

Charter Township of Clinton

Non-Represented Employee Pay and Benefits Policy

As Amended August 24, 2020
By the Township Board of Trustees

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ARTICLE I - PURPOSE

To set forth for all non-represented employees of the Charter Township of Clinton a policy regarding salaries, benefits and other conditions of employment.

ARTICLE II - COVERAGE

Coverage of this policy extends to those full-time and permanent part-time positions of the Charter Township of Clinton not represented by a bargaining agent or other organization whose purpose is to bargain with the Township on behalf of the employees on wages, hours or other terms and conditions of employment. Permanent part-time positions are included in this policy for the purpose of wages only and are entitled to no benefits except those mandated by Federal or state statute.

Positions covered by this policy are as follows:

Full-Time Employees

- | | |
|--|--|
| 1. Personnel Director | 8. Deputy Supervisor |
| 2. Confidential Personnel Clerk | 9. Media Specialist |
| 3. Administrative Aide | 10. Fire Chief |
| 4. Deputy Clerk | 11. Election Coordinator |
| 5. Executive Director – Fire & Police Pension System | 12. Administrative Assistant to the Trustees |
| 6. Deputy Treasurer | 13. Economic Development Director |
| 7. Human Resources Director | |

Permanent Part-Time Positions (Wages Only)

- | | |
|---------------------------------|--------------------------|
| 1. Steno Clerk – Clerk’s Office | 5. Recreation Supervisor |
| 2. Part-time Clerical – Senior | 6. Transportation Aide |
| 3. Program Aide – Senior | 7. Recreation Assistant |
| 4. Associate Producer – Cable | |

ARTICLE III - COMPENSATION

SECTION 1: SALARY

Employees shall be paid in accordance with the salary schedule attached hereto as Appendix A of this policy.

All employees covered by this policy shall participate in direct deposit for all Township pays.

SECTION 2: COMPENSATORY AND OVERTIME

The normal work schedule for all employees covered by this policy is forty (40) hours per calendar week, inclusive of a sixty (60) minute lunch period each day.

In accordance with the Fair Labor Standards Act, employees in non-exempt positions shall be given the choice between overtime and compensatory time for those hours worked in excess of forty (40) in a single work week at the rate of time and one-half. For hours worked from thirty-six (36) through forty (40) hours during a normal forty (40) hour work week, exclusive of the sixty (60) minute lunch period, employees will be paid an additional hour at the straight time rate. Any paid time off hours will be considered as part of the normal work week.

Employees in exempt positions shall be granted compensatory time for hours worked in excess of forty (40) in a single work week at a one for one rate of exchange.

There shall be no payment of compensatory time at anytime, including retirement or severance for exempt employees. In the case of an employee's death, compensatory time accumulated by an employee shall be paid to his or her beneficiary at the rate at the time of death.

SECTION 3: DEFERRED COMPENSATION PLAN

Employees covered by this policy shall have the opportunity to voluntarily participate in a 457 deferred compensation plan. The plan shall be a payroll deduction system and the Township shall not incur any liability or contributory expense for such a plan.

SECTION 4: HOSPITAL/MEDICAL INSURANCE

Employees shall be provided the following health insurance choices, including spouse and dependent children coverage as defined by the carrier, during the Township's annual open enrollment period:

- A) Blue Cross/Blue Shield Enhanced PPO, \$15/\$30/\$60 RX (#048)
- B) Blue Cross/Blue Shield Base PPO, \$15/\$30/\$60 RX (#049)
- C) Blue Cross/Blue Shield CB10 PPO, \$7/\$35/\$70 RX (#050)

Employees who select a health plan from above shall pay the difference between the Township's PA 152 contribution cap and the premium rate of the selected option, if any. The plan choices provided above are plan descriptions and do not mandate a specific vendor for benefits provision.

Employees who are covered by another hospital/medical insurance plan may elect to receive a \$50 per week cash payment. This payment will be made in lieu of participation in the Clinton Township hospital/medical insurance plan. Employees

electing this benefit must satisfy the requirements outlined in Appendix “B” of this policy.

In those cases where the Township covers both a husband and wife, one person shall carry his/her spouse and dependents on the health insurance policy and the other person shall elect the cash payment. It shall be up to the employees to determine which employee retains the health insurance policy and which employee elects the cash option.

SECTION 5: DENTAL INSURANCE

The Township shall provide and pay for a dental plan in the nature of Delta Dental plan 0007280-0016 or equivalent for the employee and his/her dependents. Coverage is as follows: Class I Preventative Benefits – 100% in PPO network and 65% coverage for premier and Non-participating dentists; Class II, Class III and Class IV benefits = 60% coverage. The maximum contract benefits for Class I, Class II and Class III benefits shall be \$1,500.00 per person per year. There shall not be a deductible provision for dental insurance. Coverage begins on the first day of the month following the first day of employment. The plan provided above is a plan description and does not mandate a specific vendor for benefit provision.

SECTION 6: OPTICAL INSURANCE

The Township shall provide an optical insurance plan that covers bi-annual eye examinations and the bi-annual purchase and/or replacement of single and multi-corrective lenses (bi and tri-focal), frames and contact lenses. The total cost of such insurance shall be paid by the Township for the employees, their spouse and minor dependent children (to age 26).

Benefits provided are eye examinations, glasses, and contact lenses. Employees and their spouses may purchase such benefits up to a total maximum value of five hundred and fifty (\$550) once every twenty-four consecutive months. Employees' dependent minor children may purchase such benefits up to a total maximum value of four hundred (\$400) once every twelve consecutive months.

SECTION 7: WORKERS' COMPENSATION

Provisions of the worker's compensation laws of the State of Michigan shall apply in all injuries, accidents or illnesses to employees arising from the performance of their duties. Any employee who is unable to work as a result of such injury, accident or illness shall be paid by the Township the difference between eighty (80%) of his/her regular rate of pay and the amount received from workers compensation for the duration of the recovery not to exceed six (6) months from the date of the injury, accident or illness.

For the initial six (6) month period recited above, the employee shall be entitled to accrue benefits, including seniority and accrual of paid time off, as though he/she were working. At the termination of the said initial six (6) month period, if the employee cannot return to work, then he/she shall be granted a second six (6) month period upon application to the Human Resource Department. The second six (6) month period shall not include salary, pay supplements, or benefits, including seniority and accrual of paid time off, unless approved by the Township Board, except the Township shall maintain hospital and medical insurance, dental insurance, life insurance, and optical insurance during the second six (6) months.

At the end of the second six (6) month period, if the employee cannot return to work in the same capacity, the employee's employment relationship shall cease unless the Township Board grants a further extension.

During the second six (6) month period, and no later than ten (10) months from the injury, the employee shall notify the Township of his/her decision to apply for a disability retirement to allow necessary time for processing prior to the cessation of the employment relationship with the Township.

Normal payroll tax deductions will be made on the supplemental check issued by the Township. However, total authorized deductions for pension and retiree health care contributions shall be deducted at the full annualized bi-weekly rate. Employees may be required to submit copies of all workers compensation checks which they have received to the Accounting Department.

SECTION 8: LIFE INSURANCE

The Township shall provide each employee, at its expense, a fifty thousand dollar (\$50,000.00) death benefit life insurance policy with double indemnity in the event of accidental death.

The Township shall offer each full-time employee an option to purchase additional life insurance benefits up to the guaranteed issuance offered by the selected carrier and in increments authorized by the carrier. It is understood the guaranteed issuance and purchase options will vary depending on the life insurance company selected by the Township. Availability may vary based on total Township participation in the plan. Payment for the additional life insurance benefit shall be through payroll deduction.

SECTION 9: RETIREE MEDICAL, DENTAL AND OPTICAL COVERAGE

a. Health Care Coverage

The Township agrees to provide the Community Blue 10 (suffix 681/0020) health care coverage to all retirees who were hired by the Township prior to April 1, 2010 and retire after the execution of this policy, hereafter referred to as the Defined Benefit Plan (DBP). DBP benefits shall be conditioned as follows:

1. The retiree must meet minimum age and service requirements for “regular” retirement. For example, a minimum of age sixty (60) with eight (8) years of service or age fifty-five (55) with twenty-five (25) years of service. An employee who qualifies for retirement and chooses to collect a “reduced benefit pension” from MERS will be eligible to receive this benefit at the same time as receiving their pension from MERS.

2. An employee who retires, meeting the above requirements but having service time of less than twenty-five (25) years, may elect to receive this coverage with the premium to be funded as follows:

Percentage of Monthly Premium

<u>Years of Service</u>	<u>Paid by Employer</u>	<u>Paid by Retiree</u>
10-14 years	25%	75%
15-19 years	50%	50%
20-24 years	75%	25%
25-more years	100%	0%

Payments must be made to the Township twenty (20) days in advance of the month of applicable coverage. The employee must elect this coverage prior to the time of retirement and its continuation is voluntary by the retiree. Coverage must be maintained on a continuous basis except as provided in #4 below. A retiree who fails to make timely premium payments may be disqualified for future coverage hereunder by the Township Board of Trustees.

3. Employees who are approved and remain on a disability retirement by MERS will receive all benefits specified herein but do not need to meet the age requirement as outlined in #1 above.

4. This coverage will provide for the retiree and his/her spouse, if the spouse does not have hospital and medical coverage provided elsewhere. If the spouse is covered elsewhere, but such other coverage terminates, without option to the spouse, the Township will add the spouse to the retiree’s policy, attempting to provide continuous coverage. If the retiree becomes deceased, this benefit shall continue for the surviving spouse. To be eligible for the benefit, the surviving spouse must be the spouse of record at the time that the retiree first began receiving retirement benefits.

5. Retirees and spouses participating in the DBP must enroll in Medicare Part A and B when they are eligible to receive this benefit and this program will supplement their Medicare. The Township shall provide each eligible employee with a Medicare supplemental policy with actuarially equivalent benefits to the policy provided in retirement prior to Medicare eligibility.

6. An employee who does not elect to receive health care coverage at the time of retirement may elect to receive this coverage at a later date with the premium to be funded as outlined in #2 of this section. This applies to employees meeting the minimum age and service requirements for “regular” retirement and for those who vest their pensions as outlined in #1.

7. Employees who retire under a normal retirement and who are eligible for one hundred percent (100%) premium payments for their health insurance in accordance with #2 of this Article may elect to receive a \$50 per week cash payment in lieu of health insurance.

8. Years of service for the purpose of retiree health care shall be the number of years of service that are used in calculating a retiree’s pension in accordance with #2 above.

10. Beginning April 1, 2011, employees participating in the DBP shall be required to contribute \$15 per pay into the Township Retiree Health Care Fund.

11. Employees hired by the Township on or after April 1, 2010 are not eligible for the DBP. The Township will establish a Post Employment Health Plan (PEHP) allowing employees hired by the Township on or after April 1, 2010 to accumulate assets on a tax-free basis to pay for medical expenses in retirement. For eligible employees, the Township will contribute six-percent (6%) of base wage on an annual basis to the Plan and the employee shall contribute four-percent (4%). An employee participating in the PEHP and eligible to retire may, at his/her discretion, purchase health coverage from the Township during retirement at rates established by the Township annually.

b. Retiree Dental Coverage

Effective for employees who retire with a regular retirement under the Michigan Employee Retirement System (at age 55 with 25 years of service or age 60 with 8 years of service) on or after April 1, 2002, said retiree, their spouses, and dependent minor children will be covered by the Delta Dental Plan for Class I benefits.

c. Retiree Optical Coverage

Effective for employees who retire with a regular retirement under the Michigan Employee Retirement System (at age 55 with 25 years of service or age 60 with 8 years of service) on or after April 1, 2002, said retirees, their spouses, and dependent minor children will be covered by and receive the same benefits as the active employees optical plan.

d. Retiree Life Insurance

Any employee who retires with a regular retirement under the Michigan Employee Retirement System (at age 55 with 25 years of service or age 60 with 8 years of service) will be provided with \$10,000.00 life insurance upon retirement.

SECTION 10: FLEXIBLE SPENDING ACCOUNTS

The Township shall establish Flexible Spending Accounts (FSAs) as governed by IRS Code 125 regulations. Maximum contributions per employee are \$2,500 for medical accounts and \$5,000 for dependent care accounts.

SECTION 11: RETIREMENT PLAN

Employees retiring after May 1, 2009 and hired by the Township prior to April 1, 2010 shall be provided the following MERS Pension Plan benefits in accordance with the Public Employees Retirement Provisions under Act 427 of the Michigan Public Acts of 1984, as amended:

B-4
F55-25
FAC – 3
V-8

The mandatory employee contribution to the pension system is 7.09% of compensation. This contribution is refundable to the employee if the employee leaves the Township's employment without receiving a retirement benefit or his/her beneficiary if the employee is deceased prior to receiving or being eligible to receive a retirement benefit.

Employees hired by the Township on or after April 1, 2010 shall be provided the following MERS Pension Plan benefits in accordance with the Public Employees Retirement Provisions under Act 427 of the Michigan Public Acts of 1984, as amended:

B-2
F55-25
FAC – 3
V-8

The mandatory employee contribution to the pension system is 7.09% of compensation. This contribution is refundable to the employee if the employee leaves the Township's employment without receiving a retirement benefit or his/her beneficiary if the employee is deceased prior to receiving or being eligible to receive a retirement benefit.

SECTION 12: EDUCATIONAL BENEFITS

An employee who on his/her days off attends an accredited college, university, trade school, technical school, online class or adult education class in a course or program related to his/her work in the Township or with the approval of the Human Resources Director or designee, shall be reimbursed by the Township in the amount of tuition and books, except that the Township shall only reimburse tuition costs for college courses up to an amount equal to the cost of twenty (20) credit hours per calendar year based upon the per credit hour cost at Macomb Community College. The Township shall reimburse employees within thirty (30) days upon submission of proper documentation. The tuition reimbursement limit for classes leading to a degree beyond an Associate's Degree will be \$4,000 per year.

Any employee who withdraws from or fails to complete a course or program after receiving reimbursement from the Township or who fails to obtain a passing grade equal to "C" or better, or notification of satisfactory completion when grade points are not used, shall have thirty (30) days from the date of withdrawal or the date he/she receives less than a "C" grade or notification of unsatisfactory completion to repay the Township such monies. If such amount is not repaid to the Township, upon advance notice to the employee, such amount shall be withheld from his/her pay. Advance notice shall not be necessary if the employee is terminating employment.

If the employee does not work for the Township for at least one (1) year after receiving his/her school expenses, then and in that event, the employee shall refund the pro rata amount for that portion of the year, as measured by months, that remains after terminating employment.

Counting any months where the employee has employment status for at least sixteen (16) days during the calendar month and disregarding any months where the employee does not have sixteen (16) calendar days shall determine the pro ration of months. This paragraph shall not apply if the employment ceases because of retirement with normal age and service time.

SECTION 13: BENEFITS – FIRE CHIEF

The Fire Chief shall receive all health, dental, optical, and life insurance benefits; retiree welfare benefits; capital accumulation benefits and compensated absence benefits under the same terms and conditions as those received by the Deputy Fire Chiefs Union in the current collective bargaining agreement with the Township. Additionally, the Fire Chief will be entitled to maintain and receive those pension benefits granted to members of the Deputy Fire Chiefs Union pursuant to the provisions of the Deputy Chief's Collective Bargaining Agreement and Act 345, as amended. Modification of these benefits by the Deputy Fire Chiefs Union shall likewise result in a modification of those benefits in this Policy.

ARTICLE IV – PAID TIME OFF

SECTION 1: HOLIDAYS

The following are recognized Township holidays for which employees will receive pay at current base rate in lieu of working:

- | | |
|--------------------|-------------------------------|
| 1. New Year's Day | 8. Veteran's Day |
| 2. President's Day | 9. Thanksgiving Day |
| 3. Good Friday | 10. Friday after Thanksgiving |
| 4. Memorial Day | 11. December 24 th |
| 5. Fourth of July | 12. Christmas Day |
| 6. Labor Day | 13. December 31 st |
| 7. Columbus Day | |

When designated holidays fall on a Saturday, Friday shall be considered the holiday. For those falling on Sunday, Monday shall be considered the holiday.

SECTION 2: VACATION

Employees covered by this policy shall earn credit toward annual vacation with pay in accordance with the following schedule:

Date of Hire Through Five (5) Years	Twelve (12 days per year; earned at 1 day per month)
Six (6) Years Through Twelve (12) Years	Eighteen (18 days per year, earned at 1.5 days per month)
Thirteen (13) Years and Thereafter	Twenty-four (24 days per year earned at 2 days per month)

The following provisions shall apply to all vacations:

The employee's department head shall approve vacation, or if the employee is a department head by the Township Supervisor. The desire of the employee and the interests of the public service in the department shall guide such a determination. Vacation time may be taken in no less than one-half hour increments.

If an employee does not use his/her vacation days, he/she shall not receive extra pay for such unused days and all vacation days in excess of the limit of thirty (30) days in any calendar year as set above, which are not used at the end of the calendar year, shall be forfeited.

If an employee becomes ill and is under the care of a duly licensed physician during vacation, at his/her option the vacation will be rescheduled and the period of illness shall be charged to sick leave days to the extent of such sick days accumulated. Employees will be paid their current rate based on their regularly scheduled workdays while on vacation and will continue to receive credit for any benefits provided in this policy.

If employment is terminated, the employee will be paid one hundred percent (100%) for any accrued unused vacation credit.

For computation purposes a new hire shall be given vacation credit for the first month worked only if he/she commenced work prior to the 15th of that month. A terminating employee will be given vacation credit for the last month worked only if they worked beyond the 15th day of that month.

SECTION 3: SICK LEAVE (Short Term/Long Term Disability)

a. Sick Leave

Each employee covered by this policy will be given seven (7) sick days. Any sick days in excess of fourteen (14) current sick days shall be paid in the first pay following the end of the contract year in which said days exceed fourteen (14) at the rate of one-half ($\frac{1}{2}$ of base pay for such day). The last day of the year in which the excess was accumulated will determine the price of the base pay per day.

Upon separation from the Township, an employee, or his/her legal representative in the case of death, shall receive one-half ($\frac{1}{2}$) of a day's base pay at that time for each day not used at the rate of base pay which the employee was receiving at the date of separation, provided he/she had completed at least five (5) years of service.

Employees may also use a sick day as a personal leave day subject to the same advance notice and approval process.

Employees hired between contract years (April 1 to March 31) will earn 7/12 of a current sick day for each month worked, or major portion thereof, until the 1st of April following his/her commencement of work.

When an employee is on sick leave, such period shall be considered as continued employment for all matters covered by this policy.

When an employee's absence is for more than three (3) continuous workdays, the employee may be required to file a physician's certificate to verify that the employee has been ill or injured.

If an employee becomes disabled, and entitled to the benefits of the disability plan, he/she shall have the option of first using sick days, then personal days, and then vacation days before applying for the benefits under the disability plan. Once the employee applies for the disability plan benefits, the employee shall not have the right to draw on sick days, personal days or vacation days for any injury or illness arising out of the same cause from which the disability originated.

b. Short and Long Term Disability

The Township will provide employees with short-term and long-term disability benefits in accord with the benefits of the Insurance Policy and Summary Plan Description in the Human Resources Office except as modified by this policy. The short-term disability waiting period shall be seven calendar days, except when an employee is hospitalized or when the employee is disabled from work due to outpatient surgery. In these instances the benefit shall begin on the first day of disability. The short-term disability benefit is 66 2/3% of base pay for a period of up to twenty-six weeks. If the employee is still disabled after twenty-six weeks, he/she shall be eligible for long-term disability benefits. Said benefit shall be 60% of base pay and shall be paid for a period not to exceed the date that the employee would otherwise be able to retire. The rules regarding these benefits are spelled out in the summary plan descriptions for these two plans and subject to the determinations and rules of the insuring companies. An employee must be employed by the Township for ninety (90) calendar days to be eligible for short-term disability and long-term disability benefits.

Once an employee is receiving disability benefits for a period of twelve (12) months from the date of the qualifying event, then the employee shall no longer be entitled to employment benefits with the Township regardless of the fact that there are sick days, personal days, and vacation days not used. This provision does not prevent the employee from requesting a leave of absence from the Township. Upon termination, the employee will be reimbursed for each sick day at ½ day's pay, and vacation will be paid at the rate of pay in effect at the time the disability was applied for.

Once the employee qualifies for disability benefits, the Township shall maintain and provide hospital, medical, life, dental and optical insurance for the disability period. The employee shall not accrue vacation time while on short-term disability leave. Personal, vacation and sick days do not accrue while an employee is on long-term disability. Vacation accrual eligibility for months partially worked while on disability leave shall be determined by MERS rules for pension credit eligibility. These benefits shall not extend beyond twelve (12) months of the date of eligibility for disability, which constitutes the employment period.

SECTION 4: PERSONAL LEAVE

Employees may take off three personal business days per calendar year, subject to prior approval of their department head. In the year of hire or departure the employee will receive one personal day for each of the following periods during which he/she worked more than half of the possible workdays.

January to April
May to August
September to December

If the employee has unused personal business days at the end of the calendar year, then those personal business days will be voided and he/she will be paid for seventy-five percent of the value of those days based upon his/her base wage.

SECTION 5: FUNERAL LEAVE

In the event of death in the immediate family of an employee or his/her spouse, the employee shall be entitled to leave time with regular pay not to exceed three (3) days, as approved by a department head or Township Supervisor, to enable the employee to arrange for and attend the funeral and burial. In the event of the death of an immediate family member where the funeral is held over 250 miles from the Township Civic Center, the employee who attends the funeral will be allowed one additional paid day of funeral leave.

Immediate family shall be deemed to be a husband, wife, child, mother, father, sister, brother, grandparent, mother-in-law, father-in-law, stepfather, stepmother, grandchild, and stepchild.

The employee shall be entitled to one (1) day with pay when so required in the event of death of an aunt, uncle, stepbrother, stepsister, brother-in-law, sister-in-law, niece and nephew of the employee or spouse to attend funeral services.

SECTION 6: JURY DUTY PAY

An employee who serves on jury duty will be paid the difference between his/her regular pay and the amount actually received for such jury duty. Proof of payment must be submitted to the Accounting Department as documentation for deduction from the employee's regular pay. If the employee is dismissed from jury duty before 2:30 p.m. on any workday, then the employee shall call his/her department head to determine whether or not to report to work for the remainder of the workday.

All days served in jury duty are to be considered regular working days and not deducted from accumulated sick leave or vacation days, provided the jury duty does not exceed sixty (60) actual jury duty days within a calendar year.

ARTICLE V – LEAVE OF ABSENCE

The Township may grant a leave of absence for a period not exceeding one (1) year without accumulation or loss of seniority for any purpose which the Board of Trustees deems to constitute reasonable cause. While on leave of absence, the employee shall not accrue pension or retiree health care service credit nor shall the Township provide insurance benefits.

Employees desiring leave under this section shall notify the Township at least thirty (30) calendar days in advance of the date on which such leave is to become effective, and shall specify the facts giving rise to the request for leave. The employee's department head shall present his/her recommendation to the Township Board. In emergency cases, exceptions may be made.

Upon the return of an employee from a leave less than ninety (90) calendar days, he/she shall have the automatic right to be re-employed in the same Department and the same classification held at the time of leave with the current rate of pay according to his/her seniority.

Upon the return of an employee from a leave over ninety (90) calendar days, he/she shall be re-employed at the same classification held at the time of leave with the current rate of pay, if a position in such classification is vacant. In the event that there is no opening at the termination of the leave of absence, then and in that event the person returning from leave of absence shall have the first opportunity for a period of one (1) year to accept any position where there is an opening in his/her classification or a lower classification.

APPENDIX "A"

<u>Position</u>	<u>Year</u>	<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>
Personnel Director	4/1/2018	\$64,034	\$66,266	\$68,934	\$72,030
	4/1/2019	\$65,314	\$67,591	\$70,313	\$73,471
	4/1/2020	\$66,621	\$68,943	\$71,719	\$74,940
	4/1/2021	\$67,953	\$70,322	\$73,153	\$76,439
	4/1/2022	\$69,312	\$71,728	\$74,616	\$77,968
Confidential Personnel Clerk	4/1/2018	\$34,620	\$36,666	\$41,429	\$42,403
	4/1/2019	\$35,313	\$37,399	\$42,258	\$43,251
	4/1/2020	\$36,019	\$38,147	\$43,103	\$44,116
	4/1/2021	\$36,739	\$38,910	\$43,965	\$44,998
	4/1/2022	\$37,474	\$39,688	\$44,844	\$45,898
Media Specialist	4/1/2018	\$51,209	\$52,663	\$55,579	\$57,035
	4/1/2019	\$52,233	\$53,716	\$56,690	\$58,176
	4/1/2020	\$53,278	\$54,791	\$57,824	\$59,339
	4/1/2021	\$54,343	\$55,886	\$58,980	\$60,526
	4/1/2022	\$55,430	\$57,004	\$60,160	\$61,736
Deputy Clerk	4/1/2018	\$78,991	\$81,721	\$85,011	\$88,790
Deputy Treasurer	4/1/2019	\$80,571	\$83,355	\$86,711	\$90,565
Deputy Supervisor	4/1/2020	\$82,182	\$85,022	\$88,445	\$92,377
	4/1/2021	\$83,826	\$86,723	\$90,214	\$94,224
	4/1/2022	\$85,502	\$88,457	\$92,019	\$96,109
Human Resources Director	4/1/2018	\$98,474	\$101,850	\$105,265	
	4/1/2019	\$100,443	\$103,887	\$107,371	
	4/1/2020	\$102,452	\$105,965	\$109,518	
	4/1/2021	\$104,501	\$108,084	\$111,709	
	4/1/2022	\$106,591	\$110,246	\$113,943	
Administrative Aide	4/1/2018	\$63,000	\$67,000	\$71,000	\$75,000
	4/1/2019	\$64,260	\$68,340	\$72,420	\$76,500
	4/1/2020	\$65,545	\$69,707	\$73,868	\$78,030
	4/1/2021	\$66,856	\$71,101	\$75,346	\$79,591
	4/1/2022	\$68,193	\$72,523	\$76,853	\$81,182
Fire Chief	4/1/2018	\$112,124			
	4/1/2019	\$114,366			
	4/1/2020	\$116,653			
	4/1/2021	\$118,986			
	4/1/2022	\$121,366			
Executive Director - F&P Pension System	4/1/2018	\$54,374			
	4/1/2019	\$55,462			
	4/1/2020	\$56,571			
	4/1/2021	\$57,702			
	4/1/2022	\$58,856			
Administrative Assistant to the Trustees	4/1/2018	\$53,000	\$55,677	\$58,334	\$61,000
	4/1/2019	\$54,060	\$56,791	\$59,501	\$62,220
	4/1/2020	\$55,141	\$57,926	\$60,691	\$63,464
	4/1/2021	\$56,244	\$59,085	\$61,905	\$64,734
	4/1/2022	\$57,369	\$60,267	\$63,143	\$66,028

<u>Position</u>	<u>Year</u>	<u>Start</u>	<u>1 Year</u>	<u>2 Year</u>	<u>3 Year</u>
Election Coordinator	4/1/2019	\$54,099	\$56,703	\$59,227	\$62,641
	4/1/2020	\$55,181	\$57,837	\$60,411	\$63,894
	4/1/2021	\$56,285	\$58,994	\$61,620	\$65,172
	4/1/2022	\$57,411	\$60,174	\$62,852	\$66,476
Economic Development Director	4/1/2020	\$95,657	\$100,352	\$106,162	
	4/1/2021	\$99,977	\$104,883	\$110,956	
	4/1/2022	\$101,976	\$106,981	\$113,175	

Permanent Part-Time Positions

<u>Position</u>	<u>Year</u>	<u>Start</u>
PT Clerical – Senior	4/1/2018	\$13.50
	4/1/2019	\$13.77
PT Transportation Aide	4/1/2019	\$13.77
	4/1/2020	\$15.00
PT Program Aide – Senior	4/1/2020	\$15.00
	4/1/2021	\$15.30
PT Recreation Assistant	4/1/2021	\$15.30
	4/1/2022	\$15.61
PT Steno Clerk – Clerk’s Office	4/1/2018	\$14.43
	4/1/2019	\$14.72
	4/1/2020	\$15.02
	4/1/2021	\$15.32
	4/1/2022	\$15.62
PT Media Specialist	4/1/2018	\$19.53
	4/1/2019	\$19.92
	4/1/2020	\$20.32
	4/1/2021	\$20.73
	4/1/2022	\$21.14
PT Recreation Supervisor	4/1/2018	\$28.06
	4/1/2019	\$28.62
	4/1/2020	\$29.20
	4/1/2021	\$29.78
	4/1/2022	\$30.38
PT Ordinance Enforcement Officer	4/1/2019	\$20.00
	4/1/2020	\$20.40
	4/1/2021	\$20.80
	4/1/2022	\$21.22

APPENDIX "B"

PAYMENT IN LIEU OF HEALTH INSURANCE COVERAGE

In these cases the Township and another employer are both paying insurance premiums and the employee is receiving little or no additional benefits. In an effort to avoid wasteful duplication, the following program allows employees to decline the Township provided hospital/medical insurance program and receive instead a cash payment.

A. ELIGIBILITY

All employees who are covered or eligible for coverage by the Township's hospital/medical insurance programs are eligible for this option. They may take advantage of this option by:

- 1.) Providing written proof of current coverage under another health insurance plan and;
- 2.) Submitting a "Waiver of Medical Insurance" form.

B. AMOUNT OF BENEFIT

The Township will pay the employees \$100 per pay period.

C. STIPULATIONS

The following stipulations apply:

1. Employees may elect this option during open enrollment.
2. The cash payment will begin with the first pay date in the month that insurance coverage ceases. There will be no retroactive payments.
3. Employees may elect to reinstate their health insurance coverage and drop this optional cash payment at the annual health insurance open enrollment. If an employee wishes to reinstate their health insurance coverage at any other time, they may do so only if the reinstatement is due to loss of coverage as a result of the death of, divorce from, or loss of coverage due to the unemployment of the individual covering the employee under another plan.
4. In those cases where both a husband and wife work for the Township, one person may carry his/her spouse and dependents on the health insurance policy and the other person may elect the cash payment.

5. When an employee elects to drop his/her insurance coverage, he/she must drop it for him/her self and all dependents. (e.g. A parent cannot drop insurance for him/her self and retain coverage for his/her children).
6. The Provisions of this plan that pertain to adding or dropping insurance coverage are subject to the administrative rules of the insurance carriers for the Township.
7. The cash payment described herein is not to be considered as compensation when calculating retirement benefits under the MERS plan.

Non-Represented Employee Pay and Benefits Policy
Amendments since Adoption – November 17, 2008

1. Township Board Action - March 23, 2009:
 - a. Article III, Retirement Plan - Pension multiplier increase to 2.5%,
 - b. Article III, Retirement Plan - Increase employee contribution to pension to 7.09% of compensation.

2. Township Board Action - November 8, 2010:
 - a. Appendix A - Wage scale adjustments of 0% on April 1, 2010; 0% on April 1, 2011; and 0% on April 1, 2012.
 - b. Article III, section 5 - Blue Cross/Blue Shield Community Blue 10 with \$15/\$30 RX health plan becomes the base health plan.
 - c. Article III, section 12 - Employees pay \$15 per pay into the Retiree Health Care Fund beginning April 1, 2011.
 - d. Article III, section 12 - Employees receive the same Medicare supplemental health plan as the plan provided to retirees prior to Medicare eligibility.
 - e. Article III, section 6 - Out-of-network reimbursement for Class I dental benefits changes to 65%.
 - f. Article III, section 1 - Two unpaid furlough days required for specific employees in each benefit year beginning April 1, 2011 and April 1, 2012.
 - g. Article IV, section III & IV - Employees required to take unpaid furlough days will not be allowed to purchase either sick leave or personal days during those years.
 - h. Article III, Section 10 - Employees hired after April 1, 2010 entitled to defined contribution retiree health care account contribution of 6% of base wage.
 - i. Article III, section 12 - Employees hired after April 1, 2010 will be enrolled in a MERS pension plan with a B-2 (2.0%) multiplier.

3. Township Board Action - December 12, 2011:
 - a. Article II - Incorporate part-time Recreation Supervisor.
 - b. Article III, section 5 - Provide additional health care plan choices.

4. Township Board Action - January 27, 2014:
 - a. Article III, section 2; Appendix B - Elimination of Longevity provision
 - b. Article II - Remove Community Planner II position from group.
 - c. Article III, section 1 – Eliminate requirement for furlough days.
 - d. Article III, section 5 - Changed health care plan choices.
 - e. Article III, section 9 - Remove disability provision
 - f. Article III, section 10 - Clarified retiree health care plan.
 - g. Article III, section 11 - Change in plan year.
 - h. Article III, section 3 & 4 – Elimination of furlough requirements.

- i. Appendix A - Salary COLAs: 0% 4/1/2013; .5% 4/1/2014; 1% 4/1/2015; 1% 4/1/2016; 1.5% 4/1/2017.
- 5. Township Board Action - March 24, 2014:
 - a. Appendix A - Administrative Aide pay range adjustment
- 6. Township Board Action - July 14, 2014:
 - a. Appendix A - Part-time Associate Producer hourly wage adjustment to \$18.50.
- 7. Township Board Action – July 14, 2014:
 - a. Article II - Records Manager position incorporated.
- 8. Letter of Understanding with UAW - August 13, 2014:
 - a. Article II - Transfer of Election Clerk II position to bargaining unit.
- 9. Executive Action - January 2015:
 - a. Article III, section 4 - Remove HAP health care coverage as option.
 - b. Article III, section 4 - Remove BCBSM Plan 0019 as health care option.
- 10. Township Board Action - March 9, 2015:
 - a. Article II - Assistant to the Supervisor position eliminated.
 - b. Article II - Deputy Supervisor position authorized.
 - c. Appendix A - Deputy Treasurer adjusted to same as Deputy Clerk.
- 11. Township Board Action – July 14, 2015
 - a. Article II – Executive Director – Police and Fire Pension incorporated.
 - b. Appendix A – Executive Director pay established.
- 12. Township Board Action - July 25, 2016
 - a. Article III, section 8 – Offer voluntary life insurance option.
 - b. Article II – Incorporate Fire Chief position.
 - c. Article II – Incorporate Transportation Aide position.
 - d. Appendix A – Add Fire Chief position to pay scale.
 - e. Appendix A – Add Transportation Aide position to pay scale.
- 13. Township Board Action – June 26, 2017
 - a. Appendix A –Deputy Supervisor adjusted to same pay band as Deputy Clerk and Deputy Treasurer.
- 14. Township Board Action – March 19, 2018
 - a. Article II - Remove Records Manager position from group; Add Recreation Assistant as permanent part-Time position.
 - b. Article III, section 2 – Clarify that only exempt employees are barred from receiving payout of compensatory time.

- c. Article III, section 4 – Vendor specific plan description language eliminated.
- d. Article III, section 5 – Plan clarification; Vendor specific plan description language eliminated.
- e. Article III, section 6 – Optical plan change.
- f. Article III, section 7 – Language clarification for accrual of paid time off and deduction for retiree health care contribution.
- g. Article III, section 9 – Clarification of retiree dental and optical eligibility.
- h. Article III, section 12 – Increased tuition reimbursement to \$4,000 annually.
- i. Article IV, section 2 – Eliminate vacation accrual at 2.5 days per month for eighteen years of service.
- j. Article IV, section 3 – Clarify termination of employment at 12 months from date of qualifying event; elimination of no right of return language after going on disability.
- k. Article IV, section 5 – Add death of stepbrother, stepsister, brother-in-law and sister-in-law to one day funeral leave.
- l. Article V – Clarity that there is no accrual of retiree health care service credit while on leave of absence.
- m. Appendix A - Salary COLAs: 2% 4/1/2018; 2% 4/1/2019; 2% 4/1/2020; 2% 4/1/2021; 2% 4/1/2022.
- n. Replace Producer position with Media Specialist
- o. Remove Election Coordinator and Records Manager Positions

15. Township Board Action – February 4, 2019

- a. Article II – Add Administrative Assistant to the Trustees
- b. Appendix A – Add Administrative Assistant to Trustees position to pay scale with 4/1/2018 starting pay of \$53,000 and 3rd year pay of \$61,000.

16. Township Board Action – March 25, 2019

- a. Article II – Add Election Coordinator
- b. Appendix A – Add Election Coordinator position to pay scale with 4/1/2019 starting pay of \$54,099 and 3rd year pay of \$62,641.

17. Township Board Action – July 29, 2019

- a. Article II – Add part-time ordinance enforcement officer
- b. Appendix A – Add part-time ordinance enforcement officer to pay scale with a 4/1/2019 wage of \$20 per hour.

18. Township Board Action – June 15, 2020

- a. Article II – Add Economic Development Director
- b. Appendix A – Add Economic Development Director position with pay scale 4/1/2020 starting pay of \$95,657 and 2nd year pay of \$113,175.

19. Township Board Action – August 24, 2020

- a. Appendix A – Adjusted pay scale for 4/1/2020 to \$15.00 for the following positions: PT Program Aide – Senior; PT Clerical – Senior; Transportation Aide – Senior; Steno Clerk – Clerk’s Office; PT Recreation Assistant – P&R.