



The Village of Port Sanilac
EMPLOYEE HANDBOOK

The Village of Port Sanilac 56 N. Ridge Street Port Sanilac, Michigan 48469
Adopted September 18, 2018 Revised May 8, 2023

EMPLOYEE RECEIPT AND ACCEPTANCE

I hereby acknowledge receipt of The Village of Port Sanilac Employee Handbook. I understand that it is my continuing responsibility to read and know its contents. I also understand and agree that the Employee Handbook is not an employment contract for any specific period of employment or for continuing or long-term employment. Therefore, I acknowledge and understand that unless I have a written employment agreement with The Village of Port Sanilac that provides otherwise, I have the right to resign from my employment with The Village of Port Sanilac at any time with or without notice and with or without cause, and that The Village of Port Sanilac has the right to terminate my employment at any time with or without notice and with or without cause. I have read, understand, and agree to all the above. I have also read and understand the Village of Port Sanilac Employee Handbook.

CONFIDENTIALITY POLICY AND PLEDGE

Any information that an employee learns about The Village of Port Sanilac, members, or donors, as a result of working for The Village of Port Sanilac that is not otherwise publicly available constitutes confidential information. Employees may not disclose confidential information to anyone who is not employed by The Village of Port Sanilac or to other persons employed by The Village of Port Sanilac who do not need to know such information to assist in rendering services. The disclosure, distribution, electronic transmission or copying of The Village of Port Sanilac's confidential information is prohibited. Any employee who discloses confidential The Village of Port Sanilac information will be subject to disciplinary action (including possible separation), even if he or she does not actually benefit from the disclosure of such information.

The Village of Port Sanilac policies may change at any time, and staff and employees are expected to comply with the most current versions. To the extent this Handbook conflicts with any applicable Village policy, the policy will govern. If you have questions concerning this Handbook or a policy, consult your supervisor for clarification.

I understand the above policy and pledge not to disclose confidential information.

Signature:

Print Name:

Date:

Please sign and return to the Village

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EMPLOYEE HANDBOOK
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2 GENERAL POLICY

The Village of Port Sanilac Employee Handbook (the "Handbook") has been developed to provide general guidelines about The Village of Port Sanilac Policies and procedures for employees. It is a guide to assist you in becoming familiar with some of the privileges and obligations of your employment, including The Village of Port Sanilac 's policy of voluntary at-will employment. None of the policies or guidelines in the Handbook is intended to give rise to contractual rights or obligations, or to be construed as a guarantee of employment for any specific period, or any specific type of work. Additionally, except for the voluntary at-will employment policy, these guidelines are subject to modification, amendment, or revocation by The Village of Port Sanilac at any time, without advance notice and or without cause, and Village retains the same rights.

The Village of Port Sanilac will provide everyone a copy of this Handbook upon employment. All employees are expected to abide by it. The highest standards of personal and professional ethics and behavior are expected of all The Village of Port Sanilac employees. Further, The Village of Port Sanilac expects each employee to display good judgment, diplomacy, and courtesy in their professional relationships with members of Village Council, staff, and the general public.

3 PERSONNEL RECORDS

Personnel records are the property of The Village of Port Sanilac, and access to the information they contain is restricted and confidential. Records, other than police officer's personnel files, are: 1. Subject to FOIA, 2. The Employee can ask for a copy under the Bullard Plawecki Act, and 3. Could be released subject to subpoena. A personnel file shall be kept for each Employee and should include the employee's job application, copy of the letter of employment and position description, performance reviews, disciplinary records, records of salary increases and any other relevant personnel information. It is the responsibility of each employee to promptly notify his or her supervisor in writing of any changes in personnel data, including personal mailing addresses, telephone numbers, names of dependents, and individuals to be contacted in the event of an emergency.

4 EMPLOYEE REQUIREMENTS/CODE OF CONDUCT

The purpose of the following rules is to define and protect the rights of all employees and to establish an order of conduct necessary for the successful operation of the village. Commission of the following prohibited acts or omission of any of the following rules will result in disciplinary action ranging from reprimand up to and including termination, depending upon the seriousness of the offenses. The enumeration in this list of certain rules shall not be construed to deny the right of the village council to discipline an employee for an act or cause not enumerated by the village. Violations of these rules indicated by an asterisk (*) will result in immediate one week suspension without pay, recommendation for possible termination to be given by the supervisor, allowing the village council to review documentation and approve termination.

Documentation that must be included: date/ time / offence.

1. The employee shall comply with all terms of their job description and rules including in the Village of Port Sanilac employee handbook.

2. Employee must attend council / committee meetings when required, with written report where applicable; employees will be paid for attendance at his /her hourly rate.
3. Violation of any village safety rules.
4. * Falsification of personal or any other village record.
5. The making of false, vicious, or malicious statements.
6. Knowingly punch the timecard of another employee.
7. * Habitual failure to punch own timecard.
8. Reporting late to work.
9. Absenteeism (see definition)
10. * Absent from work without notification to the village.
11. Leaving own job during working hours without permission.
12. * Creating or contributing to unsanitary conditions.
13. * Immoral conduct or indecency.
14. * Illegal gambling, lottery, or any other illegal game of chance on village premises at any time.
15. Horseplay, scuffling, or throwing things, distracting attention, or demonstration on the job.
16. * Fighting on village premises at any time.
17. Threatening, intimidating, coercing, or interfering with a fellow employee.
18. * Possession of weapons on village premises at any time except police officers. **Note:** Employees may, under current law, keep a firearm in their car as long as not breaking another firearm law.
19. * Insubordination and or refusal to perform job in a manner specified by the supervisor or village council, except for employee safety.
20. Operation of machines, tools and or equipment to which employee has not been specifically assigned or trained by the supervisor or village council.
21. * Failure to obtain full standard of performance in work and quality expected.
22. * Misuse or remove from premises, without proper authorization, village records, property, and/or confidential information of any nature.
23. * Abuse, defacing or deliberate destruction of village property, tools, equipment, or property of others.
24. Engage in business or work other than that of the village during village business hours.
25. * Theft of property.
26. * Distributions of any unauthorized literature, written or printed matter of any description on Village premises.
27. Wasting time or loitering on village property during working hours.
28. * Working under the influence (see substance abuse)
29. * Smoking in areas designated as no smoking areas (see smoking)
30. Employees are expected to always maintain professionalism while on the job.
31. Village phones are to be used for village business only.

5 GENERAL WORK RULES/ HOURS/ATTENDANCE

The normal work week for The Village of Port Sanilac shall consist of Monday through Friday. Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate personal responsibilities. Subject to The Village of Port Sanilac work assignments and supervisor approval, the employee's supervisor shall determine the hours of employment that best suits the needs of the work to be done by the individual employee.

- 1 Regular working hours shall be established by the resolution of the council based on the fiscal and economic and relevant conditions. Village employees shall be given (14) days' notice of hour reduction. **Village Council** to determine the rate of compensation. Time worked over 40 hours per week, designated by the council, department head or work coordinator shall be considered as overtime for hourly employees.
- 2 Attendance is a key factor in your job performance. Punctuality and regular attendance are expected of all employees. Excessive absences (whether excused or unexcused), tardiness or leaving early is acceptable. If you are absent for any reason or plan to arrive late or leave early, you must notify your supervisor as far in advance as possible and no later than one hour before the start of your scheduled work day. In the event of an emergency, you must notify your supervisor as soon as possible. For all absences extending longer than one day, you must telephone your immediate supervisor prior to the start of each scheduled workday. When reporting an absence, you should indicate the nature of the problem causing your absence and your expected return-to- work date. A physician's statement may be required as proof of the need for any illness-related absence regardless of the length of the absence. Except as provided in other policies, an employee who is absent from work for three consecutive days without notification to his or her supervisor will be considered to have voluntarily terminated his or her employment. The employee's final paycheck will be mailed to the last mailing address on file with The Village of Port Sanilac. Excessive absences, tardiness or leaving early will be grounds for discipline up to and including termination. Depending on the circumstances, including the employee's length of employment, The Village of Port Sanilac may counsel employees prior to termination for excessive absences, tardiness or leaving early.
- 3 Police personnel
Hours to be set at the discretion of the council / safety director.

6 EMPLOYMENT POLICIES AND PRACTICES

a. Definition of Terms

1. Employer. The Village of Port Sanilac is the employer of all full-time, part-time, and temporary employees. An employee is hired, provided compensation and applicable benefits, and has his or her work directed and evaluated by The Village of Port Sanilac.
2. Full-Time Employee. A Full Time Employee regularly works at least 32 hours per week.
3. Part-Time Employee. A Part Time Employee regularly works less than 32 hours per week.
4. Exempt Employee. An Exempt Employee is an employee who is paid on a salary basis and meets the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").
5. Non-Exempt Employee. A Non-Exempt Employee is an employee who is paid an hourly rate and does not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). For Non-Exempt Employees, an accurate record of hours worked must be maintained. The Village of Port Sanilac will compensate non-exempt employees in accordance with applicable federal and state law and regulations.

6. Temporary Employee. An individual employed, either on a full-time or part-time basis, for a specific period less than six months. Temporary employees are entitled only to those benefits required by statute or as otherwise stated.
7. Voluntary at-will employment. Unless an employee has a written employment agreement with The Village of Port Sanilac, which provides differently, all employment at The Village of Port Sanilac is "at-will." That means that employees may be terminated from employment with {The Village of Port Sanilac with or without cause, and employees are free to leave the employment of The Village of Port Sanilac with or without cause. Any representation by any The Village of Port Sanilac officer or employee contrary to this policy is not binding upon The Village of Port Sanilac unless it is in writing and is signed by the Village council with the approval by The Port Sanilac Village Council All employees are classified as Exempt or Non-Exempt in accordance with federal and state law and regulations. Each employee is notified at the time of hire of his or her specific Compensation category and exempt or non-exempt status.

7 POSITION DESCRIPTION AND SALARY ADMINISTRATION

Each position shall have a written job description. In general, the description will include the: purpose of the position, areas of responsibilities, immediate supervisor(s), qualifications required, salary range, and working conditions affecting the job, e.g., working hours, use of car, etc. The supervisor(s) or the Village council shall have discretion to modify the job description to meet the needs of The Village of Port Sanilac. All salary deductions are itemized and presented to employees with the paycheck. Approved salary deductions may include: federal and state income taxes; social security, Medicare, and state disability insurance; voluntary medical and group hospitalization insurance premiums (if in force and if paid by employee) and other benefits (e.g., life insurance, retirement).

8 WORK REVIEW

The work of each employee is reviewed on an ongoing basis with the supervisor to provide a systematic means of evaluating performance.

9 CLOCK CARDS - TIME CLOCK

All employees, full and part time, and unless otherwise directed by council will be issued a time card each week. This card provides an accurate record of hours worked and is the basis for the village pay, workers' compensation and compensatory time where applicable and is required to be returned to the village office clerk every second Monday. (Monday following the two (2) week pays period).

1. The card must be punched when starting and ending the workday.
2. The timecard must be always kept in the rack provided for this purpose.
3. No employee is permitted to punch a card for another employee.
4. Should you forget to punch your card, notify your supervisor and immediately.
5. Cards must not be punch earlier than 15 minutes prior to the start of the workday, and not later than 15 minutes following the completion of the work day without approval of your supervisor.

6. Should you forget to punch your timecard notify your supervisor, a deduction of 15 minutes may be made at the request of the council for failing to comply with the above-mentioned rules.
7. Should an employee punch in late, he /she must report directly to the immediate supervisor.

10 LUNCH PERIODS

A thirty (30) minute unpaid paid lunch period will be provided for all hourly employees, except police department employees, who will be given a 30-minute paid lunch. For hourly employees, if you do work through your launch, you are required to get your supervisors authorization on your time card or a timesheet.

11 ASSIGNMENTS OF OVERTIME

The department supervisors will decide if overtime is necessary an hourly employees will be expected to work overtime when necessary.

12 DRESS CODE

The Village of Port Sanilac dress requirements are simple and reasonable, we expected you to dress neatly and avoid any apparel that may not be in keeping with good taste and safety standards. Although by no means inclusive, the following are a few dress requirements.

1. Garment should cover the body. Avoid exposure, short shorts, tank tops and crop tops are not acceptable.
2. Garments containing offensive words or pictures are not allowed.
3. Wear shoes that are comfortable and safe, footwear must be appropriate for the job performed.
4. Do not wear loose clothing, neckties, long sleeves, or jewelry (rings, necklaces, bracelets, etc.) that may create a safety hazard.

13 SEPARATION / TERMINATION

Either The Village of Port Sanilac or the employee may initiate separation. The Village of Port Sanilac encourages employees to provide at least two weeks (10 days) written notice prior to intended separation. After receiving such notice, an exit interview will be scheduled by the village manager or his or her designee.

1. The village may reduce or restrict employee's hours, Terminate employment for disciplinary or economic reasons (i.e., insufficient revenue) upon majority vote of the council.
2. At Termination all village supplies, uniforms, Health Insurance debit cards, etc. are required to be returned to their department head or village clerk as soon as possible.
3. Employees are requested to submit, in writing, to their immediate supervisor any copies to the council, notice of intent to leave employment at least two weeks prior to the actual date of resignation.
4. Health and Life Insurance benefits will stop on the date of termination.
5. For Life Insurance continuation option, contact village clerk. All other benefits stop on the day following separation from employment if applicable.

14 EQUAL EMPLOYMENT OPPORTUNITY

The Village of Port Sanilac shall follow the spirit and intent of all federal, state, and local employment law and is committed to equal employment opportunity. To that end, the Council of The Village of Port Sanilac will not discriminate against any employee or applicant in a manner that violates the law. The Village of Port Sanilac is committed to providing equal opportunity for all employees and applicants without regard to race, color, religion, national origin, sex, age, marital status, sexual orientation, disability, political affiliation, personal appearance, family responsibilities, matriculation or any other characteristic protected under federal, state, or local law. Each person is evaluated based on personal skill and merit. The Village of Port Sanilac's policy regarding equal employment opportunity applies to all aspects of employment, including recruitment, hiring, job assignments, promotions, working conditions, scheduling, benefits, wage and salary administration, disciplinary action, termination, and social, educational, and recreational programs. The Village council shall act as the responsible program. The Village Council shall act as the responsible agent in the full implementation of the Equal Employment Opportunity policy. The Village of Port Sanilac will not tolerate any form of unlawful discrimination. All employees are expected to cooperate fully in implementing this policy. Any employee who believes that any other employee of The Village of Port Sanilac may have violated the Equal Employment Opportunity Policy should report the possible violation to the Village Council. If The Village of Port Sanilac determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report, in good faith, violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, The Village of Port Sanilac will inform the employee who made the complaint of the results of the investigation.

The Village of Port Sanilac is also committed to complying fully with applicable disability discrimination laws, and ensuring that equal opportunity in employment exists at The Village of Port Sanilac for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis. Reasonable accommodations will be available to all qualified disabled employees, upon request, so long as the potential accommodation does not create an undue hardship on The Village of Port Sanilac. Employees who believe that they may require an accommodation should discuss these needs with the Village council.

15 POLICY AGAINST WORKPLACE HARASSMENT

The Village of Port Sanilac is committed to providing a work environment for all employees that is free from sexual harassment and other types of discriminatory harassment. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers. The Village of Port Sanilac's commitment begins with the recognition and acknowledgment that sexual harassment and other types of discriminatory harassment are, of course, unlawful. To reinforce this commitment, The Village of Port Sanilac has developed a policy against harassment and a reporting procedure for employees who have been subjected to or witnessed harassment. This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. The Village of Port

Sanilac's property (e.g., telephones, copy machines, facsimile machines, computers, and computer applications such as e-mail and Internet access) may not be used to engage in conduct that violates this policy. The Village of Port Sanilac's policy against harassment covers employees and other individuals who have a relationship with The Village of Port Sanilac which enables The Village of Port Sanilac to exercise some control over the individual's conduct in places and activities that relate to The Village of Port Sanilac's work (e.g. directors, officers, contractors, vendors, volunteers, etc.).

Prohibition of Sexual Harassment The Village of Port Sanilac's policy against sexual harassment prohibits sexual advances or requests for sexual favors or other physical or verbal conduct of a sexual nature, when: (1) submission to such conduct is made an express or implicit condition of employment; (2) submission to or rejection of such conduct is used as a basis for employment decisions affecting the individual who submits to or rejects such conduct; or (3) such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, humiliating, or offensive working environment. While it is not possible to list all the circumstances which would constitute sexual harassment, the following are some examples: (1) unwelcome sexual advances -- whether they involve physical touching or not; (2) requests for sexual favors in exchange for actual or Promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment; or (3) coerced sexual acts. Depending on the circumstances, the following conduct may also constitute sexual harassment: (1) use of sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; (2) sexually oriented comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess; (3) displaying sexually suggestive objects, pictures, cartoons; (4) unwelcome leering, whistling, deliberate brushing against the body in a suggestive manner; (5) sexual gestures or sexually suggestive comments; (6) inquiries into one's sexual experiences; or (7) discussion of one's sexual activities. While such behavior, depending on the circumstances, may not be severe or pervasive enough to create a sexually hostile work environment, it can nonetheless make co-workers uncomfortable. Accordingly, such behavior is inappropriate and may result in disciplinary action regardless of whether it is unlawful. It is also unlawful and expressly against The Village of Port Sanilac policy to retaliate against an employee for filing a complaint of sexual harassment or for cooperating with an investigation of a complaint of sexual harassment.

Prohibition of Other Types of Discriminatory Harassment: It is also against The Village of Port Sanilac's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that: (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities. Depending on the circumstances, the following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in The Village of Port Sanilac's premises such as on an employee's desk or workspace or on The Village of Port Sanilac's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above. It is also against The Village of Port Sanilac's policy to retaliate against an employee for filing

a complaint of discriminatory harassment or for cooperating in an investigation of a complaint of discriminatory harassment. Reporting of Harassment: If you believe that you have experienced or witnessed sexual harassment or other discriminatory harassment by any employee of The Village of Port Sanilac, you should report the incident immediately to your supervisor or to the Village council. Possible harassment by others with whom The Village of Port Sanilac has a business relationship, including customers and vendors, should also be reported as soon as possible so that appropriate action can be taken. The Village of Port Sanilac will promptly and thoroughly investigate all reports of harassment as discreetly and confidentially as practicable. The investigation would generally include a private interview with the person making a report of harassment. It would also generally be necessary to discuss allegations of harassment with the accused individual and others who may have information relevant to the investigation. The Village of Port Sanilac's goal is to conduct a thorough investigation, to determine whether harassment occurred, and to determine what action to take if it is determined that improper behavior occurred. If The Village of Port Sanilac determines that a violation of this policy has occurred, it will take appropriate disciplinary action against the offending party, which can include counseling, warnings, suspensions, and termination. Employees who report violations of this policy and employees who cooperate with investigations into alleged violations of this policy will not be subject to retaliation. Upon completion of the investigation, Village will inform the employee who made the complaint of the results of the investigation. Compliance with this policy is a condition of each employee's employment. Employees are encouraged to raise any questions or concerns about this policy or about possible discriminatory harassment with the Village council. In the case where the allegation of harassment is against the Village council, please notify the staff member designated by Village council.

16 SUBSTANCE ABUSE

The Village of Port Sanilac is a drug and alcohol-free workplace. The use of or being under the influence of illegal drugs and/or alcohol is inconsistent with the behavior expected of employees. The use of illegal drugs and alcohol and misuse of prescribed and over the counter drugs subject's employees and visitors to unacceptable safety risks that undermine the Village's ability to operate safely, effectively, and efficiently. The use, possession, distribution, or sale of controlled substances such as drugs or alcohol, being under the influence of such controlled substances (drugs and alcohol) or testing positive for alcohol or any drug including, but not limited to, inactive components or metabolites associated with the use of such drugs is strictly prohibited while on duty, while on Village premises or work sites or while operating the Village's equipment or vehicles. If injured on the job you may be expected to participate in a drug and alcohol test immediately following the injury.

17 SAFETY AND ACCIDENTS

Safety and accident prevention are the overriding priority for THE VILLAGE OF PORT SANILAC. We strive to prevent injury to employees, residents, and visitors. It is our goal that safety hazards be eliminated from all jobs, some of the important guidelines follow, but no set of rules can ever assure safe operations or stop accidents from happening. Please observe the following safety practices and procedures and all times.

1. It is every employee's responsibility to immediately report to your supervisor any hazardous or unsafe conditions or practice which might cause injury to employees, resident, or visitors.

2. Protective gear or wear, which is necessary to properly protect you from injury, must be always used when injury could result from a work operation.
3. Protective guards for mechanical equipment must be always used.
4. Keep your working area clean and clear of objects that could cause accidents to you or others and keep the emergency exits clear in all times.
5. Observe all instructive signs posted.
6. Always use the right tools and equipment for the job.
7. Never attempt to push or lift an object that could cause back injury. Ask for assistance.
8. Only authorized personnel are permitted to operate village equipment.
9. Know the locations and contents and use of first aid and firefighting equipment.
10. You must report all job-related injuries to your department supervisor immediately. Your supervisor must complete a village incident report and a MIOSHA injury and illness report if applicable, failure to report an injury could result in jeopardizing a worker compensation claim.

If you are involved in or observe an accident on village property CALL 911 IMMEDIATELY FOR EMERGENCY MEDICAL SERVICE.

Non-Emergency incident: report the incident to your supervisor immediately. If your supervisor is not available, report it to the next responsible person. The department head completes the village incident report or MIOSHA injury and illness report if applicable.

18 VILLAGE VEHICLES

The Village of Port Sanilac has village vehicles that employees are required to use to perform duties during their workday. Therefore, all employees are required to provide the village with a current driver's license, acceptable motor vehicle driving record, and be deemed insurable by the village automobile insurance carrier, prior to hire, on an annual basis, or as our insurer may otherwise require. Council authorization by an approved and reported motion at a regular council meeting is required for employees to drive village vehicles home.

19 DRIVING POLICY

When driving a village vehicle or conducting village business, the following guidelines apply:

1. Vehicles are not to be operated unless they are in safe operating condition.
2. Drivers must be physically and mentally capable of driving safely.
3. Drivers abide by all traffic laws, with allowances made for and adverse weather traffic conditions.
4. Drivers must not be under the influence of drugs or alcohol, including prescription drugs, which may impair their ability to operate a village vehicle.
5. Drivers must devote their full attention to driving, and should not be engaged in activities that distract their ability to safely drive including but not limited to cell phones and texting.

20 VILLAGE OF PORT SANILAC FACILITES

- A. Village facilities are often visited by residents, visitor, and vendors, if our facilities appear neat, orderly, and efficient, our visitor will carry away a favorable impression of the village. They will have the confidence in our ability to fulfill commitments.

- B. The village of Port Sanilac provides desks, locker, and other storage devices for the convenience of employees; they remain the sole property of the village.
- C. Employees are responsible for the care of the items in their possession and may be held responsible for a loss or damage (beyond normal wear and tear) of items that are in their possession. And upon termination of employment with the village, for any reason or upon the village councils' requests are items must be returned.
- D. The village of Port Sanilac complies with American with disabilities act.

21 SMOKING

While smoking is not prohibited, there are guidelines to be followed

1. Smoking is only allowed outside village public buildings.
2. Smoking materials are to be discarded properly in a designated receptacle. Respect for cleanliness of our facilities.

22 SOLICITATIONS

Employees are prohibited from soliciting (personally or via electronic mail) for membership, pledges, subscriptions, the collection of money or for any other unauthorized purpose anywhere on The Village of Port Sanilac property during work time, especially those of a partisan or political nature. "Work time" includes time spent in actual performance of job duties but does not include lunch periods or breaks. Non-working employees may not solicit or distribute to working employees. Persons who are not employed by The Village of Port Sanilac may not solicit or distribute literature on The Village of Port Sanilac's premises at any time for any reason. Employees are prohibited from distributing, circulating, or posting (on bulletin boards, Refrigerators, walls, etc.) Literature, petitions, or other materials at any time for any purpose without the prior approval of the Village council or his/her designee.

23 OUTSIDE EMPLOYMENT / MOONLIGHTING

Individuals employed by The Village of Port Sanilac may hold outside jobs if they meet the performance standards of their job with The Village of Port Sanilac. Employees should consider the impact that outside employment may have on their ability to perform their duties at The Village of Port Sanilac. All employees will be evaluated by the same performance standards and will be subject to The Village of Port Sanilac scheduling demands, regardless of any outside work requirements. If The Village of Port Sanilac determines that an employee's outside work interferes with their job performance or their ability to meet the requirements of The Village of Port Sanilac, as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain employed with The Village of Port Sanilac. Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals or organizations for materials produced or services rendered while performing their jobs with The Village of Port Sanilac.

24 SOCIAL MEDIA

This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, microblogs, message boards, chat rooms, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

PROCEDURES

1. The following principles apply to the use of social media on behalf of The Village of Port Sanilac as well as personal use of social media when referencing The Village of Port Sanilac.
2. Employees need to know and adhere to the [Code of Conduct, Employee Handbook, and other company policies] when using social media in reference to The Village of Port Sanilac.
3. Employees should be aware of the effect their actions may have on their images, as well as The Village of Port Sanilac image. The information that employees post or publish may be public information for a long time.
4. Employees should be aware that The Village of Port Sanilac may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to The Village of Port Sanilac, its employees, or residents and visitors.
5. Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
6. Employees are not to publish, post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with your supervisor.
7. Social media networks, blogs and other types of online content sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized The Village of Port Sanilac spokespersons.
8. If employees encounter a situation while using social media that threaten to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of a supervisor.
9. Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors, or suppliers.
10. Permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
11. Social media use should not interfere with employee's responsibilities at The Village of Port Sanilac. The Village of Port Sanilac computer systems are to be used for business purposes only. When using The Village of Port Sanilac computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
12. Subject to applicable law, after-hours online activity that violates [Code of Conduct] or any other company policy may subject an employee to disciplinary action or termination.

13. If employees publish content after-hours that involves work or subjects associated with The Village of Port Sanilac, a disclaimer should be used, such as this: "The postings on this site are my own and may not represent The Village of Port Sanilac positions, strategies or opinions."
14. It is highly recommended that employees keep The Village of Port Sanilac related social media accounts separate from personal accounts, if practical.