

January 6, 2014

10 EMPLOYEE WELCOME

Welcome to the Village of Hesperia. We are in the business of serving the residents of the Village of Hesperia and we can only be successful if everyone performs their duties with the highest level of respect, integrity, courtesy and efficiency.

Please read this manual carefully. Since our success depends on our ability to respond to the needs of our residents and the ability to adapt to changes, the Village expressly reserves the right to change any of its policies at any time. Every effort will be made to keep employees well informed of policies and procedures as well as any changes to policies or procedures.

The provisions of this handbook shall apply to all employees of the Village of Hesperia.

All staff, including appointed positions, are employees of the Village of Hesperia and as such, are subject to the policies in this Employee Handbook, shall adhere to and support the Village Ordinances and follow the guidelines in the Village Charter. A copy of this policy, as well as the Village of Hesperia Employee Code of Ethics, shall be read and signed by all newly hired village employees prior to their first day of work and a copy of the signed document shall be maintained in their employee file.

TABLE OF CONTENTS

NO.	POLICY TITLE
	INTRODUCTION
10	Employee Welcome
15	Introduction Statement
20	Village Government and Village Staff Communication
	EMPLOYMENT
100	Nature of Employment
105	Employment Policy
110	Equal Employment Opportunity
115	Employment Medical Examinations
120	Disability Accommodation
125	Employment Categories
130	Report Structure
135	Access to Personnel Files
140	Personnel Data Changes
145	Probationary Period
	EMPLOYEE BENEFITS PROGRAMS
200	Employee Benefits
205	Vacation Benefits
210	Holidays
215	Sick Leave Benefits and Sick Day Call-In
220	Funeral Leave
225	Jury Duty
230	Personal Days
235	Health Insurance
240	Life Insurance
245	Pension
	TIMEKEEPING/PAYROLL
300	Timekeeping
305	Changes in Job Descriptions

WORK CONDITIONS & HOURS

400	Safety
405	Work Schedules
410	Credit Card Policy
415	Use of Phone Mail System
420	Smoking
425	Overtime
430	Use of Equipment and Vehicles
435	Travel/Training/Mileage
440	Technology
	LEAVES OF ABSENCE
500	Medical Leave
505	Personal and Family Leave
510	Military Leave
	EMPLOYEE CONDUCT & DISCIPLINE ACTION
600	Employee Conduct & Work Rules
605	Dress Code
610	Drug & Alcohol Use
615	Sexual & Other Unlawful Harassment
620	Internet use
625	Reporting to Media
630	Worksite Language and Content
635	Political Activities
640	Performance Reviews
645	Problem Resolution
	BUILDING SECURITY
700	Building Security
705	Records/Storage Room at Village Hall
710	Flags Maintained by the Village
715	General Village Maintenance

15 INTRODUCTORY STATEMENT

This policy manual is designed to provide you with information about working conditions, employee benefits and some of the policies affecting your employment. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Your presence at work every scheduled day is essential to our continued successful operation. Remember, it is not only unfair to your co-workers and management but it also jeopardizes good service to our residents when you are absent.

No policy manual can anticipate every circumstance or question about policy. As Hesperia changes, the need may arise and Hesperia reserves the right to revise, supplement or rescind any policies or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the manual as they occur.

20 VILLAGE GOVERNMENT AND VILLAGE STAFF COMMUNICATION

The Village Council has adopted several committees that oversee the government of the Village of Hesperia. The Village Charter lists the general duties of the trustees, President and appointed officers. The Council oversees the employment, discipline and termination of all staff. Employees are expected to address the proper committee and/or President with concerns, complaints and questions to allow for the smooth operation of the government of the Village. Employees that willingly circumvent this protocol shall be held in violation of the law of the Village Charter and/or the terms of the employee handbook and will be subject to possible suspension and/or termination.

100 NATURE OF EMPLOYMENT

This manual is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this manual, for it will answer many common questions concerning employment with Hesperia.

In order to retain necessary flexibility in the administration of policies and procedures, Hesperia reserves the right to change, revise or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those approved by the Village Council of Hesperia.

105 EMPLOYMENT POLICY

The Personnel Committee shall determine the need to hire, downsize, lay-off, reduce hours work hours of and/or terminate employees with the approval of the Village Council. Any hiring decisions made shall be discussed at a meeting with the Finance Committee to gain Committee recommendation to proceed.

The Village of Hesperia does not offer tenured or guaranteed employment. Except as the Village has otherwise expressed in writing, your employment is at will and may be terminated by the Village or yourself at any time.

110 EQUAL EMPLOYMENT OPPORTUNITY

The Village of Hesperia is committed to providing equal employment opportunities to all individuals, employment decisions at Hesperia will be based on merit, qualifications and abilities. Hesperia does not discriminate in employment opportunities or practices on the basis of race, religion, color, sex, national origin, age, disability, marital status, height, weight, sexual orientation or any other characteristic protected by State and/or Federal law.

The Village of Hesperia will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. An employee with a disability for which reasonable accommodation is needed should contact the Personnel Committee to discuss possible accommodations.

Employees with questions or concerns about any type of discrimination in the work place are encouraged to bring the issues to the attention of the Personnel Committee. Employees can raise legitimate concerns and make good faith reports without fear or reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including discharge.

115 EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, medical examinations may be required.

After an offer has been made to an applicant entering employment within a designated job category, a health professional of Hesperia’s choice may perform a medical examination . The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam. All positions with the Village of Hesperia shall be subject to medical physicals, random drug testing and/or criminal background check as a condition of employment. If a criminal background check is required said inquiry will be made by the Hesperia Chief of Police or his designee.

Information on an employee’s medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

120 DISABILITY ACCOMMODATIONS

Hesperia is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquires are made only regarding an applicant’s ability to perform the duties of the position.

Post-offer medical examinations are required only for those positions in which there is a bona fide job related physical requirement. They are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leaves of all types will be available to all employees on an equal basis.

Hesperia is also committed to not discriminating against any qualified employee or applicant because they are related to or associated with a person with a disability. Hesperia will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Hesperia is taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

125 EMPLOYMENT CATEGORIES

These classifications do not guarantee employment for any specified period of time. Each employee will belong to one of the following employment categories.

Classification A: Regular Full-Time employees who are regularly scheduled to work Hesperia's full-time schedule. Generally, they are eligible for Hesperia's benefit package, subject to the terms, conditions and limitations of each benefit program. These employees may be hourly or salary.

Classification B: Regular Part-Time employees who are regularly scheduled to work less than 1872 hours per year and on a weekly basis and more than nine hours weekly. They are not eligible for pension or medical benefits yet are eligible for certain paid benefits, subject to the terms, conditions and limitations of each program. They will receive legally mandated benefits. These employees may be hourly or salary.

Classification C: Temporary, seasonal and reserve employees who are hired as interim replacements to temporarily supplement the work force or to assist in the completion of a specific project. This category also covers employees scheduled weekly for 8 hours or less. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary and Seasonal employees retain that status unless and until notified of a change. They are not eligible for benefits beyond legally mandated benefits.

130 REPORT STRUCTURE

Office Staff: Building Janitor reports to the Clerk; Clerk will report to the President (supervisor); Treasurer will report to the DPW Director for utility billing program and for all other matters to the President (supervisor). The Clerk shall be considered a supervisor (to janitor).

DPW: full time, part time and seasonal labor scheduled to that department will report to the DPW Director who reports to the President (supervisor). DPW Director shall be considered the department supervisor.

Police: full time, part time and reserve employees scheduled to that department will report to the Police Chief who reports to the President (supervisor). Police Chief shall be considered the department supervisor.

The above descriptions of 'supervisor' will cover any reference throughout this employee handbook.

135 ACCESSES TO PERSONNEL FILES

Hesperia maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases and other employment records. The Clerk shall maintain the files by placing information in them and ensuring the safety of said records.

Personnel files are the property of the Village of Hesperia and access to the information they contain is restricted. Generally, only the president, supervisors and the personnel committee of Hesperia who have a legitimate reason to review information in a file are allowed to do so in the presence of the Clerk.

With reasonable advance notice, employees may review their own personnel files in Hesperia's Village Hall Office and in the presence of the Clerk when deemed necessary.

140 PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the Clerk of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments and other such status reports should be accurate and current at all times. If any personnel data has been changed please notify the Clerk.

145 PROBATIONARY PERIODS

Non-Appointed Employees

All newly hired non-appointed employees (except temporary known to last less than 90 days) shall be on probation for 90 days and given a 90 day review with their supervisor. At that time, the supervisor shall have a written review form to review the employee capabilities, work habits and overall performance.

The review will be signed by the employee and supervisor and a copy shall be placed in the employees' file in the Hall.

Any items receiving "less than satisfactory" ratings shall be discussed at the meeting with an action plan to correct. These suggestions will be in writing. The review will be signed by the employee and supervisor and kept in the employees' file in the Hall. A progress review will then take place 60 days later (or sooner) with employee and supervisor. At that time, if a "satisfactory" rating is not met, the President will discuss with the supervisor and determine the outcome for the employee, notifying the supervisor and employee as soon as reasonable.

Either the employee or Hesperia may end the employment relationship at any time during the probationary period with or without cause. During the probationary period, the employee shall be excused from work for emergency purposes only with the supervisor's approval, and without pay. Any unexcused absences during the employee's probationary period may be grounds for immediate dismissal.

Appointed Employees

All newly hired appointed employees shall be on probation for 90 days and given a 90 day review with the President and one Personnel Committee member (referred to as 'council members' in this section). At that time, the council members shall have a written review form to review the employee capabilities, work habits and overall performance. The review will be signed by the council members and employee and kept in the employees' file in the Hall.

Any items receiving "less than satisfactory" ratings shall be discussed at the meeting with an action plan to correct. These suggestions will be in writing. The review will be signed by the employee and council members and kept in the employees' file in the Hall. A progress review will then take place 60 days later (or sooner) with employee and council members. At that time, if a "satisfactory" rating is not met, the President will determine the outcome for the employee, notifying the employee as soon as reasonable.

Either the employee or Hesperia may end the employment relationship at any time during the probationary period.

During the probationary period, the employee shall be excused from work for emergency purposes only with the supervisor's approval, and without pay if not salaried.

200 EMPLOYEE BENEFITS

Designated Part-Time & Seasonal Positions

Positions that are designated as part-time or seasonal are in place to help with normal daily activities, increased work demands and seasonal operations. Part-time employees are defined as those who work fewer than 40 hours per week, compared to full-time employees who typically work 40 hours or more.

Designated Part-Time Employees & Seasonal Employees

Designated part-time employees and seasonal employees will be paid on an hourly basis, and must comply with the rules, policies, and obligations set forth by the Village of Hesperia, such as performance goals, safety rules, and business practices. Positions that are identified as designated part-time employees and seasonal employees will receive no village benefits, such as health benefits, vacation or sick time, paid holidays, or unemployment compensation, among others, unless required by state labor laws and/or company policies.

Designated Part-Time & Seasonal Employee Positions

- Part Time Department of Public Works
- Seasonal Department of Public Works
- Part Time Police Officers
- Seasonal Police Officers
- Part Time Inner Office Personnel
- Seasonal Inner Office Personnel

200 EMPLOYEE BENEFITS (Continued)

Designated Permanent Village Positions

Designated Permanent Village Positions are in place to carry out required office and governmental activities. Designated Village Position that work less than 40 hours a week are defined as partial employment and those who work 40 or more hours per week are considered full employment.

Designated Permanent Village Employee Positions

- Village Clerk
- Village Treasurer
- Village Director/Supervisor of Department of Public Works
- Village Department of Public Works Operative
- Village Chief of Police
- Village Patrol Officer Operative

In addition to their wages, employees who are hired in a Permanent Village position are eligible for benefits. Permanent Village employees who work 40 or more hours per week qualify for all benefits listed below. Permanent employees who work less than 40 hours per week qualify for benefits but are not eligible for Medical Benefits or Life insurance Benefits.

Designated Permanent Village Employees benefits listed below.

- Holidays
- Jury Duty Leave
- Life Insurance
- Medical Insurance
- Medical Leave
- Pension Plan
- Personal Leave
- Sick Leave Benefits
- Vacation

If a Designated Village employee does not require or does not accept medical benefits, \$100.00 per month will be paid to eligible full-time employees electing not to be covered by the Village's health plan. (See Section 235 Health Insurance)

205 VACATION BENEFITS

Designated Permanent Village employees vacation benefits:

0-1 years' service	5 days of vacation annually after first six (6) months of service
2-8 years' service	10 days of vacation annually
9-15 years' service	15 days of vacation annually
16-25 years' service	20 days of vacation annually

Vacation allotments are based on hire date anniversary. Vacation time off is paid at the employee's base pay rate. It does not include overtime or other forms of compensation. Unused vacation time will be forfeited and may not be carried over into the following year.

210 HOLIDAYS

Holiday time off will be granted to Designated Permanent Village Position personnel upon employment.

Holiday pay will be calculated on employee straight time pay rate for eight hours. It does not include overtime or any compensation. The following days are recognized holidays within the Village of Hesperia:

- New Year's Day
- Good Friday (Friday before Easter)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve after 12:00 Noon
- Christmas Day
- New Year's Eve after 12:00 Noon

A recognized holiday that falls on Saturday or Sunday will be observed on the following Monday.

Employees scheduled or called in to work on a holiday shall receive straight time pay for all hours worked, which counts as holiday pay, plus time and a half for all hours worked. Appointed employees who work will be paid their regular schedule rate.

Hesperia maintains the right to close all or certain departments employed by the Village of Hesperia, with seven days notice prior to the date in question, without pay, any dates before or after recognized holidays should it be deemed that it is in the best interest of the business of the Village to do so. Employees may use their vacation on such dates if they desire. (Example would be July 3 or December 26).

215 SICK LEAVE BENEFITS and SICK DAY CALL-IN

Sick Leave

Designated Permanent Village Employees are eligible for paid sick leave. Designated Permanent Village Employees receive five (5) paid sick leave days per year. Unused sick time will be forfeited and may not be carried over into the following year. An employee, who is terminated, fired, or resigns from their position shall forfeit all unused sick leave.

- Sick leave is earned from the first day of employment month, a maximum of five (5) sick days in any calendar year.
- After an employee is absent for three (3) consecutive days, a physician’s statement is required.
- Sick leave is to be used for medical, dental or optical reasons only; it is not to be construed as a secondary or add on’ vacation time. If so used, it will be considered grounds for termination.
- Sick leave may be taken for any bona fide reason. Sick leave may not be taken in increments of less than two hours.
- Absence from work over five (5) days due to extended illness, the employee may apply for unpaid personal leave. (see Leave Request Form)
- Sick leave may not be carried over from one calendar year to the next. “Upon retirement or termination of employment, any unused sick leave lapses, and no payment will be made for such unused time.”

Leave Without Pay

Time off without pay for a period of time appropriate to the circumstances. Types of Leave without Pay include:

- Academic Leave
- Military Leave
- Maternity Leave
- Family and Medical Leave
- Sick Leave

Sick Day Call-In

Employee must notify their supervisor at shift’s start on date or prior to; Clerk and Treasurer should notify each other and the Police Chief and DPW Director are to notify Clerk.

Any employee calling in sick three (3) consecutive work days must submit, upon returning to work, an attending physician’s written notice that they have been in that physician’s care starting the first day of call-in. The notice must state the date the employee may return to work.

All absenteeism shall be recorded by the Clerk on the monthly absenteeism log.

220 -FUNERAL LEAVE

Designated Permanent Village employee²s shall receive three days paid funeral leave, one being the day of the funeral, for family members (spouse, parent, step-parent, son, daughter, step-child, brother, sister, father-in-law, mother-in-law, grandparent, grandchild, significant other) and one excused, paid day (of funeral) for extended family members (aunt, uncle, grandparent-in-law, brother-in-law, sister-in-law).

All funeral leave shall be recorded by the Clerk on the monthly absenteeism log.

225 JURY DUTY

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Jury duty pay record, less travel expenses, will be turned over to the Clerk thus ensuring the Village will compensate employee for any lost balance of a normally scheduled day. Employees will be paid by Hesperia only for days normally scheduled with the Village.

Employees are expected to report for work whenever the court schedule permits or if there are four or more hours left in the workday.

Either Hesperia or the employee may request to be excused from jury duty if, in Hesperia's judgment, the employee's absence would create serious operational difficulties. All normal benefits will continue to accrue in the employee's absence. All employees will be eligible for the above.

230 PERSONAL DAYS

Designated Permanent Village employees shall receive one personal day off with pay at each anniversary date annually. Employee must notify their supervisor at shift's start on date using personal day or prior. Probationary employees will be eligible upon completion of probation. Unused personal time will be forfeited and may not be carried over into the following year.

All personal days will be recorded by the Clerk on the monthly absenteeism log.

235 HEALTH INSURANCE

Health insurance shall be provided for all regular full time employees. This will begin on the first eligible date as set forth by the health insurance carrier and the Village Council. In the event of a layoff, the employee will have an obligation to pay for premiums themselves as set forth by the rules of the health insurer.

The Village shall pay a premium up to a maximum of nine hundred and fifty (\$950.00) each coverage period (typically 30 days), per eligible employee. Any amount over the maximum shall be the responsibility of the employee. \$100.00 per month will be paid to eligible full-time employees electing not to be covered by the Village's health plan.

Effective April 1, 2008 only Full-Time employees shall be eligible for health insurance. See 125 Employment Categories for 'full time' definition.

240 LIFE INSURANCE

The Village will supply a \$20,000 life insurance policy for all regular full time employees, based on the provisions supplied by the carrier pertaining to individual criteria, after completion of the 90 day probationary period. An employee, who is terminated, fired, resigns or retires from their position shall forfeit all insurance coverage.

245 PENSION PLAN

April 1, 2008, Full-Time employees shall be eligible for a Village contribution of up to 7% of net wages on not more than 40 hours weekly towards a pension plan. All employees shall be eligible to participate in a pension plan as of April 1, 2008. Please see separate pension policy kept by the Village Clerk for full provisions.

300 TIMEKEEPING AND PAYROLL

Accurately recording time worked is the responsibility of each employee. Federal and state laws require Hesperia to keep an accurate record of time worked in order to calculate employee pay and benefits.

Pay periods will cover any shift scheduled to start on a Monday through any shift scheduled to end on a Sunday.

Employees will accurately record the time they begin and end their work shift along with time allotted to specific duties. They will also log any departure from work, paid or not paid.

Altering, falsifying, tempering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to record and sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record. A copy of each time record will be sent to the Clerk for the purpose of recording all paid and unpaid absences from work.

All efforts will be made by the Village to have paychecks available to the employees for the previous pay period in a timely manner.

305 CHANGES IN JOB DESCRIPTIONS

The Finance Committee and Personnel Committee with council approval retain the right to combine, change, add to, and delete from jobs and/or job descriptions to supply the Village with the most efficient work force, within the most reasonable financial means available.

The Finance Committee, and/or Personnel/Salary Committee may suggest these changes and at least one representative from each committee will meet to discuss said changes with the following duties: Financial Committee to discuss the repercussions and benefits. Personnel Committee to write, implement and oversee the changes of the plan.

400 SAFETY

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the appropriate supervisor.

405 WORK SCHEDULES

Unless otherwise established, the normal workweek and schedule of regular full time employees shall be eight hours per day and forty hours per week.

The normal workdays and weekly hours worked by regular part time, temporary, seasonal, or reserve employees shall be set by the supervisor.

410 CREDIT CARD POLICY

The Village Clerk shall be responsible for administering credit card policies approved by the Village Council.

Members of the Village Council and department supervisors/superintendents of the Village of Hesperia may only use the credit cards to purchase goods and services for the official business of the Village of Hesperia. Official receipts from the store, company or service organization providing said goods or services shall be submitted to the Treasurer to reconcile against the credit card statement.

Any lost or stolen cards shall immediately be reported to the Village Clerk, Police Chief and Village President. All credit cards will be returned to the Village Clerk or in their absence, the Treasurer, upon termination of employment or service to the Village.

The total authorized credit limit for each credit card issued by the Village shall not exceed \$1,000.00.

Unauthorized use of Village credit cards shall be subject to disciplinary measures up to and including termination and restitution.

415 USE OF COMMUNICATIONS SYSTEMS

Village telephones are reserved for business calls only. Outgoing and incoming personal calls should be limited and held to less than 5 minutes; effort to make outgoing calls should be limited to breaks and lunch periods. Personal long distance phone calls will be charged to the employee credit/calling card.

When answering and speaking on the Village phone, it will be expected that employees will use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, relay to the appropriate employee and hang up only after the caller has done so.

Use of the fax system shall be in a professional capacity only.

Village email addresses utilized for communication must be used in a professional manner; no sending or forwarding of jokes, spam or any unauthorized mail. Additionally, personal email and web surfing should be limited to breaks and lunch periods.

The Technology Committee shall oversee and be responsible for all aspects of the communication systems. All information on Village computers shall belong to the Village.

420 SMOKING

Smoking is prohibited throughout the workplace and in any Village vehicle, owned, leased or borrowed.

Each department will have a designated smoking area for breaks and/or lunch breaks. Personal vehicles can be used for such activity. All smoking butts will be placed in appropriate containers.

This policy applies equally to all employees, customers and visitors.

425 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these scheduled assignments will be provided. All overtime work must receive the supervisor's prior authorization. It is the policy of Hesperia to minimize all overtime scheduling.

Overtime pay is based on actual hours worked (and vacation and holiday hours) and paid at 1.5 times regular wages (with the exception of salary employees) after achieving forty hours of time worked. Time lost to sickness does not accrue towards 'time worked'.

Supervisors shall address overtime needs with the Finance committee.

430 USE OF EQUIPMENT AND VEHICLES

When using property, employees are expected to exercise care perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify the supervisor if any equipment, machines, tools or vehicles appear to be damaged, defective or in need of repair. Prompt reporting of damages, defects and the need for repairs could prevent deterioration of equipment and possible injury to employees or others.

The improper, careless, negligent, destructive or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations can result in disciplinary action up to and including termination of employment.

All employees using Village vehicles will hold a valid Michigan driver's license.

435 TRAINING/TRAVEL/MILEAGE

Any training necessary for expected changes in a job description or software changes or that provide safety updates; will be considered by the Supervisor with the approval of the Finance and/or Personnel Committee. Training destination and duration will determine if overnight fees will be covered. Wages will be paid at straight time for time traveled and training hours.

Mileage for approved travel will be paid at the per-mile rate allowed by the IRS, and every effort shall be made to utilize one car per (up to) four persons or the equivalent of such.

440 TECHNOLOGY

The Village will make equipment and software available for employees and/or positions that require them, as agreed by the technology committee and the council. Discussion on the need, purchase, repair or replacement of equipment and software shall be directed to, and recommended by the technology committee. Employees shall be required to back-up their computer files at least once per week to a secure, off-site, back-up service as recommended by the technology committee.

It shall be the policy of the Village Council that equipment and software purchased by the Village shall be used on, and remain on Village premises, to be used for official daily business and shall not be used for illegal purposes. Employees shall understand that at no time is anything contained within the computer to be considered private; all information shall be the property of the Village.

Personal use of computers shall be limited to official break times. At no time will pornography or other generally unaccepted websites be accessed. At no time will software be loaded, deleted, or changed without the consent of the technology committee. No passwords are to be installed on any of the village computers or equipment without the consent of the technology committee, and any passwords or codes that are allowed shall be on record with the technology committee.

500 MEDICAL LEAVES - UNPAID

Hesperia provides medical leaves of absence without pay to regular full-time employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth and related medical conditions.

Employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to their supervisor. Employees returning from medical leave must submit a health care providers' verification of their fitness to return to work.

Employees are normally granted leave for the period of the disability, up to a maximum of 26 weeks within any 12-month period or as permitted by law. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

In extenuating circumstances the Village may grant additional unpaid time off.

Subject to the terms, conditions and limitations of the applicable plans, Hesperia will continue to provide the Village payment for health insurance benefits for the full period of the approved medical leave. If the employee does not return to service, the Village reserves the right to collect premium payments made by the Village from the employee.

Sick leave accrual, pension and holiday benefits will be suspended during the leave and will resume upon return to active employment.

When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified. If an employee fails to report to work promptly at the end of the medical leave, Hesperia will assume that the employee has terminated their employment.

505 PERSONAL AND FAMILY LEAVE – UNPAID

Hesperia provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal and family obligations. Eligible employees are regular full time and regular part-time and must not be considered probationary employees.

All requests will be taken by the supervisor and presented to the Personnel Committee on an individual basis, based on employee's duties and workload as well as total staffing considerations. Eligible employees shall make their request 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Personal Leave absence may cover one thru thirty days. An employee's accrued vacation and sick pay will be requested to be used as part of the absence.

Family Leave absence may cover up to eight weeks. An employee's accrued vacation and sick pay will be requested to be used as part of the absence.

During the approved leave, no holiday pay will be issued to the employee and no sick pay accrual will take place if leave starts prior to the 15th day of the month and/or covers more than 15 days in a month. The Village will continue their portion of health insurance with the employee providing their coverage.

Employee shall inform their supervisor of return date with a minimum of five days notice where applicable. When a personal or family leave ends, every reasonable effort will be made to return the employee to the same position if it is available or to a similar available position for which the employee is qualified. If the employee fails to report to work promptly at the expiration of the approved leave period, Hesperia will assume the employee has terminated their employment.

510 MILITARY LEAVE – UNPAID

A military leave of absence will be granted to employees, except those occupying temporary or seasonal positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

If the employee was eligible for health insurance benefits, those benefits will be paid through the end of the month in which the military leave begins. At that time, the employee will become responsible for the full costs of insurance if they wish to continue it. When the employee returns from leave, Hesperia will again provide benefits according to the applicable plan.

Unless scheduled for two-week training assignments, benefits accrual, such as sick leave, pension plan and holiday pay will be suspended during the leave and resumed upon the employee's return to active employment

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable time for travel. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determined benefits based on length of service for the rate of vacation accrual.

600 EMPLOYEE CONDUCT AND WORK RULES

The following set of work rules is designed to serve merely as a guideline for the type of disciplinary action, which may be used to correct unacceptable behavior. Since it is impossible to anticipate every potential behavior problem or concern, common sense must be used in determining the appropriate disciplinary measure for each problem. This list is not intended to be all-inclusive. Hesperia shall ensure fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence and prepare the employee for satisfactory service in the future.

The following are examples of the type of conduct for which employees can expect to receive discipline:

1. Absenteeism and tardiness
2. Unsatisfactory work performance
3. Smoking in an unauthorized area
4. Gambling on the Village premises
5. Failure to give satisfactory location of whereabouts during the work day
6. Failure to comply with safety, health and/or security regulations
7. Careless or incorrect use of equipment
8. Failure to meet work standards on a consistent basis
9. Lack of attention to job duties, wasting time, hindering other people at their jobs, leaving work without permission or sleeping on the job
11. Use of abusive, profane or obscene language or conduct
12. Unauthorized extension of lunch or break period
13. Discourteous treatment or inappropriate interaction with residents or other employees
14. Engaging in an activity of public or political nature designed to deprecate, criticize or belittle other employees, supervisors or council members
15. Misfeasance of responsibilities

Based on the nature and severity of certain acts of misconduct, immediate suspension is usually the appropriate action to be taken. The following list will serve merely as an example of the types of conduct, which will normally result in suspension. Again, this list is not intended to be all-inclusive. Employment may be terminated by the Village for just cause.

1. Unauthorized absence for three (3) consecutive days
2. Sexual harassment or intimidation
3. Reporting to work under the influence of alcohol or drugs not prescribed by a physician
4. Theft of money or property or assisting someone else in the act of stealing
5. Possession of a weapon on Village property without authorization
6. Selling or surrendering of Village property without specific authority
7. Use of Village property for personal use or benefit without express prior permission
8. Falsification of time records or any records required by the Village
9. Insubordination – refusal to perform assigned work
10. Walking off the job
11. Horseplay resulting in injury or damage to property
12. Physical violence to another person during scheduled work hours
13. Acceptance of any commission, discount or other special consideration from a supplier of goods or services to the Village of Hesperia
14. Dishonesty including any deliberate false statement or false accident report
15. Deliberate damage to Village equipment or property
16. Failure to correct conduct which was subject to prior discipline
17. Malfeasance or non-feasance of responsibilities
18. Using or being under the influence of alcohol or other illegal substances while on duty.
19. Failure to participate with random drug testing at the direction of the department head, Board of Trustees or Village President.
20. Failure to abide by all standards set forth by the Village of Hesperia's Code of Ethics.

600 EMPLOYEE CONDUCT AND WORK RULES (continued)

In the following, the supervisor may be the President if the position is the DPW Director, Police Chief, Clerk, and Treasurer. Offenses will be considered any combination of the above steps or other just cause.

First offense:

Written warning by supervisor with the exception of certain acts described in the employee handbook which may be grounds for immediate suspension. Employee will be informed what occurs at the second and third offense.

Second offense:

Written warning with a 1 day suspension (to be scheduled by supervisor) without pay, by supervisor. Employee will be informed what occurs at the third offense.

Third offense:

Written warning with 3 day suspension (to be scheduled by supervisor) without pay, by supervisor. Employee will be informed what occurs at the fourth offense.

Fourth offense:

Automatic termination by supervisor. Supervisor will notify the President who shall notify the council.

All warnings will have two copies and will be submitted to the Clerk who will file one in the employee's file and the second to the President. Employee will be required to sign disciplinary action. All disciplinary action will be retained in the employee's personnel file but, each disciplinary warning will only remain active for further discipline for twelve (12) consecutive months at which time the amount of offenses will be reduced by one.

By using progressive discipline we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Hesperia.

Appeal

Employees shall have the ability to appeal any warnings or disciplinary actions with the Village Council. Employee to approach the President or Personnel Committee within three working days after receiving such action; President to call a special council meeting, informing the employee of such; review and vote by the council shall be taken. (This does not relate to Section 645 Problem Resolution.)

All employees are deemed to be at will employees and can be terminated for no reason whatsoever. The above referenced progressive discipline creates neither right of employment nor any contractual obligation in the employment with the Village nor does it give rise to any right, title or interest only for cause.

605 DRESS CODE

All employees shall wear clothing and footwear appropriate to their job title and job site. Employees will appear clean and orderly in attire. Bras will be worn by all female employees. Beards and mustaches will be neat and tidy, no longer than 3" beards. Beards may be prohibited by certain department heads. No excessive makeup, perfume/cologne; unusual hair dyes, facial piercings except in ears. Tattoos will not be visible except on legs and arms, and if on arms, a minimum of a short sleeved shirt must be worn.

Department of Public Works

DPW employees will dress in long pants (unless reading meters which will allow shorts that reach 2" above the knee and to wear tennis shoes), no sleeveless shirts or bare chests, may wear hats or caps, will wear work boots appropriate for job. No clothing with controversial/offensive statements will be worn. No rings with settings and no facial piercings except ear studs.

Office Staff – Clerk and Treasurer

Work apparel guidelines are 'casual office' clothing is expected with the following "no's": sleeveless shirts without collars, no tank or spaghetti strap tops, shorts, dresses/skirts shorter than 2" above knee, bare midriff, hats, cleavage, advertisement/statements on clothing, blue jean pants

Office Staff - Building Janitor

Appropriate attire to perform duties (including jeans, tank tops, shorts no higher than 2" above knee, tennis shoes). No bare midriff or cleavage, open-toed shoes, advertisements/statements on clothing.

Police Department

Uniforms - The Village will provide as necessary, to full time officers, a minimum of 3 slacks, 2 long sleeve and 3 short sleeve shirts and one baseball cap annually; one lightweight and one heavyweight jacket, and one regulation hat as well as badge and patches will be provided upon hiring and afterwards. Officers shall wear black shoes that are polished, which they will provide. Regular Part Time will receive as necessary 2 slacks, a combination of 3 shirts and one baseball cap annually and one lightweight and one heavyweight jacket. . Upon an officer leaving their position, all uniform pieces provided by the Village will be returned to the department. Officers are required to provide their own sidearm with the police department issuing duty ammo. No personal ammunition shall be utilized by officers while on duty.

610 DRUG AND ALCOHOL USE

While on duty on Village premises and while conducting business-related activities off Hesperia premises no employee may use, possess, distribute, sell or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Employees that hold certain positions with the Village of Hesperia, such as police officers or employees that are required to hold a commercial drivers license as a condition of their employment and employees that utilize village vehicles or equipment should refrain from all illegal substance use both on and off duty. Failure to do so may result in disciplinary action, including discharge from employment. Testing for illegal substance use may be ordered, with just cause, to employees at the village's expense. Failure to cooperate with said drug testing may result in disciplinary actions, up to and including discharge from employment.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Hesperia of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of conviction.

615 SEXUAL AND OTHER UNLAWFUL HARASSMENT

Actions, words, jokes or comments based on an individual's sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to their supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the President or Personnel Committee. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor, superintendent or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the President or Personnel Committee who will work to help resolve the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action up to and including termination of employment.

620 INTERNET USE

Purpose – To ensure the proper use of the internet while continuing to support the needs of the citizens and Village employees

Guidelines –

Access to the Internet is primarily for the exchange of information and research consistent with the goals and activities of the Village of Hesperia.

Employees are expected to exercise good judgment while using the Internet.

Access to the Internet is provided both as a business tool for and a benefit to employees in performing their specific jobs.

Employees shall use the Internet solely for job-related research and Village business communications during work hours.

Personal email may be accessed during break time and lunch time.

Employees shall not use the Internet for commercial business use.

Village employees shall be responsible for any personal charges arising from the use of the Village's Internet accounts.

Internet access records and records of downloaded files are not private, whether completed during business or non-business hours, and may be occasionally monitored as the Technology Committee deems necessary.

Employees shall not use the Internet for inappropriate or unlawful purposes, including but not limited to, placing unauthorized information, computer viruses or harmful programs on or through the computer system in either public or private files or messages; using obscene or otherwise inappropriate language in communications; and obtaining, viewing or downloading information that is unlawful, obscene, indecent, vulgar, pornographic or otherwise objectionable.

Inappropriate or unlawful use of the Internet may result in the loss of access for the user, and depending on the seriousness of the infraction, can result in disciplinary action as outlined in the Employee Handbook.

625 REPORTING TO MEDIA

If a camera crew or other media asks an employee to comment on a current controversial issue, the employee will kindly inform them that the village will release a statement as soon as possible. The employee will then immediately notify the President, or in their absence, the Pro-Tem to issue a written statement. The council shall choose, after each election, a representative for the Village to the media.

630 WORK SITE LANGUAGE AND CONTENT

There will be no content in offices, vehicles or any other site used for work that contains material of any sexual nature, vulgarity or profanity. Nor shall any attire be worn that contains matter of such.

Employees will not engage in the use of profane or derogatory language during their working hours with the village.

635 POLITICAL ACTIVITIES

Hesperia is a government entity and employees shall not display any political party or any specific candidate preference on their clothing, at their worksite or on any village owned property or equipment.

Employee status with the Village of Hesperia shall not be referred to while an employee is involved with political campaign or issues.

Political candidates will be allowed to hold 'town meetings' at the Village Hall if the candidate approaches the village government stating the desire to do so. Said meetings may be advertised on the Village Board and cable TV or any other typical means of advertising used by the Village.

640 PERFORMANCE REVIEWS

1. DPW Director, Clerk and Police Chief will write a review form for job descriptions under their supervision. Department supervisors will perform the reviews. All reviews will take place the month of November and a copy of the review will be placed in the employee file and sent to the President. Reviews may be used for possible discipline or payroll raise consideration.
2. DPW Director, Clerk, Treasurer and Police Chief will receive a review by the President and at least one Personnel Committee member during the month of November. A copy of the review will be placed in the employee file. Reviews may be used for possible discipline or payroll raise consideration.
3. "Less than Satisfactory" ratings will have an action plan to correct, to be reviewed with the employee and signed by the employee and supervisor. It shall be the intent to assist the employee to achieve a satisfactory rating. Any items with "less than satisfactory" ratings shall be reviewed with the employee with clear definition on expectations; this will be in written form and then signed by the employee and supervisor. A progress review with employee, supervisor and Personnel Committee member will take place at a February meeting. At that time, if a "satisfactory" rating is not met, the supervisor will determine the outcome for the employee, notifying the employee as soon as reasonable. Outcome may result in termination, non-renewal of contract or appointment by council.

645 PROBLEM RESOLUTION

Supervisors, employees and Village council are expected to treat each other with mutual respect.

If a situation occurs when employees believe that a decision affecting them is unjust or inequitable, they may make use of the following steps. The employee may discontinue the procedure at any step. The President is considered the supervisor of the DPW Director, Police Chief, Clerk and Treasurer.

Non-appointed employees-

1. Employee presents the problem in writing to their immediate supervisor within three working days after incident occurs.
2. Supervisor will respond to the employee by holding a closed meeting with employee within three working days after consulting with the President when necessary. Written documentation of meeting shall be given to employee.
3. If the situation is not resolved at this time, the employee will approach the President within two working days, who shall consult with the immediate supervisor of the employee within two working days.
4. The President shall review and consider problem. The President will meet with the employee within three working days and give recommendations in writing and forward said information to the Village Council as soon as possible for review.

Appointed employees shall have the same rights as stated above in (1) and (2) with the following changes in Steps 3 and 4 - Step 3. If the situation is not resolved at this time, the employee shall approach the Personnel Committee within two working days, who shall discuss with the President.

Step 4. The President will give recommendations in writing and forward said information to the Village Council as soon as possible for review. The Village Council has full authority to make any adjustments deemed appropriate to resolve the problem. Resolution of the problem will be placed in the employee file. Employee shall have the right to ask for a closed meeting when the Council meets per Open Meeting Acts.

This section is separate from 620 Employee Conduct and Work Rules Appeal process.

700 BUILDING SECURITY

The Clerk shall keep a master key of every key used within the Village. Any time a new key is issued, the Clerk shall obtain the master. The Clerk is responsible for destroying non-essential keys. All keys shall be kept in a locked and secure site in the Hall, with key labeled. Permission to use keys shall come from the Clerk, with the exception that the President who shall have a key to the key box and Village Hall.

All employees will ensure safe and responsible work practices and lock all required drawers, windows, lock boxes and doors when leaving work area unattended and exiting the building as the last employee to do so. Security lights will be kept in working order by the DPW staff. Infractions may lead to discipline.

The Village Council maintains the right to install surveillance equipment and security alarms on village property as it sees fit.

705 RECORDS/STORAGE ROOM AT VILLAGE HALL

All essential records shall be stored at the Village Hall storage room. The Clerk shall be informed on the duration of storage of record type and shall be responsible, annually, to destroy records that have met duration.

A set area of the storage room may be used for non-record storage as long as it is clean and orderly and useful to the Village (such as decorations, kitchenware, cleaning supplies, etc...). The Clerk shall, twice annually at a minimum, sort through this area.

710 FLAGS MAINTAINED BY THE VILLAGE

Flag poles shall be erected on Village property where deemed appropriate. The Village staff and Council shall be responsible to report to the Clerk the need to order a new flag to replace one deemed inappropriate to fly. The DPW and Police staff will establish a means of raising, lowering and replacing flags when appropriate to do so. The Village will follow the Governor of Michigan and the Federal Government guidelines on special flag observances with the Village Clerk responsible for notifying the DPW and Police staff of such observations.

715 GENERAL VILLAGE MAINTENANCE

It shall be the general duty of all employees to report general maintenance needs to the proper entities, such as but not limited to: street lights that are out should be reported to the Clerk who will notify the electric company; damaged street signs, potholes, and malfunctioning warning lights are to be reported to the DPW department.

Employee Acknowledgement

I hereby certify that I have read and understand the above-stated policies and procedures of the Village of Hesperia. I hereby agree to be subjected to all terms and conditions contained within.

EMPLOYEE

DATE

WITNESS (Department Head or Village Clerk)

DATE