over all Operators, Laborers, Clerical, and Staff employees.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

Overall responsibility for the administration, operation, and maintenance of the WWTP.

Planning, scheduling, coordinating and supervising of all activities in the department.

Review and coordinate all data and records for budget preparation and purchase requests.

Generate and maintain records and reports in all aspects of the WWTP operation.

Comply with all applicable State and Federal laws and requirements.

Preparation of the budget, various reports, bid specifications, work schedules, goals and objectives, etc.

Attend council meetings and other meetings on behalf of the department as required.

Assist in safety and supervisor seminars and employee training programs.

Perform other related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of sewer and other equipment.

Considerable knowledge of the organization and layout of the city and of ordinances and laws relating to pertinent activities.

Ability to plan, organize, supervise and coordinate the activities of employees in all divisions of the Department of Public Services.

Ability to develop and effectively present long and short-term plans and programs and to make sound decisions on complex operational and administrative problems.

Ability to work effectively with other officials, employees and the public.

## **JOB DESCRIPTION**

### **SUPERINTENDENT (CONTINUED) WWTP**

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

Baccalaureate Degree from an accredited College or University.  
Seven years experience in performing increasingly responsible work involving all phases of municipal Public Services construction, maintenance, repair and other related activities, including one-year experience in a supervisory capacity.  
Must possess a class B Michigan Department of Environmental Quality Certification.

#### **PHYSICAL:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

#### **RESIDENCY REQUIREMENT:**

It is the desire of the City of Vassar to have all department heads live within the city limits. However, department heads are required to live no greater than 20 miles from the nearest boundary of the city.

## **JOB DESCRIPTION**

### **OPERATOR / OPERATOR I WWTP**

#### **GENERAL STATEMENT OF DUTIES:**

To perform manual labor and a variety of skilled and semi-skilled activities involving the WWTP, Building Maintenance, Sewer, and Sanitation, and perform related work as required.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Perform daily meter readings, generate and organize reports, and computer data entry.
- Perform preventative and corrective maintenance on all plant equipment.
- Perform building and grounds maintenance.
- Perform all phases of laboratory testing, analysis, calibration, and maintenance of all laboratory equipment.
- Perform other related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of parks, vehicles, buildings and equipment.
- Considerable knowledge of the organization and layout of the city and of ordinances and laws relating to pertinent activities.
- Comply with all applicable State and Federal laws and requirements.
- Perform other related work as required.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school
- Background in biology or chemistry preferred, but not required.
- Eligibility to obtain MDEQ certification.

#### **PHYSICAL:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **OPERATOR / OPERATOR II WWTP**

#### **GENERAL STATEMENT OF DUTIES:**

To perform manual labor and a variety of skilled and semi-skilled activities involving the WWTP, Building Maintenance, Sewer, and Sanitation, and perform related work as required.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Perform daily meter readings, generate and organize reports, and computer data entry.
- Perform preventative and corrective maintenance on all plant equipment.
- Perform building and grounds maintenance.
- Perform all phases of laboratory testing, analysis, calibration, and maintenance of all laboratory equipment.
- Perform other related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of parks, vehicles, buildings and equipment.
- Considerable knowledge of the organization and layout of the city and of ordinances and laws relating to pertinent activities.
- Comply with all applicable State and Federal laws and requirements.
- Perform other related work as required.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school
- Background in biology or chemistry preferred, but not required.
- Eligibility to obtain MDEQ certification.

#### **PHYSICAL:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **OPERATOR / OPERATOR III WWTP**

#### **GENERAL STATEMENT OF DUTIES:**

To perform manual labor and a variety of skilled and semi-skilled activities involving the WWTP, Building Maintenance, Sewer, and Sanitation, and perform related work as required.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Perform daily meter readings, generate and organize reports, and computer data entry.
- Perform preventative and corrective maintenance on all plant equipment.
- Perform building and grounds maintenance.
- Perform all phases of laboratory testing, analysis, calibration, and maintenance of all laboratory equipment.
- Perform other related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of parks, vehicles, buildings and equipment.
- Considerable knowledge of the organization and layout of the city and of ordinances and laws relating to pertinent activities.
- Comply with all applicable State and Federal laws and requirements.
- Perform other related work as required.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school
- Background in biology or chemistry preferred, but not required.
- Eligibility to obtain MDEQ certification.

#### **PHYSICAL:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

## **JOB DESCRIPTION**

### **OPERATOR / OPERATOR IV WWTP**

#### **GENERAL STATEMENT OF DUTIES:**

To perform manual labor and a variety of skilled and semi-skilled activities involving the WWTP, Building Maintenance, Sewer, and Sanitation, and perform related work as required.

#### **TYPICAL EXAMPLES OF WORK:**

An employee in this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Perform daily meter readings, generate and organize reports, and computer data entry.
- Perform preventative and corrective maintenance on all plant equipment.
- Perform building and grounds maintenance.
- Perform all phases of laboratory testing, analysis, calibration, and maintenance of all laboratory equipment.
- Perform other related work as required.

#### **DESIRABLE QUALIFICATIONS FOR EMPLOYMENT:**

- Considerable knowledge of the materials, methods, equipment and supplies used in the construction, maintenance and repair of parks, vehicles, buildings and equipment.
- Considerable knowledge of the organization and layout of the city and of ordinances and laws relating to pertinent activities.
- Comply with all applicable State and Federal laws and requirements.
- Perform other related work as required.

An employee in this class, upon appointment, should have the equivalent of the following training and experience:

- Graduation from an accredited high school
- Background in biology or chemistry preferred, but not required.
- Eligibility to obtain MDEQ certification.

#### **PHYSICAL:**

Must be able to perform the essential functions of this job, with or without reasonable accommodations.

ACKNOWLEDGMENT AND AGREEMENT

I acknowledge receipt of the current City of Vassar Employee Handbook. I understand and agree that I am bound by the policies, terms and conditions of employment set forth in this handbook.

I understand and agree that this Employee Handbook supersedes and cancels any prior contrary verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment with the City of Vassar.

I am aware that the handbook includes a Computer Internet/Email policy; and includes by reference the following articles:

- Credit Card Policy
- Ethics Ordinance
- Facebook Policy
- Petty Cash/Purchasing/Bid Policy
- Vehicle Idling Policy
- FHWA Drug Free Workplace Policy

I accept acknowledgement of this handbook and acknowledge the items listed by reference above and understand that if I am unable to locate the items on my own through the city website; I can contact the clerk for assistance in obtaining any of the policies/ordinance listed above.

This handbook contains the latest updates through January , 2013. Once you have signed for this handbook a copy of this acknowledgment agreement will be placed in your personnel file.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee