



ADMINISTRATION / PERSONNEL COMMITTEE

420 N Front St.

Suttons Bay, MI 49682


Wednesday, January 4, 2023 at 8:30 am

For the public wishing to view the meeting using remote attendance, there will also be a Zoom link (which can be found on our website at [www.suttonsbayvillage.org](http://www.suttonsbayvillage.org)). Public participation shall be limited to in-person or via written communication received prior to the meeting

AGENDA

Call to Order

1. Reports (staff)
  - a. Treasurer Report
2. Public Comments  
Please limit remarks to no more than three (3) minutes or less.
3. Committee Business
  - a. Report VSB 2022-75 Personnel Manual Considerations
4. Status Update – Other Committees
  - a. Report VSB 2022-71 Water Wheel Park Study
  - b. Report VSB 2022-72 Elm Street Study
5. Public Comments/Written Communication
6. Committee Member Comments
7. Announcements
8. Adjournment

		<b>DEPARTMENT OF PUBLIC WORKS</b> <b>REPORT DPW -2022- 09</b>	
Prepared:	Dec 29, 2022	Pages:	1 of 1
Meeting:	Jan 03, 2023	Attachments:	None <input checked="" type="checkbox"/>
Subject:	Monthly DPW Updates		

**GENERAL SERVICE HIGHLIGHTS**

Christmas Blizzard of 22: Our crew did a great job keeping major routes open during the peak of the storm and the subsequent cleanup afterwards. The additional salt truck that was purchased this year came in handy along with the improved capabilities of the new loader.

Removal of snow stockpiles in town are underway to make room for future snow clearing operations.

Storm drains and culverts are being checked this week due to the potential melt off with the warmer temperatures. Additionally, material will be applied to the streets as needed to prevent slick spots as the temperatures dip below freezing at night.

**UTILITY HIGHLIGHTS**

Quarterly inspections and maintenance of low flow sewer areas were completed and jetted out.

Our entire department was on hand operating the Vactor to clean out sludge layer and remaining water in the south clarifier at the WWTP. This project was done so Jacobs operations staff could enter the tank safely and complete an interior inspection of walls and sludge collector mechanisms.

Effluent PFAS sample was collected at the WWTP for analysis, sampling plan is currently being developed for future testing frequency per EGLE.


Currently working on developing a monthly water loss report to track production vs. metered end user accounts.

**REGULATORY HIGHLIGHTS**

Water reliability study is completed, meeting with engineer on Jan 6<sup>th</sup>, 2023, to review results prior to submittal to EGLE WRD.

Annual Pumpage Report for will completed in early January.

Village water supply monthly sample results were all clear.

		<b>VILLAGE OF SUTTONS BAY</b>	
		<b>REPORT VSB -2022-75</b>	
Prepared:	December 30, 2022	Pages:	1 of 1
Meeting:	January 4, 2023	Attachments:	<input checked="" type="checkbox"/>
Subject:	Personnel Manual Proposed Updates		

**PURPOSE**

To propose a series of amendments to the employee personnel manual.

**OVERVIEW**

The attached proposes to add a part-time element to the personnel manual and extend limited benefits to those who qualify for part-time positions. A second discussion involves adding, correcting and discussing federal holidays. The attachment has been provided for discussion purposes with the highlighted sections being proposed additions to the personnel manual.

To clarify, if an employee is in a full-time position they do not automatically get to choose to go part-time. Rather, some positions are full-time and may not be eligible for part time consideration. If a position is deemed eligible for part-time consideration, then we would likely pro-rate the hourly wage. If it is not an eligible position then the employee would be required to maintain a full-time role.

**CONCLUSION**

The employment landscape has changed over recent years resulting in employers having to adapt. In order to recruit workers or maintain employees, part time benefits are now becoming commonplace in private and public sectors.

## 3.2 Employment Classifications

It is the intent of the Village to clarify the definitions of employment classifications so that employees understand their employment classification and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is classified as either Exempt or Non-Exempt:

Exempt – Exempt employees include those who are not subject to the overtime provisions as defined by the Fair Labor Standards Act (FLSA) and state wage and hour laws. Exempt employees are generally paid on a salary basis and are expected to work the number of hours required to meet the requirements for their particular position each week, which may be more or less than forty (40) hours per work week depending on business needs.

Non-Exempt – Non-exempt employees are subject to the overtime provisions of the FLSA and state wage and hour laws. Non-exempt employees are paid by the hour and receive overtime at a rate of one and one-half times their regular rate of pay for hours worked in excess of forty (40) hours per work week.

Additionally, each employee is also classified in one of the following employment categories:

Full-Time Employee: Full-time employees are hired to work on a year-round basis and are regularly scheduled to work forty (40) hours per work week. For purposes of health insurance eligibility, employees are only required to regularly work a minimum of thirty (30) hours per work week. Full-time employees are entitled to participate in the Village benefit programs once they meet the eligibility requirements for each benefit program as set forth in this handbook and plan documents.

Part-Time Employee: Part-time employees are hired to work on a year-round basis and regularly work twenty-five (25) to thirty-one (31) hours per week. For purposes of health insurance eligibility, part-time employees are only required to regularly work a minimum of thirty (30) hours per work week. Part-time employees are entitled to participate in some Village benefit programs once they meet the eligibility requirements of the benefit programs, including Paid Time Off and Holiday Pay (on a prorated basis), as set forth in Sections 7.0 and 7.1 of the handbook and plan documents, and as otherwise expressly stated in the handbook or as required by law.

Temporary (Seasonal) Employee: Temporary employees are hired on a seasonal or project-related basis (e.g. summer seasonal work) not to exceed twenty-five (25) weeks annually. Temporary employees may work a full-time or part-time schedule and, like all employees, are subject to an at-will employment relationship during their temporary assignment. Unless otherwise expressly stated in this handbook or as required by law, temporary employees are not eligible for Village benefits.

## 7.0 Paid Time-Off (Combined Sick and Personal) and Vacation Time

The Village believes that employees should have opportunities to enjoy time away from work to help balance their lives. For this reason, the Village provides for Paid Time Off (PTO), which includes combined sick time and personal time, and Vacation Time, to all full-time and part-time employees, as set forth below. New hires must successfully complete their 60-day probationary period prior to using any PTO or Vacation Time. Upon such successful completion, new hires will receive, retroactively, their annual PTO on a prorated basis through the end of the calendar year, and their first year Vacation Time. PTO provides employees the freedom to decide how to use their time away from work, for any reason, including without limitation, for personal and sick time.

**Part-time employees:** Part-time employees will be awarded ten (10) days PTO each year on January 1<sup>st</sup>. There is no carryover of PTO allowed; any PTO hours not used during the calendar year will be forfeited. Unused PTO that has not been forfeited is payable upon separation of employment based upon employee's regular rate of pay, on a prorated basis.

**Full-time employees:** Full-time employees will be awarded PTO and accrue Vacation Time at the rates set forth below:

<u>Years of Service</u>	<u>PTO Days</u>	<u>Vacation Days</u>
0 to < 2 days	13 days	5 days
2 to < 10	13 days	10 days
10 to < 20	13 days	15 days
20 +	13 days	20 days

Full-time employees will be awarded their annual Vacation Time each year on their anniversary date, and will be awarded their annual PTO each year on January 1<sup>st</sup>. There is no carryover allowed of PTO; any PTO hours not used during the calendar year will be forfeited. There is no carryover of Vacation Time; any Vacation Time not used during the anniversary year will be forfeited. Accrued and unused PTO and Vacation Time that has not been forfeited is payable upon separation of employment based upon employee's regular rate of pay, and on a prorated basis.

The use of PTO and Vacation Time is not considered time worked in the calculation of overtime. Accrued PTO and Vacation Time must be used for all excused absences, unless otherwise permitted by the Village's policy or law (e.g. bereavement, jury duty and military leave).

Vacation Time and PTO requests are to be submitted in writing as far in advance as possible, with at least two (2) weeks' notice when possible, to the Village Manager. When not possible, requests must be made as soon as reasonably possible. The granting of a particular PTO or Vacation Time request is subject to the scheduling, personnel and business needs of the Village. PTO days and Vacation Time may not be used the day before or the day after a holiday without the prior approval

of the Village Manager. Employees are required to exhaust all PTO and Vacation Time prior to being approved for an unpaid leave of absence, as set forth the Family Medical Personal Leave policy.

## 7.1 Holidays

The Village observes the below paid holidays for **full-time and part-time employees**:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas

If a scheduled holiday falls on a Saturday, the Village will observe the preceding Friday as a paid holiday. Should it fall on a Sunday, the Village will observe the following Monday as a paid holiday.

**Part-time employees:** Part-time employees shall receive prorated Holiday Pay based on their average hours worked per week. For example, if a part-time employee regularly works twenty-eight (28) hours per week, that employee will receive a prorated amount of 5.6 hours of Holiday Pay.

**Full-time employees:** Full-time employees who are required to work on a holiday will receive 1.5 times their rate of pay for the actual hours worked, in addition to the eight (8) hours Holiday Pay. The eight (8) hour Holiday Pay is not considered worked time for purposes of calculating additional overtime for the week. However, additional overtime will be paid for any hours worked over forty (40) hours per week, including those hours worked on a holiday. All overtime must be pre-approved by a supervisor.

Any employee observing a religious holiday not listed above is entitled to use any PTO or Vacation Time to observe that holiday.

Employees on an authorized medical leave, extended Military, or unpaid leave of absence are not eligible for Holiday Pay.