



AGENDA
Committee on Personnel
Monday, March 9, 2020 @ 4:00 p.m.
City Council Conference Room
City Hall 10th Floor

Council Member Hussain, Chairperson
Council Member Spadafore, Vice Chairperson
Council Member Wood, Member
Council Member Garza, Member

1. Call to Order

2. Public Comment on Agenda Items

3. Minutes

- February 17, 2020

4. Discussion/Action:

- A.) City Council Administrative Vacancy- Update
- B.) RESOLUTION – Adoption of City Council Staff Personnel Rules
- C.) RESOLUTION – Council Staff Fringe Benefits Amendments
- D.) City Council Internal Auditor Vacancy –Update

5. Adjourn

DATE 3/9/2020[illegible]

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MINUTES **Committee on Personnel** **Monday, February 17, 2020 @ 4:00 p.m.** **10th Floor Conference Room, City Hall**

CALL TO ORDER

The meeting was called to order at 4:03 p.m. by Chairman Hussain

ROLL CALL

Council Member Adam Hussain, Chairperson
Council Member Peter Spadafore, Vice Chairperson
Council Member Carol Wood, Member
Council Member Jeremy Garza, Member

OTHERS PRESENT

Sherrie Boak, Council Staff
Jim Smiertka, City Attorney
Lisa Hagen, Assistant City Attorney/Council Research Assistant
Linda Sanchez-Gazella, HR Director

Minutes

MOTION BY COUNCIL MEMBER WOOD TO APPROVED THE FEBRUARY 3, 2020 MINUTES AS PRESENTED. MOTION CARRIED 4-0.

Discussion

City Council Administrative Vacancy **Temporary Vacancy Update**

Council Staff informed the Committee that Ms. Richmond is currently assisting the office on a part time basis. Her hours are from 1pm – 5pm , Monday – Friday. In the morning hours she is working for Treasury, and the Treasurer has been in conversations with Council Staff on flexibility of the schedule if more time is needed. Ms. Richmond will be with the office until May 1, 2020.

Finalize Job Posting

The Committee reviewed the most recent job description and what will be also used for the job posting. Ms. Sanchez-Gazella noted the changes from the original included the details to Associates Degree and 3-5 year experience but a high school diploma with experience would be accepted. Council Member Hussain asked how many applications to expect, and Ms. Sanchez-Gazella noted it could be up to 75. It will be listed on the City website, Indeed and LinkedIn. With a cost they can post on MML website as well. Council Member Hussain stated to the Committee that the posting is ready and the dates will be moved up to start on 2/24/2020

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and close 3/6/2020; internally and externally, with testing on 3/9/2020-3/20/2020 and interviews at Committee on 3/27/2020. Ms. Sanchez- Gazella noted they will do the background checks at the time of the interviews.

Position Benefits and Council Fringe Benefits Update (OCA)

Mr. Smiertka referenced material his office submitted to Council Member Spadafore, however Council Member Spadafore noted he thought the OCA was waiting on outside counsel so he did not forward to the complete Committee. Council Member Hussain asked Ms. Boak to email the documents to the Committee. Mr. Smiertka briefly went through the documents, and confirmed there are two (2) resolutions updating the Council Personnel Rules and latest Fringe Benefits. One resolution would be to amend the rules, eliminating the time bank and no retiree health care as of 2/15/2020. A new employee after 2/15/2020 will not be eligible for membership or benefits in employee retirement. The new employees will be in defined contribution which will have a 5% mandatory, 0-6% by employee, and new provision where City can match up to 6%, totaling the potential for 17%. Vesting will be 33% in the 1st year, 66% after 2 years, and 100% after 3 years. Resolution 2, Mr. Smiertka continued, would be the changes to the Personnel Rules.

Other

Council Member Wood asked for an update on the filling of the recently vacated Internal Auditor positions, particularly with the upcoming budget season. Council Member Hussain confirmed they are working with the Administration (2/18/2020) on potential options, making sure the new employee has interfacing access to system, but there will be no changes to the job description, so they can post and start the process anytime. Council Member Spadafore asked if they filled it with a temporary person, if they had to put that out to bid, and Ms. Sanchez-Gazella noted if it was a salary for the time period that would exceed more than \$15,000, but to consider if they would want temporary considering the confidential information the person would see. Council Member Wood asked about utilizing the retired former Internal Auditor, Jim DeLine. Council Member Spadafore stated they will report back to the Committee after they meet with the Administration on 2/18/2020. He then inquired with Council Member Wood what key tasks she would be looking for in the Internal Auditor during the budget season, and she stated the person should analyze the budget based on what was submitted in past budgets, along with research into the questions by Council Members and answers provided by staff. The position would need to research and work through the budget on the potential unknowns, considering the historical nature of the budget the City is currently in. Council Member Hussain stated that after they meet with the Administration, they will report back to the Committee. Mr. Smiertka briefly cited the Charter on the Internal Auditor, and Council shall appoint a qualified person.

Ms. Sanchez-Gazelle recommended Mr. DeLine, the former Council Internal Auditor as a temporary option.

ADJOURN

The meeting was adjourned 4:24 p.m.

Submitted by, Sherrie Boak, Recording Secretary

Lansing City Council

Approved by the Committee on _____

City of Lansing
Non- Bargaining Unit Job Description

Department/Division: City Council

Position Title & Level: Committee Clerk/ Administrative Assistant 25

POSITION APPOINTED BY CITY COUNCIL AND SERVES AT-WILL.

SPECIAL REQUIREMENTS & TRAINING: Failure to obtain or maintain job required qualifications will result in appropriate action consistent with the provision of the Appropriate Personnel Rules.

- Must complete and pass a background check before placement in position.
- Required to sign a confidentiality agreement upon hire.

JOB SUMMARY:

The City Council Committee Clerk/Administrative Assistant helps facilitate the efficient operations of the City Council Office by performing a variety of clerical administrative tasks.

EDUCATION & EXPERIENCE REQUIREMENTS: The City of Lansing reserves the right to utilize equivalencies where deemed appropriate with regard to education and experience requirements.

- Associates degree required; High School Diploma will be considered with proven experience.
- Three to five (3- 5) years of experience in an Administrative role working in the public sector, law office or for an elected official.
- Proficient in Microsoft Office Suite.

KNOWLEDGE, SKILLS & ABILITIES REQUIREMENTS:

Ability to keep and maintain confidential information.

Excellent verbal and written communication skills.

Excellent interpersonal and customer service skills.

Proficient in Microsoft Office Suite or related software.

Excellent organizational skills with the ability to prioritize tasks and work independently, under high stress levels, and meet tight deadlines. Must be organized, dependable and possess a good work record.

Understanding of clerical procedures and systems such as record keeping, basic accounting and filing.

PHYSICAL CAPACITY REQUIREMENTS:

This position requires the individual through assistance or on their own to sit, listen, speak, hear, finger dexterity, feel, push, pull, move files, lift storage boxes, reach and visual acuity.

ENVIRONMENTAL CONDITIONS: Office environment.

ESSENTIAL POSITION FUNCTIONS: (Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions with or without reasonable accommodations. Should you need any disability related accommodation in the application and/or selection process, please contact the Department of Human Resources).

The essential position functions listed below do not include all functions, which may be found in this position as duties, and responsibilities may be added, deleted, or modified at any time.

- Answers phone calls from city employees, residents, and business or property owners. Determines how or where best the concern can be handled or which department to refer the call to.
- Lead person to receive visitors and direct them to appropriate departments.
- Assists the Office Manager in stocking and maintaining the office inventory.
- Under the direction of the Office Manager, assembles Committee and Council meeting packets and or other packets requested. Responsible for the taking and processing of assigned committee minutes and other documents as required.
- Maintains electronic and paper files.
- Assists with scheduling invitation events for City Council members.
- Staff Committee meetings as the recording secretary; assist with scheduling Committee meetings; contacts individuals for participation; coordinates logistics for meetings which includes room preparation and appropriate clean-up after meetings.
- Prepares and maintains records, lists, indexes and inventories.
- May provide backup duties to the Office Manager as directed.
- Assists the Office Manager with the daily oversight of the City Council offices.
- Performs other administrative and clerical duties as assigned.
- The essential position functions listed below do not include all functions which may be found in this position as duties and responsibilities may be added, deleted or modified at any time.



City of Lansing

OFFICE OF THE CITY ATTORNEY

James D. Smiertka, City Attorney

TO: James D. Smiertka, City Attorney

FROM: John M. Roberts, Jr., Special Assistant City Attorney

DATE: February 11, 2020

SUBJECT: Council Staff Benefits and Doc Changes

Jim,

You have requested my assistance in the preparation of documents to implement certain pay and benefit changes for council staff. Attached are the 4 documents needed to effectuate the proposed changes as I understand them. These documents also contain up-dates to some past actions and each is accompanied by a description of their nature and purpose. I hope they are helpful.

1. Resolution to place newly hired Council staff in the Defined Benefit Plan (DC) and not the ERS.
 - A resolution is required to amend the DC.
 - The benefit proposed is different than the August 26, 2019 DC amendment for the Executive Management Group, Nonbargaining Group and Mayoral staff. This means the actual changes will need review by outside counsel for compliance with IRS limitations and to determine what other DC amendments would need to be enacted this year. Nik Tate is consulting with Mindi Johnson about the proposed "pick-up" DC changes. The changes will be more than simply adding the employees to the schedule of employees covered by the existing plan.
 - The elimination of retirement healthcare for new employees requires a resolution because the benefit for current employees was established by resolution.
2. Council Staff Personnel Rules February 10, 2020 Revision (Personnel Rules)
 - The last proposed Personnel Rules revision was prepared April 9, 2019 but were never formally adopted by Council. The last set of Personnel Rules was adopted November 5, 2003 but do not contain subsequent

changes that have been adopted by approved Council resolutions and budgets.

- This set of Personnel Rules contain both the draft April 9, 2019 updates and the new provision to eliminate the Time Bank.
 - The Personnel Rules also acknowledge that Council staff pay is tie-barred to Teamsters Local 214. This tie-bar was established by resolution 254 in 2017.
3. A Resolution to formally adopt the February 10, 2020 set of Personnel Rules
 4. Council Staff Fringe Benefits Summary (Summary)
 - The Summary is just that – a summary of benefits in place. As such, it acknowledges and follows the benefits after they are established by resolution. The Summary does not require separate Council approval because the summary only reflects action already taken.
 - This Summary up-dates changes previously made by resolution but not shown in the most recent summary and also it eliminates out-dated references to benefits that no longer apply to current or future employees.
 - The final draft of the Summary will contain participation of new staff employees in the DC and the elimination retirement healthcare coverage.

Please let me know if you have any questions.

RESOLUTION # _____
BY THE PERSONNEL COMMITTEE
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Personnel Committee of the City Council has conducted a review of the Personnel Rules pertaining to City Council Staff and Internal Audit Staff; and

WHEREAS, as a result of such review the Committee has presented a revised set of rules to this Council;

NOW, THEREFORE BE IT RESOLVED, that the City Council Personnel Rules, dated February 15, 2020, as presented by the Personnel Committee be and hereby are adopted.

CITY OF LANSING

COUNCIL STAFF

PERSONNEL RULES

February 10, 2020

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ARTICLE 1
COUNCIL STAFF PERSONNEL RULES PURPOSE
AND APPLICATION OF THE RULES

The Council Staff Personnel Rules will serve as the basis for equitable and consistent implementation of policy regarding regulations that are a part of employment with the City of Lansing for the employee group specified herein.

The rules contained in this handbook represent the basic rights and responsibilities of Council employees specified below:

~~Legislative Research Analyst~~
Senior Legislative Assistant/Office Manager
Administrative Secretary
~~Principal Clerk/Receptionist~~
~~City TV Manager Production~~
~~Assistant Internal Auditor~~
~~Principal Auditor Internal~~
~~Audit Staff~~
Any additional Council Staff Established by Budget

These rules may be amended, changed or terminated at any time upon formal approval of City Council.

For purposes of these rules, ~~except for the positions of the Principal Auditor and Internal Audit Staff,~~ the appointing authority for positions covered herein shall be the City Council. The Council Vice President shall exercise day-to-day supervision over all Council staff upon written delegation from the Council President. In the absence of such written delegation, the Council President shall exercise the day-to-day supervision of Council staff.

~~The Internal Auditor shall be the appointing authority for the Principal Auditor and any Internal Audit Staff authorized by City Council.~~

Council may issue additional written rules that pertain to the efficient operation of their staff. All such rules shall be dated and posted ~~within the department in the Council staff office~~. If there is a conflict between these Personnel Rules and such additional posted Council rules, the applicable provisions of the posted rules shall prevail.

If any provision of these Rules is held invalid under existing or future legislation or by court order, the remaining provisions shall not be affected thereby.

ARTICLE 2 GENERAL CITY POLICIES

A. EQUAL EMPLOYMENT OPPORTUNITY POLICY

The City of Lansing recognized that, as a public employer, it has a special responsibility to adhere not only to the letter of the law, but also to its spirit and to assure fair participation in the City governmental work force by all segments of the population.

Equal employment opportunity will be assured in the City of Lansing municipal personnel system and affirmative action in its administration.

The City of Lansing's Equal Employment Opportunity Policy prohibits any department, agent or employee for and on behalf of the City to discriminate against any person in recruitment, examination, appointment, training, promotion, retention, discipline or any other aspects of personnel administration on the basis of race, color, religion, national origin, age, height, weight, marital status, sexual orientation, political orientation, gender, disability or arrest record or for any cause not reasonably related to the accomplishment of legitimate governmental purpose. The City shall take affirmative action for the recruitment, hiring and advancement of members of groups under-represented at any level of City employment as set forth in the City of Lansing's Affirmative Action Plan. (A copy of the City of Lansing's Affirmative Action Plan is available from the Human Relations and Community Services Department.)

B. SEXUAL HARASSMENT POLICY

Sexual harassment is a form of discrimination which is prohibited and will not be tolerated. No person shall be subject to sexual harassment by another employee or Councilmember in seeking employment or during the course of employment in City service. In instances where an employee is found in violation of this policy, appropriate corrective action will be taken, including but not limited to, the use of disciplinary procedures such as written reprimands, suspension, and/or termination depending upon the severity of the act. (A copy of the City of Lansing's Sexual Harassment Policy and Procedures Concerning Sexual Harassment Complaints is available from the Personnel Department and the Human Relations and Community Services Department.

C. REASONABLE ACCOMMODATION POLICY

The City's goal in regard to disabled employees is to ensure insofar as possible that no employee is forced to leave the City's work force solely by reason of acquired disability. The City of Lansing will assist individuals who become disabled while employees of the City, to maintain their employment by exploring the following options:

1. A return to work at the same job.
2. A return to work at the same job, with accommodations.
3. A return to work at a different job.
4. A return to work at a different job with accommodations.

The City of Lansing will work with appropriate medical and rehabilitation personnel to assure that individuals who return to work do so at minimum risk to their health and at maximum utilization of their work skills and abilities.

It is not the intent of the City of Lansing to weaken or otherwise detract from the existing affirmative action policy and outline of the City relative to individuals with disabilities as a protected group. It is, in fact the intent of the city to strengthen the affirmative action commitment especially as it relates to individuals who become disabled during the course of their employment with the City.

In accordance with [the Michigan Person's with Disability Civil Rights Act, \(MCL 137.1101, et seq.\)](#) ~~Section 504 of the 1973 Rehabilitation Act and Michigan Public Act 220 as amended~~ and the Americans with Disabilities Act (ADA), the City of Lansing is committed to the provision of reasonable accommodation for all employees requiring such accommodation in order to perform their essential job responsibilities. This policy of reasonable accommodation also extends to all applicants with disabilities seeking employment with the City of Lansing and applies not only to selection and placement, but also to recruitment, training, promotion, and reassignment, where possible. (Copies of the City of Lansing's "Reasonable Accommodation Policy, Procedures and Guidelines" are available from the Personnel Department).

D. DRUG FREE WORKPLACE

The City of Lansing adopted a "Policy and Procedures for Providing a Drug Free Workplace Environment" to implement the requirements of the federal "Drug Free Workplace Act." The City's policy recognizes that substance abuse is a serious problem that may affect the health and work performance of its employees and is dangerous for user and non-user alike.

The policy provides for a drug free awareness program; a substance abuse awareness and education program; voluntary and confidential participation in rehabilitation programs; access to community resources, as well as the City's Employee Assistance Program and enforcement of violations through the use of disciplinary procedures found in applicable Personnel Rules and/or the City's General Requirements.

The City of Lansing's Policy and Procedures for Providing a Drug Free Workplace Environment" clearly defines the responsibilities of all employees and requires employees to understand and be familiar with the policy to ensure that the City's workplace is drug free. Violation of the City's policy may be grounds for discipline up to and including discharge. (A copy of the City

of Lansing's Policy and Procedures for Providing a Drug Free Workplace Environment is available from the Personnel Department)

E. TERMINATION OF EMPLOYMENT POLICY

Except as otherwise provided by these Rules or the City of Lansing Charter or Code of Ordinances, the employment relationship between the City and employees covered by these Rules may be terminated by either party. The relationship between the City and employees covered by these rules is "at will". The employment relationship may be terminated by either party at any time with or without cause. ~~Except for the positions of the Principal Auditor and Internal Audit staff, t~~ The City Council is designated as the entity with sole authority to receive employee resignations; to permit the withdrawals of employee resignations; and to terminate employees by a majority vote to councilmembers serving. If an employee resigns, such resignation may be withdrawn only at the discretion of the City Council. Employees are requested to give 30 days' notice prior to last work date.

With respect to the position of the Internal Auditor, the City Council is the sole authority to receive a resignation, permit the withdrawal of a resignation or to terminate employment by a majority vote of the City Councilmembers serving. ~~The Principal Auditor and Internal Audit staff shall serve at the pleasure of the Internal Auditor who, with respect to these positions, has the sole authority to receive a resignation, permit the withdrawal of a resignation or terminate employment.~~

Upon termination of employment with the City, an employee will be scheduled for an Exit Interview. At that time the employee is responsible for surrendering identification cards and any other City property such as keys, basement access cards or equipment issued to the employee while employed by the City.

At the time of employment, the employee may authorize deductions from his/her last paycheck to compensate the City for items not returned upon separation from City service.

Except in cases where fraud, theft, embezzlement, or commission of a felony is the basis for termination, employees covered by these rules who terminate with at least two years of City service may, in the City Council's sole discretion by majority vote of Council members servicing, receive severance pay of up to one hundred twenty calendar days upon their execution of a release prepared by the City Attorney's Office and approval of the City Council or its designee.

ARTICLE 3 MANAGEMENT RIGHTS

Reference in this Article 3 to "the City" means the City Council and as delegated, the Council President or Vice President.

The City of Lansing retains all management rights not expressly waived in this document.

The City, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, without limitation, all powers, rights authority, duties and responsibilities conferred upon and vested in it

by the laws and the Constitution of the State of Michigan and of the United States, the City Charter, the Lansing Code and any modifications made thereto. Further, all rights which ordinarily vest in and are exercised by employers, except as are specifically relinquished herein are reserved to and remain vested in the City, including, but without limited the generality of the foregoing, the right

(a) to manage its affairs, efficiently and economically, including the determination of quantity and quality of services to be rendered, the control of materials, tools and equipment to be used, and the discontinuance of any services, material of methods of operations; (b) to introduce new equipment, methods, machinery or processes, change or eliminate existing equipment and institute technological changes and, where practicable, to train existing employees on new equipment or machinery and to decide on materials, supplies, equipment and tools to be purchased; (c) to determine the number, location and type of facilities and installations; (d) to determine the size of the work force and increase or decrease its size; (e) to hire, assign and lay off employees, to reduce the work week or work day; (f) to direct the work force, assign work and determine the number of employees assigned to operations; (g) to establish, change, combine or discontinue job classifications and prescribe and assign job duties, content and classification, and to establish wage rates for any new or changed classifications; (h) to determine lunch, rest periods and clean-up times, the starting and quitting time and the number of hours to be worked; (i) to establish work schedules; (j) to adopt, revise and enforce reasonable work rules and general requirements and to carry out cost and general improvement program; (k) to transfer, promote and demote employees from one classifications or department to another except that demotion shall not be utilized for the purpose of disciplining an employee (l) to select employees for promotion or transfer to supervisory or other positions, and to determine the qualifications and competency of employees to perform available work.

These rules may be amended, changed or terminated at any time by the City Council.

ARTICLE 4 EMPLOYEE RESPONSIBILITIES

A. WORK STANDARDS

Employees of the City of Lansing are required to adhere to the regulations contained within the Ethics Ordinance. The following work rules are applicable to all City of Lansing employees covered by the Personnel Rules. The reason for establishing these work rules is not to restrict the rights of anyone, but to define the rights of all and ensure cooperation and a reasonable standard of productivity and professionalism.

It is an employee's responsibility to understand the intent and scope of these City work rules and related departmental guidelines and requirements. Employees violating any part of these work standards subject themselves to formal disciplinary action which may range from oral warning through discharge. Except as provided below, oral and written warnings and reprimands shall be administered by the Council President unless day to day supervisory functions have been delegated to the Vice-President. All other forms of discipline, including discharge, shall be the sole responsibility of the City

Council by a majority vote of council members serving. The City Council shall act on a disciplinary matter only after a recommendation is made by the Standing Committee on Personnel to the Council Committee of the Whole.; ~~provided, however, the Internal Auditor shall be responsible for discipline and termination matters related to the Principal Auditor and Internal Audit staff~~

Listed below are the City of Lansing employee work rules and General Requirements (GR). This list is not exhaustive. Instead, it is expected that each employee has a general understanding of the City's behavior and job performance expectations. Violations of similar policies, practices and procedures, as well as City Charter provisions or ordinance, may subject an employee to discipline.

- GR-1 Employees are required to report on time for work.
- GR-2 Unexcused absences are prohibited.
- GR-3 Excessive absenteeism is prohibited.
- GR-4 Insubordination is prohibited.
- GR-5 Traffic in and/or the consumption of and/or anyone suffering from the immediate or after effects of dangerous drugs or alcohol while at work is prohibited.
- GR-6 Misappropriation or unauthorized use of city money, property, equipment or supplies is prohibited.
- GR-7 Gambling on city time or property, during lunch or rest breaks is prohibited.
- GR-8 Inefficient, careless, inactive or unproductive work is prohibited.
- GR-9 Falsification of city records is prohibited.
- GR-10 Fighting, threatening or being disrespectful to other city employees or members of the public are prohibited.
- GR-11 Unsafe acts which endanger the person or property or himself/herself or others is prohibited.
- GR-12 Improper personal conduct is prohibited.
- GR-13 Employees are not permitted, under any circumstances, to carry or have in their possession weapons, while either on city property or during work hours.

B. ABSENCES

All employees are expected to maintain good attendance records. When absent from work due to illness, employees must notify their immediate supervisor of the reason as soon as possible, or at least with two (2) hours of the start of their normal work day. If the absence is to continue beyond the first day, employees must notify their immediate supervisor on a daily basis unless otherwise arranged with that supervisor. An absence of three (3) consecutive work days without notification to the employee's immediate supervisor shall be considered a voluntary termination.

All absences shall be charged to accrued vacation leave, compensatory leave, personal leave or accrued sick leave, whichever is appropriate or as mandated by the Family Medical Leave Act. However, when no accrued leave time is available, unpaid leave may be granted subject to the approval of the appointing authority or designee. No paid leave time may be granted prior to the earning of leave time. Request for compensatory time, vacation or personal leave must be approved in advance.

In cases of exceptional need, donation of leave time up to a maximum of sixty (60) days may be advanced to an employee who has exhausted their leave time by other employees covered by the Personnel Rules. Donations must be documented in writing by the donating employee and are subject to the approval of the appointing authority and the Personnel Director.

Upon the finding of hardship by the City Council in any particular case, the City Council may approve, by resolution, the donation of leave time in excess of the sixty (60) day maximum. (Council Resolution #573, 12/96)

~~Council staff members may also donate excess accrued compensatory time that would normally be lost at the end of each calendar year to a Council Staff Comp Time Bank, official records of which shall be maintained by the Personnel Department. Upon the finding of hardship by the City Council in any particular case, the City Council may approve, by resolution, an allocation from the time bank for a Council staff member. As provided by Council Resolution #106 of 4/8/2019, the Time Bank and its use is subject to the following:~~

~~1. No addition donations may be made to the Time bank after December 31, 2018.~~

~~2. The current Time Bank balance of 911.97 hours shall continue to be available for use until fully depleted.~~

~~3. A Council staff member may make no more than two (2) hardship requests (per calendar year) to use the Time Bank and, if granted, the number of hours approved for any single requests shall not exceed 32 consecutive hours.~~

~~4. All hardship requests for Time Bank time use shall be evaluated on a per case basis by the Council President and Vice President and if approval of the request is recommended, granting the request shall be subject to final approval made by Council action upon~~

ARTICLE 5
TERMS OF EMPLOYMENT

A. REGULAR FULL-TIME EMPLOYEE

A regular full-time employee is an employee covered by these rules who has satisfactorily completed a probationary work period in one position with the City and holds a single position which requires an average of 40 compensated hours per week over a 52 week period. The fact that an employee may work less than 2080 hours in any calendar year shall not automatically reclassify his or her position from regular full-time to regular part-time. The combining of two or more temporary or part-time positions shall not qualify such service as regular full-time employment.

B. REGULAR PART-TIME EMPLOYEE

A regular part-time employee is an employee covered by these rules who has successfully completed a probationary work period in one position with the City and whose hours are regularly over twenty (20) hours per week, but less than forty (40) hours per week. Regular part-time employees are covered by the Personnel Rules.

C. INDEMNIFICATION

The City shall, defend, hold harmless and indemnify Employee from all claims of civil liability whatsoever arising out of acts or omissions in the course of his/her employment and within the scope of his/her duties with the City of Lansing or out of his/her service as a City employee of the City of Lansing. Such indemnification and defense shall include, but not be limited to, property damage, civil liability pursuant to 42 USC §1983, civil liability for attorney's fees, both statutory and actual, civil liability for contractual damages and for all other civil liabilities permitted by law; provided, however, that the City shall not hold harmless or indemnify Employee for liability for criminal acts, for intentionally wrongful acts, or grossly negligent acts, for breach of fiduciary duties, for misfeasance or malfeasance in office, nor for civil infractions, and further provided that the City's duty to indemnify, hold harmless, and defend the Employee shall be expressly contingent upon the full cooperation of Employee providing for such defense and upon the Employee immediately notifying the City whenever the Employee knows or reasonably should know that any claim for damages or other civil liability is being made or is likely to be made against him/her.

ARTICLE 6 WORKING HOURS

A regular work week for full-time employees consists of forty (40) hours per week divided equally over four or five consecutive days and may otherwise be flexible as directed by the President unless day to day supervisory functions have been delegated to the Vice President. This section shall not be construed as a guarantee of any number of hours of work per day or per week. There is no regular work day or regular work week for part-time employees.

All employees are permitted work breaks of up to twenty (20) minutes for each half day of work. Work breaks not taken during the work day are forfeited. Work breaks are to be taken with the approval of the supervisor and at a time and in a manner that shall not interfere with the efficiency of the Department.

ARTICLE 7 PERFORMANCE EVALUATION

Performance evaluations will, and merit increases may as warranted, take place the week of October 1 of each calendar year, until the employee reaches the top step of the salary range. Once an employee attains the top of the salary range annual evaluations will be completed the week of October 1 of each calendar year for all staff. In no case shall an employee be paid more than the maximum salary of their position classification.

At the time of evaluation, the appointing authority will discuss with the employee the areas in which the employee is doing well and those areas which need improvement. The employee's signature on the evaluation indicates neither agreement nor disagreement with the contents, but only that such areas have been discussed. The employee may respond, in writing, to the evaluation. A copy of the evaluation and any response shall be retained in the employee's personnel file. Performance evaluations are confidential and only authorized personnel shall have access to them.

ARTICLE 8 CLASSIFICATION ADMINISTRATION

A CLASSIFICATION PLAN

After receiving and reviewing recommendations from the Council's Standing Committee on Personnel, the City Council shall establish and maintain the classification and compensation for all positions covered by these rules. The Council shall also determine whether positions are regular full time or regular part time.

B. WORKING OUT OF CLASSIFICATION

In special circumstances requiring immediate action, it may be necessary for an employee to be assigned work at a higher classification.

Such assignment shall be temporary, no longer than 120 days in duration, and for the purpose of filling the position while seeking a suitable replacement.

An employee working out of classification may be considered, along with other applicants, for the vacant position. The employee, by virtue of this temporary assignment, is not guaranteed permanent placement.

After an employee has been temporarily assigned and has performed work at a higher classification for thirty (30) consecutive calendar days, the employee will be compensated, with the approval of the City Council Standing Committee on Personnel at the base rate of the salary range for the higher classification or at one pay step higher than the employee's pay step within his/her regular classification level, whichever is higher.

ARTICLE 9 COMPENSATION ADMINISTRATION

A. GENERAL PROVISIONS

The salary set for a classification shall be called the salary range whether the salary consists of a single rate or a series of salary rates.

Employees at the date of hire shall generally be compensated at a minimum starting rate of pay for their classification and are eligible to receive merit pay increase in accordance with the provisions of the compensation plan. All such increases are based upon satisfactory job performance as demonstrated by a satisfactory or higher probationary or annual job performance evaluation rating.

With the appropriate documentation of experience and education, the appointing authority may recommend to the City Council the placement of a new employee at a rate of pay which falls within the salary range of the classification level to which the individual is assigned up to the top of the range which is commensurate with the new employee's experience and education. Such placement shall be contingent on budgetary appropriation being available.

Despite the salary set by the salary rates and classifications, the Council staff pay will also from time to time be subject to automatic increases, independently established by Teamsters Local 214 collective bargaining agreements (CBAs) when ratified by Council. This is commonly known as a "tie-bar." The tie-bar will only apply to percentage increases in pay and their effective dates contained in CBAs and also to bonus and retro-pay provision, but to no other types of salary, pay,

or compensation.

B. OVERTIME PROVISIONS

1. Overtime is time physically worked by the employee in addition to the departmentally established forty (40) hours per week schedule which has been worked by the employee or for which the employee has otherwise been compensated.
2. In cases of need, the City reserves the right to require overtime. The appointing authority or their authorized representative may require employees to work more than forty (40) hours per week. Employees shall only be authorized to work overtime when requested by supervision, and appropriate overtime authorization forms have been completed; provided, however, no overtime shall be authorized unless funds for such purpose have been specifically appropriated by City Council. Whenever possible the supervisor will give at least twenty-four (24) hours' notice to employees required to work overtime.
3. The appointing authority is responsible for administering the compensatory leave time provisions as herein provided. The times at which an employee may take compensatory leave and the amount of leave shall be determined by the appointing authority is necessary so that there will be sufficient time to arrange the work schedule accordingly.
4. The responsibility for the monitoring of the compensatory leave time will be that of the employee and the immediate supervisor who will keep a record of this time. The official record of each employee's accrued compensatory time shall be maintained in the ~~Personnel~~ Human Resources Department only.
5. Compensatory time may be accrued up to a maximum of eighty (80) hours.
6. Upon separation from employment by retirement or otherwise employee's accrued compensatory time up to a maximum of eighty (80) hours shall be paid in a lump sum.

C. COMPUTATION FORMULAS

Council staff are expected, as a matter of good management and efficiency, to make every possible effort to minimize overtime work and to conform to the normal work schedule. In case of exceptional need, either the appointing authority or the authorized representative may require personnel to render services beyond the departmentally established forty (40) hour work week schedule. Such extra service, when approved in advance of its performance and when rendered at the express request of the appointing authority or authorized representative, shall be recorded on the

employee's time card and on the "Overtime Authorization" form available from the Personnel Department. Overtime shall be compensated for in the following manner:

I. Pay Grade Thirty-Three (33) and Below

a. General Guidelines

Employees who are covered by these rules in positions which are at pay grade thirty-three (33) and below, unless specifically excluded from the overtime regulations by the Personnel Director, are covered by the overtime provisions of the Michigan Fair Labor Standards Act (non-exempt employees by definition). Overtime for these employees shall be compensated at the rate of one and one-half ($1\frac{1}{2}$) times the hours worked in excess of the departmentally established work schedule, exclusive of night shift or other premium pay. Overtime may be compensated for on a time and one-half ($1\frac{1}{2}$) basis through the use of compensatory time if it is given (taken) during the same pay period that the time was worked; otherwise it shall be compensated for as cash payment in the affected employee's bi-weekly pay check. Employees who are covered by these rules in positions which are at pay grade thirty-three (33) and below, who have been excluded from the overtime regulations by the Personnel Director, are not covered by the overtime provisions of the Michigan Fair Labor Standards Act (exempt employees by definition). Overtime for those employees shall be compensated at the rate of one and one-half ($1\frac{1}{2}$) times the hours worked in excess of the departmentally established work schedule, exclusive of night shift or other premium pay. At the discretion of the appointing authority, overtime may be compensated for on a time and one-half ($1\frac{1}{2}$) basis through the use of compensatory time, which may be accrued beyond the affected pay period the time was worked; or it shall be compensated as cash payment in the affected employee's bi-weekly pay check.

All overtime work must be authorized and approved in advance by the appointing authority or authorized representative.

b. Weekend Pay

Employees at pay grade thirty-three (33) and below authorized to work on weekends, apart from their normally scheduled forty (40) hour work week, will be compensated as follows. Overtime work on either Saturday or Sunday will be compensated at one and one-half ($1\frac{1}{2}$) times the hourly equivalent rate. If the employee is required to work overtime both Saturday and Sunday, he/she will be compensated at one and one-half ($1\frac{1}{2}$) times the hourly equivalent rate for Saturday hours worked and two times the hourly

| equivalent rate for Sunday hours worked.

c. Holiday Pay

Employees required to work on a designated holiday, either as a part of their regular schedule or as overtime, shall be paid one and one-half (1½) times the hourly rate for all hours worked in addition to the regular hourly rate of pay. At the employee's option, the employee will be paid one and one-half (1½) times the hourly rate for hours worked and the employee may take an equivalent number of compensatory hours during a pay period mutually agreed upon by the employee and the immediate supervisor.

I. Pay Grade Thirty-Four (34) and Above

a. General Guidelines

Employees in positions which are at pay grade thirty-four (34) and above are considered to be exempt from the overtime regulations of the Michigan Fair Labor Standards Act (exempt employees by definition). Employees in such positions will be compensated for overtime at one and one-half (1½) times the hours worked, only through the use of compensatory time. With the approval of the appointing authority, the employee may be allowed to accrue compensatory time on a continuing basis up to a maximum of eighty (80) hours.

b. Weekend Pay

Employees at pay grade 34 and above authorized to work on weekends, apart from their normally scheduled forty (40) hour work week, will be compensated as follows. Overtime worked on either Saturday or Sunday will be credited with compensatory time at one and one-half (1½) times the hours worked. If the employee is required to work overtime both Saturday and Sunday, they will be credited with compensatory time at one and one-half (1½) times the hours worked on Saturday and two (2) times the hours worked on Sunday.

c. Holiday Pay

Employees required to work on a designated holiday, either as a part of their regular schedule or as overtime, shall be paid at their regular hourly rate for all hours worked, and shall be credited with additional compensatory time as one and one-half (1½) times the hours worked.

ARTICLE 10
FILLING OF VACANCIES

It is the objective of the City to employ a qualified applicant for each vacancy based on established qualifications for the job. Job vacancies may be concurrently posted internally and advertised externally. In order to fulfill this objective, the following steps may be taken, if so requested by the appointing authority:

1. Whenever new positions are created or a regular job vacancy occurs which is covered by these Personnel Rules, the City may concurrently post internally and advertise externally for a minimum of six (6) working days prior to filling the job.
2. All candidates signing the posting or responding to the advertising within the appropriate time period will be considered based on their qualifications and abilities. The ~~Personnel~~-Human Resources Department, if requested by the appointing authority, will screen the candidates for required qualifications and refer qualified candidates to the hiring department. In addition, the ~~Personnel~~-Human Resources Department, if requested by the appointing authority, shall determine what, if any, tests are appropriate or necessary for assisting the hiring department in determining which applicants are qualified to fill an employment position.
3. The candidate selected by the appointing authority shall be recommended to the Human Relations and Community Services Director for affirmative action review purposes. Therecommendationshallincludethereasonfortheselection.
4. Moving expenses, for employees required to move more than 50 miles, may be paid, if it is deemed necessary to ensure the recruitment of a highly qualified applicant. This payment shall be limited to a maximum of up to \$4,000. Authorization of such payment shall be contingent on availability of budget appropriation.
5. The final selection shall be as administratively established by the appointing authority.
6. The ~~Personnel~~-Human Resources Department shall advise the candidate selected of the appropriate personnel processing and hiring procedures.

ARTICLE 11

LEAVE OF ABSENCE

All requests for leaves of absence for all City employees must be made in writing to the appointing authority and are subject to final approval by the ~~Personnel~~-Human Resources Director.

- A. **MILITARY SERVICE- LEAVE OF ABSENCE-** Employees who are inducted in to the

armed forces of the United States under the provisions of the Selective Service Act of 1940, as amended, shall be entitled to a leave of absence without pay for the period of service required by such original induction. Upon honorable discharge and if physically fit to perform the duties of the position which he/she held upon entering the military service, such employee shall be reinstated to his/her former position or one comparable to it providing the employee makes formal application for reinstatement within ninety (90) days after the date of military service discharge. Military service, as above, defined, shall be credited to a reinstated employee's length of service subject to the provisions of Chapter 26, Section 19, of the Code of Ordinances governing the City of Lansing Employees' Retirement System, and applicable federal law.

- B. **MILITARY RESERVE - LEAVE OF ABSENCE**- Except as may be provided in a special military leave policy, employees who are members, with active status, of an armed forces reserve unit shall pay only the difference between the employee's required pay and military pay for a period not to exceed then (10) days per year. Employees may, at their option, charge additional reserve leave time against their earned vacation leave or compensatory time. Requests for military reserve leave of absence must be accompanied by written orders from the commander of that armed forces reserve unit, indicating report and return dates of the training period. Employees who decide to become active members of an armed forces reserve unit must advise their appointing authority of this decision in writing.
- C. **JURY DUTY OR WITNESS SERVICE** - An employee shall be given an excused absence with pay for the period of working time lost when called to serve on jury duty or when required to serve as a witness as a result of being served with a subpoena for a job related matter. At the discretion of the appointing authority, an employee subpoenaed as a witness in a non-job related matter may be excused with pay. In consideration of receiving their regular pay, employees shall assign to the City all monies received for jury duty of witness service excluding mileage and meal allowances. The employee must give the appointing authority prompt notice of all call for jury duty or witness service and, thereafter, provide evidence of jury duty services or witness service and of the payment received for it.
- D. **FAMILY MEDICAL LEAVE ACT (FMLA)**. Employees who have worked for a total of twelve (12) months and at least 1,250 hours over the previous twelve (12) months are eligible to receive up to a total of twelve (12) workweeks of unpaid leave during any 12 month period as mandated by the Family and Medical Leave Act (FMLA) of 1993 (29CFR), Title 29, chapter V. Subchapter C., Part 925. Eligible employees will be granted FMLA in cases of need such as a serious health condition of the employee or family member; or the birth or placement of a child for adoption or foster care. Information regarding FMLA is available in the Personnel Department.
- E. **PERSONAL LEAVE OF ABSENCE** - If a need exists that is not covered by or extends past a Family Medical Leave Act entitlement, employees may be granted a leave of absence without pay in cases of need such as serious illness or disability of the employee or family member, care of newborn, or settlement of an estate. The appointing authority may grant leaves in increments, not to exceed, five days. The Personnel Committee may grant leaves

in increments, not to exceed, thirty (30) consecutive calendar days, the total of which will not exceed one year. Further extensions may be granted at the discretion of the appointing authority.

The following will govern employee Fringe Benefit coverage while on approved leave of absence:

1. For a period not to exceed ninety (90) days employees will receive health, life, and dental coverage and will accrue seniority.
2. After ninety (90) days, but not longer than one year from the date of the original leave request, employees may continue insurance benefits at their own expense and will not accrue seniority. Payment, for insurance benefits shall be made to the Finance Department at such time(s) as she/he requires.
3. During a leave of absence employees shall not accrue vacation or sick leave.

- F. **EDUCATIONAL LEAVE OF ABSENCE** - Employees may be granted a one year educational leave of absence without pay and fringe benefits upon written request to their appointing authority and notice to the [Personnel-Human Resources](#) Director one month prior to the effective date of the leave. The employee may choose to continue health benefit coverage for the approved leave period, if the employee makes a lump sum payment to the City for the City's premium costs, prior to beginning the educational leave of absence.

Employees on education leave will have the rights to sign all posted vacancies during the leave period. The employee may return to City employment if a job is available for which the individual is qualified and upon written notification to the [Personnel-Human Resources](#) Director thirty (30) days prior to the expiration of the leave of their intent to return to City employment.

At the discretion of the appointing authority a position may be reserved for an employee while on a job related educational leave.

If no job is available for the employee at the end of the educational leave of absence, the City shall not be obligated to provide a job or otherwise re-employ the individual. The employee will then be terminated from City employment.

ARTICLE 12 ABSENCES DUE TO WEATHER

CONDITIONS

A. NON-EMERGENCY

In the event of heavy snow or other adverse weather conditions which do not constitute an emergency as declared by the Mayor requiring the general closure of City facilities:

1. Employees are required to report to work.
2. Employees who are, nevertheless, unable to report to work because of heavy snow conditions or other adverse weather conditions will be allowed to utilize vacation, personal leave, or accrued compensatory time for the period of time that they are unable to report to work.
3. Employees who elect not to utilize compensatory time, personal leave, or vacation time may be granted an excused absence without pay for the applicable period.

B. EMERGENCY

In the event of heavy snow or other adverse weather conditions which do constitute an emergency as declared by the Mayor requiring the general closure of City facilities:

1. Employees reporting and authorized to work shall be paid for the hours worked and receive an equal number of hours off at a later date. Employees who do not work shall be paid for the day as an "Administrative Leave Day" which will not be charged against their accrued time.
2. Employees who are required to work on such days which constitutes an emergency requiring the general closure of City facilities shall receive one and one-half (1 1/2) hours of additional vacation leave for each hour worked up to eight (8) hours.
3. Employees who are required to work on Saturday and/or Sunday when an emergency has been declared and remains in effect, shall be compensated at one and one-half (1 1/2) times the hours worked on Saturday and double the rate of pay for each hour of time worked on Sunday.

ARTICLE 13 SAFETY RULES

The City of Lansing has established safety rules for all employees. Adherence to the rules is required to ensure safe and healthy working conditions. Employees shall observe fire and safety rules and safe work practices. A complete copy of the safety procedures governing the operations of the City may be obtained from the Safety and Worker's Compensation Office, Human Resources

Department.

Any incident in which an employee is injured or City property is damaged must be reported within twenty-four (24) hours by the employee(s) involved to their supervisor(s) and the Safety and Worker's Compensation Office in the Human Resources Department. Failure to report an injury or damage to City property within the appropriate time period could subject the employee to discipline.

Operating vehicles or equipment without possession of a valid driver's license or authorization consistent with City or State laws is prohibited.

The supervisor must be informed of any use of prescription medication which could generate side effects resulting in a potential safety hazard to any person or property.

ARTICLE 14 PERSONNEL FILE

The City shall maintain one official personnel file for each employee which shall be located in the Personnel-Human Resources Department. Any documents not placed in an employee's official personnel file within six (6) months of their preparation or receipt by the City may not be used by the City for any purpose. Upon two (2) ~~days-noticedays'~~ notice to the Human ResourcesPersonnel Department, an employee shall have a right to ~~r~~review his/her personnel file.

It is the responsibility of each ~~H~~employee, whether on or off the active payroll, to keep the City advised of the employee's correct mailing address and telephone number.

In the case of an employee on the City's active payroll, notice of change of address or telephone number shall be considered to have been properly given only if the employee makes the change on the form available at the Human Resources Personel Office and returns such form there, duly completed.

In the case of an employee off the City's active payroll (such as on lay off, leave of absence, vacation, etc.), notice of change of address or of telephone number shall be considered to have been properly given only if the employee follows the procedure above or gives notice by registered or receipted mail addressed to "Human ResourcesPersonnel Director; City of Lansing, 124 West Michigan Avenue, 4t11 Floor, City Hall, Lansing, MI 48933". The Human ResourcesPersonnel Department will acknowledge such notice by certified mail.

The City shall be entitled to rely on the last address and telephone number furnished to it by the employee and the City shall have no responsibility to the employee for consequences arising from the employee's failure to give notice of a change of address or telephone number in line with the above.

It is the employee's responsibility to up-date his/her education, training and skills data in the personnel file through the use of an "Employment Data Up-Date" sheet available from the Human

Resources Personnel Department. This additional information will be reviewed when considering employees as applicants for promotional opportunities, to determine whether the employee meets the minimum position qualifications.

FRINGE BENEFITS
COUNCIL STAFF

Fringe benefits provided to Council Staff employees shall be determined by City Council in accordance with provisions provided to other City employees. The City will furnish current copies of fringe benefits to all full-time regular employees covered under these rules. It will include the following (see attached):

Health Insurance
Dental Insurance
Life Insurance
Longevity Bonus
Vacation
Sick Leave
Personal Leave Days

Holidays Bereavement
Time
Education and Training
Parking/Transportation Subsidy
Deferred Compensation
Classification/Compensation
Retirement

////////////////////////////////////

ACKNOWLEDGMENT OF RECEIPT
OF
COUNCIL STAFF PERSONNEL RULES

I hereby acknowledge receipt of the Council Staff Personnel Rules. I have read and understand these rules shall govern my employment relationship with the City of Lansing.

I understand that the nature of my employment with the City is "at will" and may be terminated by either party at any time, for any reason, or for no reason whatsoever.

Name. _____
(Print)

Name _____
(Signature)

Date _____

Witness _____

Date _____

City of Lansing

Council Staff Fringe Benefits

Fringe benefits provided to Council Staff shall be in accordance with provisions provided to other City employees as set forth in these rules or as otherwise established by the City Council from time to time. ~~The Council president's supervision of Council staff may be delegated in writing by the president to the vice-president and in such case, reference to the president in this summary will mean the vice-president. In recognition of the fact that the Internal Auditor are senior level positions, and supervise other employees who may have varying fringe benefit provisions,~~ The City Council ~~or its designee~~ shall be authorized to offer fringe benefits commensurate with education, experience and at a level appropriate to their position, within the following parameters:

Health Insurance:

The City of Lansing shall offer at the time of hire the following choice of medical insurances. Coverage will be effective the first day of the month following the date of hire. If an employee chooses the non-base plan, they will be required to pay the difference between the base and non-base plan, in addition to any premium share. You may choose coverage under either Blue Cross Blue or PHP. Current plans offered are:

Effective September 1, 2012:

- Base - includes a \$40.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$1000/single and \$2000/family in network deductible and 80% co-insurance. Emergency room services have a \$250 co-pay and Urgent Care visits have a \$60 co-pay.
- Option 1 - includes a \$30.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$500/single and \$1000/ family in network deductible and 80% co-insurance. Emergency room services have a \$150 co-pay and Urgent Care visits have a \$50 co-pay.
- Option 2 - includes a \$20.00 co-pay for office visits. Prescription drug co-pays are \$10/\$20/\$40 or \$15/\$25/\$50 for Physician's Health Plan. This plan includes a \$500 calendar year limit on preventative services, emergency room services with a \$50 co-pay, and a 50% co-pay for mental health and substance abuse services.

The Base Plan is as provided above. If the employee chooses to "buy up" to an optional plan (either Option 1 or Option 2) the employee will be responsible for any cost differential between the Base Plan premium and the premium of the selected optional plan chosen. Benefit summaries and rate sheets are available in the Department of Human Resources.

Vision Insurance: Employees are eligible for vision coverage under the VSP 12/12/12

plan. This plan provides vision exams, lenses and frames, and contact lenses with a co-pay. Benefit summaries are available in the Department of Human Resources.

Opt out: Employees will be allowed to opt out of the City's health care plan annually, during the City's open enrollment period provided the employee provides written proof of coverage from another source. Any employee who opts out of the City's health care plan will be eligible to receive \$1800 in any year which they receive coverage from another source. In addition, such payments will be made twice a year, by separate check, following the period of time the employee had alternate coverage. City employees married to City employees are entitled to one coverage only and are not entitled to opt out payments.

Dental Insurance: The City pays the full premium costs for the Dental plan provided by the City, coverage includes the employee and family members. Coverage includes 100% coverage for cleaning; 50% coverage for treatment costs with an \$1,200 maximum per person per contract year. Employees and dependents will also receive orthodontic coverage which provides fifty percent (50%) of treatment costs with a \$3,500 lifetime maximum per person. Coverage is effective the first day of the month following thirty calendar days of service. Booklets and summaries are available in the Department of Human Resources.

Life Insurance: The City pays the premium on a base \$50,000 of group life and \$50,000 Accidental Death and Dismemberment Insurance for full time regular employees. Dependent coverage is available at the employees cost according to the following schedule:

Spouse	\$25,000
Unmarried child, age 14 days to 6 months	\$ 500
6 months to 23 years	\$ 2,000

Coverage is effective one (1) month and one (1) day following the date of hire.

Vacation: Except as provided in paragraph two (2), employees shall be eligible for paid vacation to be accrued and available for use on a monthly basis after the completion of six (6) months of full time service. The vacation schedule is as follows: After the completion of six (6) months of full time service a new employee will be credited with a pro-rated share of vacation time from the employee's one (1) year vacation credit. The year one (1) credit will be ten (10) days. In subsequent years for two (2) years through five (5) years of service, employees receive 10 days vacation. Thereafter, employees will receive one (1) additional day per each year of additional full time service, not to exceed a maximum vacation leave of 20 work days.

For a newly hired employee appointments, Council may grant ten (10) to fifteen (15) days

vacation leave for year one (1). Council may also make vacation leave for the new appointments employee available for use immediately at point of hire.

If an employee leaves the service of the City before completing six (6) months of full time service, no accrued vacation will be allowed. No vacation leave credit will be earned during a leave of absence without pay.

Bereavement: At the time of the death of a spouse, child, step-child, parent, step-parent and parent of a current or deceased spouse, an employee will be entitled to use a maximum of the next five (5) working days with pay, not to be deducted from the accumulated sick leave, to arrange for and/or attend the funeral. Additional time may be taken off with the approval of the department head Council president and charged to vacation, personal leave or compensatory time. An employee will be entitled to use a maximum of three (3) working days with pay, not to be deducted from the accumulated sick leave to make arrangements and attend the funeral for niece, nephew, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchild.

A period of time taken off for bereavement which is less than or equal to one-half day, shall only be considered one-half day. A period of time taken in excess of one-half day will be considered a full day.

The City Council may require verification of the death and/or of the relationship of the employee to the deceased, at its discretion, following the leave and before making payment for the bereavement time. The City Council may withhold payment if the employee did not make prompt notification for leave, prior to taking the time off, so that work could be covered in the employee's absence.

In the event of the death of a member of the immediate family, including spouse, child, step-child, parent and step-parent, additional time may be taken off with the approval of the department head Council president. This time off may be charged to vacation, personal leave time or compensatory time earned.

<u>Holidays:</u>	New Year's Day
	Martin Luther King Birthday
	Good Friday
	Memorial Day
	Independence Day
	Labor Day
	Veterans Day
	Thanksgiving Day
	Friday After Thanksgiving Day
	Day Before Christmas
	Christmas Day
	Day Before New Year's Day

Longevity: Longevity bonuses shall be paid to employees as follows:

5 but less than 10 years service	2%
10 but less than 15 years service	4%
15 but less than 20 years service	6%
20 but less than 20 years service	8%
25 or more years of service	10%

All regular full time employees in the active service of the City as of December 31st, of any year, shall be entitled to receive a longevity bonus for length of service with the City. The evaluation of the employee's time will be determined on October 1st, projecting the years of service through December 31st of the current year. Using the projected date of December 31st, employee's who will have completed five (5) years of continuous full time service and continuing in subsequent years of such service, shall receive annual longevity payments as provided in the schedule. Payments to employees who become eligible by December 31st of any year shall be due the payment by December 1st of the current year. No longevity payment as above scheduled shall be made for that portion of an employee's regular salary or wage which is in excess of the negotiated maximum base wage, which is currently \$25,000.

Employees who are eligible for longevity bonus payment and who retire on a service or disability retirement basis will be paid a pro-rated longevity bonus. Such pro-rated payment will be based on the number of calendar months of full time service credited to an employee from the preceding October 1st to the date of retirement.

Personal Leave: Employees receive two (2) personal leave days annually on January 1 or at time of hire. Such days must be used by December 31 **in the year accrued** or they shall be forfeited.

Education Reimbursement: Employees shall be reimbursed for tuition and lab fees for approved college level course work or other **departmentally Council** approved training or education programs which are taken off-duty. Costs shall be reimbursed at a rate not to exceed \$300.00 annually. Legislative Research Analyst and Internal Auditor, shall be reimbursed for tuition and lab fees for approved college level course work or other departmentally approved training or education programs at a rate not to exceed \$500 annually. Reimbursement shall be paid upon proof of successful completion of course work. All requests must be made in writing and courses must be satisfactorily completed.

Parking/Transportation Subsidy: Except as otherwise provided for in a particular employment contract, in accordance with Resolution #149 (4/90) all City Council staff members, whether full or part-time, **but excluding the Internal Audit staff except for the Internal Auditor** shall have parking provided to them at no cost in the **North Grand Townsend Street** Parking Ramp **or other designated City parking facility**. Any Council staff

members, whether full or part-time staff, ~~but excluding the Internal Audit staff except for the Internal Auditor~~, who elects to utilize CATA bus transportation will be reimbursed the full cost of a monthly pass.

Deferred Compensation: Employees shall be eligible to participate in such deferred compensation plans as may be offered by the City. Currently those plans include ~~Aetna Life & Annuity~~ VOYA and T. Rowe Price. The employee may contribute up the maximum allowable by law annually through payroll deduction. For a bi-weekly employee the minimum contribution is \$25.00 per pay period. For a weekly employee the minimum contribution is \$15.00 per pay period. Summaries are available in the Department of Human Resources.

City of Lansing 125 Cafeteria Plan

Medical and Dependent Care Reimbursement: Employees have the opportunity to pay for medical insurance premiums, unreimbursed medical expenses, and dependent care costs with pretax dollars through AFLAC. AFLAC also offers supplemental insurances that may purchased on a pretax basis through payroll deduction.

Employees ~~hired after October 29, 1990~~ Defined Benefit Retirement System Retirement: Employees will belong to the City of Lansing General Employees Retirement System (ERS). Vesting, retirement factor multipliers and effective dates for calculation are all governed by Ordinance Chapter 292. ~~Commencing October 1, 2003,~~ The retirement factor for full time members will be one and eight tenths percent (1.8%).* Employee contributions for retirement will be six and five-tenths percent (6.50%) and deducted on a pretax basis.

*As provided by ordinance, for service after September 30, 2003 the annual retirement amount is calculated at 1.8 times the final average compensation for the first 35 years of credited service. The maximum pension allowance shall not exceed 100% of an employee's final average compensation. Eligibility, for regular retirement, will be age 50 with 25 or more years of service or age 58 with 8 or more years of service.

Employees Defined Contribution Plan Retirement:

[To be added when established]

Retirement Health Care: ~~For all employees hired on or after July 1, 2007 and before October 15, 2012, the City agrees to provide retirement health care coverage after completion of 15 years of service provided the employee is age 55. For~~ Employees hired on or after October 15, 2012 will be eligible for retiree healthcare after completion of 25 years of service, provided the employee is age 55. ~~For employees hired after February 2009 coverage will include the eligible employee and~~ but there will be no coverage for spouse and/or dependents. Without any cost to the City, coverage for spouse and/or dependents can be purchased by retiree, if desired, and available.

Retirement health care will be consistent with the health care plan designs available to active Council Staff employees. ~~For retirees on or after July 1, 2007,~~ The cost for insurance coverage paid by active Council Staff employees, will also be paid by the retiree, including premium share, "buy up" differential costs, deductibles, co-pays, etc.

Employees hired on or after February 15, 2020 shall not receive nor become eligible for retirement healthcare coverage.

Sick Leave: Employees shall be credited with 3.7 hours of sick leave each pay ending, except that no sick leave credit will be earned during a leave of absence without pay. The total accumulation of sick leave credit shall not exceed 1,360 hours. Such sick leave may be used during the period of an employee's absence from work due to their own illness or injury and illness in the employee's immediate family, which necessitates their absence from work. Immediate family will be restricted to the following relationships of the employee: spouse, child, step-child, parent, step-parent, parent-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law, and grandchild.

All absences will be reported to the ~~Personnel~~ Human Resources Director on forms provided for that purpose.

Employees who are eligible for work disability benefits under the provisions of the Michigan Worker's Compensation Law may utilize sick leave credits to the extent of the difference between Worker's Compensation payments and the employee's regular wage.

Sick leave credit will not be allowed in advance of being earned or in anticipation of future leave credits. If an employee does not have sufficient sick leave credit to cover a period of absence chargeable to sick leave, payroll deductions for the time lost will be made for the pay period in which such absence occurred.

When an employee is not able to report for work for reasons chargeable to sick leave, it will be the employee's responsibility to daily notify his/her supervisor ~~or department~~ no later than two (2) hours after the regular starting time. Unless such notice is received, no sick leave will be approved.

A physician's certificate indicating the illness or injury and the treatment received therefore or other pertinent evidence of absence may be required by the ~~department head~~ Council president and the ~~Personnel~~ Human Resources Department to substantiate sick leave claims. A sick leave affidavit must be completed and submitted to the ~~Personnel~~ Human Resources Department on the date of an employee's return from any absence chargeable to sick leave. Falsification of any sick leave claim or utilization will be cause for dismissal from the service of the City.

~~In accordance with Resolution #573 of 1996, upon finding of hardship by the City Council in any particular case, the City Council may approve, by resolution an allocation from the City Council Staff Bank for a Council Staff member. Donation of leave time may not exceed sixty (60) work days, however, the City Council may approve, by resolution the donation of leave time in excess of the sixty (60) day maximum.~~

Upon separation from the City, employees vested in the Defined Contribution plan will be paid for one-half (½) of his/her unused accrued sick leave at the date of separation, up to a maximum of eight-five (85) days.

An employee who has accumulated 60 days of sick leave shall have the option at the end of the calendar year to relinquish and receive a reimbursement for up to the first five unused sick leave days accrued that year over 60 days.

Personnel Department, 8th Floor City Hall, 124 West Michigan Avenue, Lansing MI 48933
(517)483-4014

EQUAL OPPORTUNITY EMPLOYER

Revised 2/10/2020

RESOLUTION # _____
BY THE COMMITTEE ON PERSONNEL
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, in the interest of taking action to contain City pension and retirement costs, the Committee on Personnel has extensively reviewed such benefits and their changes in both bargaining and nonbargaining units of the City; and

WHEREAS, in the light of the review, the Committee on Personnel deems this to be an appropriate time to recommend certain changes and adjustments to Council staff benefits;

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby approves the changes to the Council staff fringe benefits plan and summary as follows:

1. Time Bank: The Council staff compensatory Time Bank program described in Article 4, Section B of the Council Staff Personnel Rules is eliminated and the time bank balance that accrued prior to 2009 will no longer be available for use.
2. Retirement Healthcare: There shall be no retiree health insurance plan or retirement healthcare for newly hired employees into Council staff positions on or after February 15, 2020 (New Employees).
3. Pension Plans: The New Employees (hired on or after February 15, 2020 shall not be eligible for membership in or benefits under the Employees' Retirement System (ERS).
4. The New Employees, who are eligible, shall become participants in the City's Defined Contribution Plan, which shall include the following Defined Contribution Plan features:
 - Mandatory employer pick-up contributions of 5%;
 - Employee one-time pretax irrevocable pick-up election of 0% - 6%;
 - A new provision that employer (City) will match the employee's voluntary one-time pick-up election dollar-for-dollar, up to a maximum of 6% compensation;
 - The vesting schedule for New Employees will be 33% of the employer contribution account upon completion of one Defined Contribution Plan year of service; 66% of employer contribution account with completion of two Defined Contribution Plan years of service; and 100% of employer contribution account with completion of three Defined Contribution Plan years of service.

BE IT FURTHER RESOLVED that the Council hereby approves that the Mayor may take all steps and actions deemed necessary and appropriate to amend the

Defined Contribution Plan to effectuate the plan changes described in this resolution for the New Employees who are hired into Council staff positions on or after February 15, 2020, subject to prior document approval of the City Attorney.

BE IT FURTHER RESOLVED that the Council approves the change to the Council staff group summary of benefits consistent with the benefits described in this resolution.

BE IT FURTHER RESOLVED that the chairperson of the Defined Contribution Governing Committee is hereby authorized to execute all necessary and appropriate Defined Contribution Plan amendments and documents to effectuate the plan amendments described in this resolution, subject to prior approval of the City Attorney.

BE IT FINALLY RESOLVED that the City Attorney shall prepare and submit to Council for enactment the necessary and appropriate ERS ordinance amendments to effectuate the benefit changes described in this resolution.



DRAFT 3/6/2020

City of Lansing

Council Staff Fringe Benefits

Fringe benefits provided to Council Staff shall be in accordance with provisions provided to other City employees as set forth in these rules or as otherwise established by the City Council from time to time. ~~The Council president's supervision of Council staff may be delegated in writing by the president to the vice-president and in such case, reference to the president in this summary will mean the vice-president. In recognition of the fact that the Internal Auditor are senior level positions, and supervise other employees who may have varying fringe benefit provisions,~~ The City Council ~~or its designee~~ shall be authorized to offer fringe benefits commensurate with education, experience and at a level appropriate to their position, within the following parameters:

Health Insurance:

The City of Lansing shall offer at the time of hire the following choice of medical insurances. Coverage will be effective the first day of the month following the date of hire. If an employee chooses the non-base plan, they will be required to pay the difference between the base and non-base plan, in addition to any premium share. You may choose coverage under either Blue Cross Blue or PHP. Current plans offered are:

~~Effective September 1, 2012:~~

- Base - includes a \$40.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$1000/single and \$2000/family in network deductible and 80% co-insurance. Emergency room services have a \$250 co-pay and Urgent Care visits have a \$60 co-pay.
- Option 1 - includes a \$30.00 co-pay for office visits. Prescription drug co-pays are \$10/\$40/\$80. This plan includes a \$500/single and \$1000/ family in network deductible and 80% co-insurance. Emergency room services have a \$150 co-pay and Urgent Care visits have a \$50 co-pay.
- Option 2 - includes a \$20.00 co-pay for office visits. Prescription drug co-pays are \$10/\$20/\$40 or \$15/\$25/\$50 for Physician's Health Plan. This plan includes a \$500 calendar year limit on preventative services, emergency room services with a \$50 co-pay, and a 50% co-pay for mental health and substance abuse services.

The Base Plan is as provided above. If the employee chooses to "buy up" to an optional plan (either Option 1 or Option 2) the employee will be responsible for any cost differential



between the Base Plan premium and the premium of the selected optional plan chosen. Benefit summaries and rate sheets are available in the Department of Human Resources.

Vision Insurance: Employees are eligible for vision coverage under the VSP 12/12/12 plan. This plan provides vision exams, lenses and frames, and contact lenses with a co-pay. Benefit summaries are available in the Department of Human Resources.

Opt out: Employees will be allowed to opt out of the City's health care plan annually, during the City's open enrollment period provided the employee provides written proof of coverage from another source. Any employee who opts out of the City's health care plan will be eligible to receive \$1800 in any year which they receive coverage from another source. In addition, such payments will be made twice a year, by separate check, following the period of time the employee had alternate coverage. City employees married to City employees are entitled to one coverage only and are not entitled to opt out payments.

Dental Insurance: The City pays the full premium costs for the Dental plan provided by the City, coverage includes the employee and family members. Coverage includes 100% coverage for cleaning; 50% coverage for treatment costs with an \$1,200 maximum per person per contract year. Employees and dependents will also receive orthodontic coverage which provides fifty percent (50%) of treatment costs with a \$3,500 lifetime maximum per person. Coverage is effective the first day of the month following thirty calendar days of service. Booklets and summaries are available in the Department of Human Resources.

Life Insurance: The City pays the premium on a base \$50,000 of group life and \$50,000 Accidental Death and Dismemberment Insurance for full time regular employees. Dependent coverage is available at the employees cost according to the following schedule:

Spouse	\$25,000
Unmarried child, age 14 days to 6 months	\$ 500
6 months to 23 years	\$ 2,000

Coverage is effective one (1) month and one (1) day following the date of hire.

Vacation: Except as provided in paragraph two (2), employees shall be eligible for paid vacation to be accrued and available for use on a monthly basis after the completion of six (6) months of full time service. The vacation schedule is as follows: After the completion of six (6) months of full time service a new employee will be credited with a pro-rated share

of vacation time from the employee's one (1) year vacation credit. The year one (1) credit will be ten (10) days. In subsequent years for two (2) years through five (5) years of service, employees receive 10 days vacation. Thereafter, employees will receive one (1) additional day per each year of additional full time service, not to exceed a maximum vacation leave of 20 work days.

For a newly hired employee appointments, Council may grant ten (10) to fifteen (15) days vacation leave for year one (1). Council may also make vacation leave for the new appointments employee available for use immediately at point of hire.

If an employee leaves the service of the City before completing six (6) months of full time service, no accrued vacation will be allowed. No vacation leave credit will be earned during a leave of absence without pay.

Bereavement: At the time of the death of a spouse, child, step-child, parent, step-parent and parent of a current or deceased spouse, an employee will be entitled to use a maximum of the next five (5) working days with pay, not to be deducted from the accumulated sick leave, to arrange for and/or attend the funeral. Additional time may be taken off with the approval of the department-head Council president and charged to vacation, personal leave or compensatory time. An employee will be entitled to use a maximum of three (3) working days with pay, not to be deducted from the accumulated sick leave to make arrangements and attend the funeral for niece, nephew, brother, sister, brother-in-law, sister-in-law, grandparents, grandparents-in-law and grandchild.

A period of time taken off for bereavement which is less than or equal to one-half day, shall only be considered one-half day. A period of time taken in excess of one-half day will be considered a full day.

The City Council may require verification of the death and/or of the relationship of the employee to the deceased, at its discretion, following the leave and before making payment for the bereavement time. The City Council may withhold payment if the employee did not make prompt notification for leave, prior to taking the time off, so that work could be covered in the employee's absence.

In the event of the death of a member of the immediate family, including spouse, child, step-child, parent and step-parent, additional time may be taken off with the approval of the department-head Council president. This time off may be charged to vacation, personal leave time or compensatory time earned.

Holidays:

- New Year's Day
- Martin Luther King Birthday
- Good Friday
- Memorial Day

Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Friday After Thanksgiving Day
Day Before Christmas
Christmas Day
Day Before New Year's Day

Longevity: Longevity bonuses shall be paid to employees as follows:

5 but less than 10 years service	2%
10 but less than 15 years service	4%
15 but less than 20 years service	6%
20 but less than 20 years service	8%
25 or more years of service	10%

All regular full time employees in the active service of the City as of December 31st, of any year, shall be entitled to receive a longevity bonus for length of service with the City. The evaluation of the employee's time will be determined on October 1st, projecting the years of service through December 31st of the current year. Using the projected date of December 31st, employee's who will have completed five (5) years of continuous full time service and continuing in subsequent years of such service, shall receive annual longevity payments as provided in the schedule. Payments to employees who become eligible by December 31st of any year shall be due the payment by December 1st of the current year. No longevity payment as above scheduled shall be made for that portion of an employee's regular salary or wage which is in excess of the negotiated maximum base wage, which is currently \$25,000.

Employees who are eligible for longevity bonus payment and who retire on a service or disability retirement basis will be paid a pro-rated longevity bonus. Such pro-rated payment will be based on the number of calendar months of full time service credited to an employee from the preceding October 1st to the date of retirement.

Personal Leave: Employees receive two (2) personal leave days annually on January 1 or at time of hire. Such days must be used by December 31 **in the year accrued** or they shall be forfeited.

Education Reimbursement: Employees shall be reimbursed for tuition and lab fees for

approved college level course work or other ~~departmentally~~ Council approved training or education programs which are taken off-duty. Costs shall be reimbursed at a rate not to exceed \$300.00 annually. Legislative Research Analyst and Internal Auditor, shall be reimbursed for tuition and lab fees for approved college level course work or other departmentally approved training or education programs at a rate not to exceed \$500 annually. Reimbursement shall be paid upon proof of successful completion of course work. All requests must be made in writing and courses must be satisfactorily completed.

Parking/Transportation Subsidy: ~~Except as otherwise provided for in a particular employment contract, in accordance with Resolution #149 (4/90) a~~All City Council staff members, whether full or part-time, ~~but excluding the Internal Audit staff except for the Internal Auditor~~ shall have parking provided to them at no cost in the ~~North-Grand Townsend Street~~ Parking Ramp ~~except that parking for the office manager and internal auditor will be provided in the City Hall parking garage. Any Council staff members, whether full or part-time staff, but excluding the Internal Audit staff except for the Internal Auditor, who elects to utilize CATA bus transportation will be reimbursed the full cost of a monthly pass.~~

Deferred Compensation: Employees shall be eligible to participate in such deferred compensation plans as may be offered by the City. Currently those plans include ~~Aetna Life & Annuity~~ VOYA and T. Rowe Price. The employee may contribute up the maximum allowable by law annually through payroll deduction. For a bi-weekly employee the minimum contribution is \$25.00 per pay period. For a weekly employee the minimum contribution is \$15.00 per pay period. Summaries are available in the Department of Human Resources.

City of Lansing 125 Cafeteria Plan

Medical and Dependent Care Reimbursement: Employees have the opportunity to pay for medical insurance premiums, unreimbursed medical expenses, and dependent care costs with pretax dollars through AFLAC. AFLAC also offers supplemental insurances that may purchased on a pretax basis through payroll deduction.

Employees ~~hired after October 29, 1990~~ Defined Benefit Retirement System Retirement: Employees ~~hired prior to~~ _____, 2020 will belong to the City of Lansing General Employees Retirement System (ERS). Vesting, retirement factor multipliers and effective dates for calculation are all governed by Ordinance Chapter 292. ~~Commencing October 1, 2003,~~ The retirement factor for full time members will be one and eight tenths percent (1.8%).* Employee contributions for retirement will be six and five-tenths percent (6.50%) and deducted on a pretax basis.

*As provided by ordinance, for service after September 30, 2003 the annual retirement amount is calculated at 1.8 times the final average compensation for the first 35 years of credited service. The maximum pension allowance shall not exceed 100% of an

employee's final average compensation. Eligibility, for regular retirement, will be age 50 with 25 or more years of service or age 58 with 8 or more years of service.

Employees Defined Contribution Plan Retirement: Employees hired on or after _____, 2020, will only participate in the City of Lansing Defined Contribution Plan and not ERS.

[To be added when established]

Retirement Health Care: ~~For all employees hired on or after July 1, 2007 and before October 15, 2012, the City agrees to provide retirement health care coverage after completion of 15 years of service provided the employee is age 55. For~~ Employees hired on or after October 15, 2012 will be eligible for retiree healthcare after completion of 25 years of service, provided the employee is age 55. ~~For employees hired after February 2009 coverage will include the eligible employee and but there will be~~ no coverage for spouse and/or dependents. Without any cost to the City, coverage for spouse and/or dependents can be purchased by retiree, if desired, and available.

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Revised 2/10/2020



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updates on this document**