

**MINUTES OF REGULAR MEETING  
GALESBURG CITY COUNCIL  
APRIL 21, 2008; 7:00 P.M.  
COUNCIL CHAMBERS,  
GALESBURG CITY HALL  
200 E. MICHIGAN AVE.  
GALESBURG, MI**

**I. CALL TO ORDER**

The meeting was called to order by Mayor Allen at 7:00 P.M.

PRESENT: Galesburg Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

ABSENT: None

**II. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Mayor Allen.

**III. COMMUNITY COMMENT**

Ken Thurlman told Councilmembers they are doing a good job.

Councilmember Nicolow asked about a tree stump that the Council authorized payment for removal of on Michigan Ave. The stump is still there and he asked that action be taken to schedule removal of the stump.

**IV. READING AND APPROVAL OF COUNCIL MINUTES**

Motion by Councilmember Nicolow, supported by Councilmember Kissinger to approve the minutes of March April 7, 2008 as submitted.

Motion carried unanimously.

**V. CORRESPONDENCE**

- a. Letter from Patti Harnden, Director of the Cable Access Center of 7950 N. 32<sup>nd</sup> St. P.O. Box 646, Richland MI 49083 submitting their proposed budget for FY 2008-09 and requesting approval by Galesburg City Council

REFERRED TO THE CITY TREASURER,  
REQUESTING DETAILS OF THE SERVICES  
OFFERED TO GALESBURG RESIDENTS FOR

**GALESBURG**

200 E. Michigan Avenue  
Galesburg, Michigan 49053  
Phone: (269) 665-7000  
Fax: (269) 665-4541

- b. Michigan Department of Transportation Street Closure Permit Application for the Greater Galesburg Day Parade to be held on June 21, 2008 at 11:20 A.M.

SEE RESOLUTION #042108-04

- c. Application for Membership on a City Board or Commission filed by Diane Diller for appointment to the Downtown Development Authority

REFERRED TO MAYOR ALLEN TO INVESTIGATE  
TERM EXPIRATIONS OF CURRENT MEMBERS

**VI. PUBLIC HEARINGS**

There were no scheduled public hearings.

**VII. ACTION ITEMS**

A. Resolutions for Action

1. Purchase of Stihl Multi Purpose Lawn Tool for the Department of Public Works in the amount of \$683.80

**RESOLUTION #042108-01  
RESOLUTION AUTHORIZING EXPENDITURE OF  
FUNDS  
FOR MULTI PURPOSE LAWN TOOL**

Whereas, the Galesburg Department of Public Works is in need of a multi purpose lawn care tool; and

Whereas, the DPW has solicited and received bids from 4 retail merchants quoting prices for the multi purpose tool in question, the lowest quotation coming from Steensma Lawn & Power Equipment; and

Whereas, the quote from Steensma is for a Stihl multi purpose tool with all attachments as were included in the three other price quotes, at a cost reduction varying from \$13.20 to \$67.72, coming in at a cost of \$683.80; and

Whereas, the Department of Public Works currently has funds available in account #101.441.932.000 Park Maintenance that can be transferred to 101.441.727.000

Supplies for the purchase of the multi purpose lawn care tool.

Now therefore be it resolved, that the City Council authorizes the expenditure of \$683.80 for the purchase of a new multi purpose lawn care tool with funds transferred from 101.441.932.000 to 101.441.727.000 Supplies.

Motion by Councilmember Kissinger, supported by Councilmember Nicolow to place an affirmative roll call vote on the resolution authorizing the purchase of a Stihl Lawn Tool.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

ABSENT: None

2. Authorizing issuance of a Special Exceptions Use Permit to Charles Clancy for operation of a Flea Market at the site of the Taylor Lumber Yard on M-96

**RESOLUTION 042108-02  
RESOLUTION CITY OF GALESBURG  
COUNTY OF KALAMAZOO, MICHIGAN  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
GALESBURG**

At a regularly scheduled meeting of the Galesburg City Council held on Monday, April 21, 2008, at 7:00 P.M. with Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen present, and none absent, the following resolution was offered by Councilmember Kissinger, and supported by Councilmember Yingling:

**WHEREAS**, the City of Galesburg has received a request for permission to operate a temporary outdoor 'Flea Market' on property located at 89 E. Battle Creek St. on Saturday's and Sundays from May to October in the City of Galesburg from Mike Menne on behalf of Tom and Charles Clancy; and

**WHEREAS**, the zoning of the subject property is appropriate for the requested use, and the City of Galesburg does not currently have any regulations within their code of ordinances which would either allow or disallow the operation of such a temporary outdoor 'Flea Market'; and

**WHEREAS**, the Galesburg City Council referred the request to the Planning Commission for their review and recommendations; and

**WHEREAS**, at their regularly scheduled meeting held on Thursday, April 17, 2008, the Planning Commission considered the request for operation of a seasonal/temporary outdoor 'Flea Market' and voted to authorize the request, subject to the following stipulations: "The Owner expressly agrees

1. That at no time shall any person make use of, or attempt to make use of the existing structures located on the property.
2. That at no time shall any electrical connection be provided unless, and until said connection has been inspected and approved by a State Electrical Inspector
3. That the Owner shall provide and be responsible for trash containers for use by the public
4. That the public will be restricted to ingress and egress at the West End of the Property and the gate will be so posted. Vendors will be restricted to ingress and egress at the East End of the Property with the gate so posted. Also; below the posting for the vendors entrance at the east end should appear another sign stating "THIS GATE MAY ONLY BE USED FOR EXIT IN CASE OF EMERGENCY".
5. That the operator shall ensure that there shall be no "unoccupied" tents standing on the property Monday through Friday.
6. To provide the Planning Commission and the City Council with detailed information regarding parking accommodations."

**NOW, THEREFORE BE IT RESOLVED** the City Council of the City of Galesburg hereby adopts a position of no objection to the operation of a seasonal/temporary outdoor flea market located at 89 E. Battle Creek St. provided that the property owners adhere to the stipulations set forth herein.

Motion by Councilmember Kissinger, supported by Councilmember Yingling to place an affirmative roll call vote on the resolution.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

3. Amendment to the Galesburg Charleston Joint  
Fire Authority Budget for Fiscal Year 2008/2009

Mayor Allen reminded Councilmembers that they had previously met to approve the City's portion of the City of Kalamazoo Police and Fire Training Tower charter membership expense.

Councilmember Jackson stated an objection to the number of firemen who suit up and go out on Emergency Medical Services Calls when someone calls 911. The call goes out and all of our fire fighters put on their turnout gear and show up for the calls. This causes needless wear and tear on the turnout gear. He objects on two levels; they should not be wearing their turnout gear to EMS calls and we should not be sending so many men out when a call comes in. When the alarm sounds all of the men in service to the fire department respond and go out on the call. You have instances where someone has become ill and 20 fire fighters flood their house in response. It is his opinion that we should be able to develop a system to assign response to EMS calls to only a couple of fire fighters at a time and that those first responders should not wear their turnout gear when they respond to a medical emergency.

Mayor Allen agreed that they are wearing out their turnout gear on EMS calls.

Councilmember Kissinger said that he would like to see a duty roster being used where one officer and three firemen respond to EMS calls in order to cut down on the number and expense of excessive response. But, when he proposed such a scenario to the Fire Chief he was informed that it would involve keeping someone on call, thereby increasing expenses.

Ken Thurlman said that he does not know if there is the possibility that they could wear coveralls rather than turnout gear when responding to EMS calls.

Rob Wilson objected, saying that turnout gear does not get torn up on EMS calls. It gets torn up when you run into metal and other things when responding to fires.

Clerk Miner reminded Councilmembers that they have three choices, they can elect to approve the budget amendment, deny the budget amendment, or amend the amendment.

**RESOLUTION 042108-03  
CITY OF GALESBURG  
COUNTY OF KALAMAZOO, MICHIGAN  
RESOLVED BY THE CITY COUNCIL OF THE CITY OF  
GALESBURG**

At a specially scheduled meeting of the Galesburg City Council held on Monday, April 21, 2008, at 7:00 P.M. with Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen present, and none absent, the following resolution was offered by Councilmember Yingling and supported by Councilmember Nicolow.

**WHEREAS**, the Galesburg Charleston Joint Fire Authority submitted a proposed budget for Fiscal Year 2008/2009 in an aggregate amount of \$117,000 and requested approval by the City of Galesburg and Township of Charleston; and

**WHEREAS**, the Galesburg City Council adopted Resolution 022508-1 on February 25, 2008 which amended that budget by DELETING the Training Tower appropriation and the \$11,000 Equipment Capital Outlay appropriation, and approved an amended Galesburg Charleston Joint Fire Authority Budget for FY 2008/2009 in a total amount of \$102,650.00, one half of which equals \$51,325.00 and represents the commitment by the City of Galesburg to the Fire Department's 08/09 Budget; and

**WHEREAS**, the Galesburg City Council subsequently held a joint meeting on April 7, 2008 with the Charleston Township Board of Trustees, for the purpose of discussing the Joint Fire Authority Budget, and on the same evening heard a presentation given by Marty Meyer of the City of Kalamazoo regarding the Police and Fire Training tower project, Both of which presented the City Council with new information; and

**WHEREAS**, at the joint meeting held on April 7, the Galesburg City Council voted to enter into an installment agreement to pay for charter membership in the Kalamazoo Police and Fire Training Tower Facility; and

**WHEREAS**, the Joint Fire Authority has since submitted a revised budget for consideration by the Galesburg City Council.

**NOW THEREFORE BE IT RESOLVED**, that Resolution #022508-1 is hereby amended to add a total appropriation of \$2,500 for the first installment payment by both municipalities to the police and fire training tower; and

**BE IT FURTHER RESOLVED**, that Resolution #022508-1 is further amended to add a \$3,000 total appropriation for matching funds by both municipalities for an anticipated FEMA grant; and

**BE IT FURTHER RESOLVED**, that Resolution #022508-1 is further amended to add an \$8,000 total

appropriation by both municipalities for the purchase of capital outlay equipment in the form of 4 sets of turnout gear.

**BE IT FINALLY RESOLVED**, that the Galesburg Charleston Joint Fire Authority budget is hereby amended to reflect a total budgeted amount of \$116,150.00 for expenses, one half of which constitutes the commitment by the City of Galesburg equaling \$58,075.00.

Motion by Councilmember Yingling, supported by Councilmember Nicolow to place an affirmative roll call vote on the resolution approving an amendment to Resolution 022508-1 adopted on February 25, 2008, thereby amending the FY 08-09 Joint Fire Authority Budget.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

ABSENT: None

4. Authorizing application to the State of Michigan Department of Transportation for Street Closure for the Greater Galesburg Day Parade

**RESOLUTION #042108-04  
RESOLUTION AUTHORIZING STREET CLOSURE  
RESOLVED BY THE CITY COUNCIL  
CITY OF GALESBURG, COUNTY OF KALAMAZOO,  
MICHIGAN**

At a regularly scheduled meeting of the Galesburg City Council held on Monday, April 21, 2008, at 7:00 P.M. with Councilmembers Allen, Doxey, Jackson, Kissinger, Nicolow, VanNess and Yingling present, and None Absent, the following resolution was offered by Councilmember Kissinger, and supported by Councilmember Jackson:

**Whereas**, the Galesburg Charleston Fire Department will hold it's annual Greater Galesburg Day Parade on June 21, 2008; and

**Whereas**, the Greater Galesburg Day Parade will follow a route described as 'beginning at Galesburg Augusta Elementary School located at 315 W. Battle Creek Street and commencing east to Burgess Dr. then North on Burgess Dr. to E. Battle Creek St. then westbound on E. Battle Creek St. to W. Michigan Ave. then Westbound on W. Michigan Ave. to Grove St. Then South on Grove St.

to Blake St., West on Blake St. to Fullerton Ave. then South on Fullerton Ave. to W. Battle Creek St. then back to point of origin".

**Whereas**, the Galesburg Chief of Police has requested street closure for the parade for M-96 (E. Battle Creek St.) and for W. Michigan Ave. for approximately 40 minutes beginning at around 11:20 a.m. until 12:00 P.M., and has completed an application and permit for use of State Trunkline Right-of- Way; and

**Whereas**, the State of Michigan requires passage of a resolution by the governing body of the jurisdiction approving the requested street closure and use of the right-of-way.

**Now therefore be it resolved**, that the Galesburg City Council hereby authorizes the closure of M-96 (E. Battle Creek St.) and W. Michigan Ave. for approximately 40 minutes between 11:20 a.m. until 12:00 P.M. on Saturday, June 21, 2008 for the purpose of the Greater Galesburg Day Parade, and approves the application for the corresponding permit from the State of Michigan Department of Transportation.

Motion by Councilmember Kissinger, supported by Councilmember Jackson to place an affirmative roll call vote on the resolution authorizing application and permit for street closure on June 21, 2008 for the Greater Galesburg Day Parade.

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

ABSENT: None

**VIII. REPORTS OF OFFICERS & BOARDS**

a. Accounts payable

Motion by Councilmember Kissinger, supported by Councilmember Jackson to approve the payment of bills, according to the accounts payable report in the amount of \$5,859.77.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

c. Department of Public Works

Supervisor Wilson said that Davis Oil is cleaning up the pollution site at Pipers Grinders and will place 6 wells between the curb and the sidewalk. They will be pulling gas out of the ground down there that has not been cleaned up yet. They want to be up and running by August 1<sup>st</sup> and should be done in 6 to 8 months. He is informing Councilmembers of the activity over there so that when they see crews drilling in the middle of the road, or get calls and complaints they know what is going on.

Mayor Allen reported that last week's earth quake resulted in a water main break on 35<sup>th</sup> St. And, that on Saturday, April 19<sup>th</sup> the Little League and their legion of volunteers did a cleanup of Ike Payne Park. The Park looks nice and is in good shape for the year.

Mr. Wilson expressed his thanks to Carlton Equipment Company for donating the heavy equipment used in the cleanup.

d. Police Department

Chief Mau asked for approval to order a new computer for the second police cruiser. The cost to update the old computer is higher than the cost to replace it with a new one. He told Councilmembers that he got 3 quotes the Think Pad at \$559.99; Presario at \$879.98 and HP at \$999.99. The program runs on the Windows XP operating system. He still has enough money to purchase the new computer from his capital outlay equipment account.

Motion by Councilmember Kissinger, supported by Councilmember Yingling to approve **Chief Mau's request for authorization to purchase a new Lenovo ThinkPad computer for the second police cruiser.**

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

IX. **NEW BUSINESS**

There was no new business.

X. **OLD BUSINESS**

A. Tabled Item; Personnel Policy Revision.

Motion by Councilmember Nicolow, supported by Councilmember Kissinger to raise the Personnel Policy Revisions from the Table and place them in front of the City Council for consideration.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

Councilmember Nicolow stated that his only reservation with regard to adoption of the Personnel Policy as revised at the March 17, 2008 City Council Meeting and reviewed by the Personnel Committee earlier this evening, is the omission of a provision that was added by the City Council on March 5, 2007 requiring that all job offers to new employees be made in writing. With the inclusion of that provision he could support adoption of the Personnel Policy as revised.

Motion by Councilmember Nicolow, supported by Councilmember Jackson to correct the revised personnel policy by inserting the requirement that future offers of employment be reduced to writing and signed by the prospective employee, and to approve the revised personnel policy as corrected.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

**PERSONNEL POLICIES AND PROCEDURES: CITY OF GALESBURG**

**Purpose.**

The purpose of this manual is to establish policies and procedures pertaining to the orderly operation of the City.

**Equal Employment Opportunity**

The City of Galesburg is an equal opportunity employer whose policy is to select personnel and conduct all personnel activities without regard to religion, race, sex, color, national origin, age, height, weight, marital status, or handicap condition. The City will maintain a system of uniform and equitable personnel policies and procedures to assure equal treatment of all employees and applicants.

### **Authority**

The policies and procedures contained in this manual shall take effect immediately upon their formal adoption by the City Council. The interpretation and administration of all policies and procedures will be made at the discretion of the City Council. Changes in the policies and procedures shall be made only by formal action of the City Council at a regular meeting with the policies on the agenda.

### **Recruitment.**

In order to attract qualified applicants for employment openings, the following procedures shall be followed:

- a There will be a public posting of the vacant or new position on the City bulletin board.
- b Concurrent with the public posting, positions shall be recorded with the Michigan Employment Security Commission (MESC), advertised in local newspapers and, if applicable, technical or professional publications.

The City Clerk shall be responsible for the development and preparation of the job notices and advertisements. Posted job notices shall contain the job title, job summary, minimum qualifications and the phrase, "an equal opportunity employer".

### **Applications.**

Persons desiring employment with the City must complete an application blank and submit the application to the City Clerk. Persons submitting resumes will also be asked to complete an application form.

Handicapped persons. Applicants with handicaps that would require the City Council to make a reasonable accommodation to the condition to enable the applicant to perform the duties of the job for which employed will be given the following notice at the date of employment. This form can be found in Appendix F.

### **Definitions**

The words and phrases below have the following meanings for the City of Galesburg Personnel Policies and Procedures Manual:

*'Applicant'*. A person who has completed an application or submitted a resume for employment with the City.

*'Appointed employee'*. An appointed employee may be removed at any time by the affirmative vote of members of a majority of members of the City Council. An appointed employee has the same benefits as a regular full time employee.

*'Council'*. As mentioned in this manual, the Galesburg City Council consisting of an elected Mayor and six elected Councilpersons.

*'Department Head'*. A person designated by the City Council as supervisor for certain employees.

*'Grievance'*. An oral or written complaint by an employee regarding the interpretation or application of City policies or procedures which affect the employees' wages, hours, or conditions of work.

*'Hire date'*. The date employment begins.

*'Job Description'*. A written listing of a positions duties responsibilities, qualifications and skill requirements.

*'Minimum Qualifications'*. Minimum job related hiring or promotion standards for each position, established by the City Council which must be met by an applicant prior to placement of the applicant in the position. These standards may include education, training, license or certification and experience in other City positions or in positions outside City employment.

*'Overtime Pay'*. Overtime paid at the rate of one and one-half times the hourly rate for all hours worked in excess of 40 hours per week.

*'Part time Regular Employee'*. A person who is employed by the City (not appointed) for an indefinite period of time and who is normally regularly scheduled to work less than (32) hours per week or less than fifty two (52) weeks per year.

*'Temporary Employee'*. A person employed by the City (not appointed) for a temporary period of time and who may be scheduled to work irregular hours daily or weekly, or to work up to forty (40) hours per week during the period of temporary employment.

## **Screening.**

Following the deadline for submission of applications, the Personnel Committee shall determine which of the applicants possess qualifications that meet the positions minimum requirements. Further screening may include checking references and verifying past employment. Where applicable, applicants may be requested to show proof of any education, license or certification required to perform the job. The Personnel Committee will determine which applicants will be scheduled to be interviewed. Supplying false information pertaining to qualifications, training and/or experience may be grounds for discipline, termination, or rejection of application.

## **Interviews.**

Interviews will be conducted by the Personnel Committee. The Department Head will be asked to participate in the process. The interview will be conducted to further evaluate the training, experience, and skills of the applicant, as well as inform the applicant of the salary, benefits, organizational structure, and other relevant information about the position.

## **Physical Examinations.**

All new prospective employees are required to undergo a pre-employment physical including a back X-ray and drug screening prior to employment. The examination, given at the expense of the City, will determine if the prospective employee is physically able to perform the work, as detailed in the job description, without substantial risk of injury or disability. The examining physician will decide if the prospective employee is physically capable of performing the job for which he/she is applying. The examination will also serve to document the employee's current physical condition.

## **EMPLOYMENT**

### **Orientation.**

Prior to assuming the job duties for which they have been selected, each new employee shall receive a written copy of their offer of employment, stating the rate at which they are being employed, which and shall sign the written job offer and return it to the City Clerk for inclusion in their personnel file.

All new employees, on the first day of employment, will complete the necessary forms. The Department head will review the City policies or work rules with the employee. Each new employee will review the personnel policies and procedures manual and sign a

statement indicating he/she has received a copy. Any questions regarding the personnel policies and procedures will be answered at this time. ' See Appendix A.'

### **Probationary Period.**

All full time and part time employees shall serve a six month probationary period, uninterrupted by any break in service. Probationary employee's services may be terminated at any time by the City Council. Temporary employees who become full time employees shall serve a six month probationary period. Successful completion of probationary period does not imply continued lifetime employment. Appointed employees are not subject to a probationary period.

### **Employees.**

The City of Galesburg regularly employs four categories of workers. They are appointed employees, full time employees, part time employees and temporary employees. See definitions for descriptions.

### **Personnel Records.**

A personnel file shall be maintained for each employee containing information necessary for effective personnel administration. The personnel file may contain; application or resume, beneficiary information, job evaluations, disciplinary history, letters of commendation, record of training, physicians reports, record of leaves, insurance records, and retirement information, court orders, etc. Employees are requested to notify the City Clerk of any changes in their dependent status (i.e. marriage, birth of children, etc.), address, telephone number or emergency contact information within five working days after such changes occurs. The personnel files are maintained by the City Clerk.

Employees are given the opportunity to periodically review their own records in accordance with state statutes. Information contained in the employees personnel file will be released to others only upon the employee's written authorization or as otherwise provided for by state law. Personnel files will be kept indefinitely after termination, or as long as space permits.

### **Layoff and Recall.**

In the event the staffing of the City must be reduced, the City Council shall determine staffing levels consistent with the established budgetary guidelines. Employees will be laid off according to City needs and the

qualifications of employees. Recalls will be implemented with regard to qualifications and the needs of the City.

## **HOURS OF WORK**

A normal working day for the Public Works department is from 7:00 a.m. to 3:30 p.m. with the lunch hour from 12:00 p.m. to 12:45 p.m.

Normal hours for City Offices are from 8:00 a.m. to 4:30 p.m. with lunch hours from 11:30 a.m. to 12:15 p.m. and from 12:15 p.m. to 1:00 p.m.

Police Department schedules are due to the Mayor and Police Commissioner by the last day of the month, for the next month, for approval. Lunch hours will be taken when work load allows per the policy.

The schedules of part time employees and temporary employees in all departments may differ as assigned.

Alterations to work schedule.

Any temporary alterations to the work schedule must be submitted to the Department Head for approval. The Department Head will then seek the Mayors or Deputy Mayors approval.

Any permanent alterations to the work schedule must have prior City Council approval before implementation.

## **Time Sheet – Appointed and Full Time and Part Time.**

All employees will complete weekly time sheets on a daily basis. All time sheets will be delivered to the City Clerk by 9:00 a.m. on the Monday following the time reporting period. If City Hall is closed on Monday due to holidays, etc. then the time sheets will be delivered by 9:00 a.m. on the prior Friday. Whenever a time sheet is not turned in, the affected employee will not be paid unless the City Clerk receives authorization from the Mayor. Each time sheet requires Department Head or Mayoral approval.

## **Overtime.**

Overtime will be paid at the rate of 1.5 times the regular hourly wage for all hours worked over 40 hours per work week. All scheduled overtime shall have prior approval from the Department Head and the Mayor or Deputy Mayor as soon after the occurrence as may be reasonably possible.

## **COMPENSATION**

### **Wage.**

Wage will be determined by the City Council. Merit raises of 0 to 4% will be given 30 days prior to employee's anniversary date. Cost of living raises of 0 to 5% shall be determined by the City Council and will be addressed on July 1<sup>st</sup> of each year. The combination of merit and cost of living increases shall not exceed 5% in any given year.

## **SAFETY**

### **General Safety Policy.**

Each employee shall carefully follow all safety regulations of the City and shall use all safety equipment provided by the City. Failure to observe this requirement or to promptly file a complete and accurate accident report as required herein or to adhere to any of the City's safety rules shall subject the employee to disciplinary action.

### **Office Safety.**

Office safety is the responsibility of every member of the staff. Common sense and a few basic rules are the best tools for prevention of personal injuries.

- a. Files and desk drawers should be kept closed.
- b. Paper clips, rubber bands, spills, and other debris should be cleaned up immediately.
- c. Aisles and working areas should be kept clear.
- d. Sharp and pointed objects should be kept covered.
- e. Flammable materials and solutions should be tightly covered.
- f. Be familiar with the location and with the use of fire extinguishers.

### **Clothing.**

Employees working in or around maintenance equipment shall comply with OSHA/MIOSHA regulations.

### **Operation of Vehicles.**

Employees shall use seat belts when operating or riding in City-owned vehicles equipped with these devices. Vehicles are to be operated in a safe manner consistent with weather and road conditions. Operating or riding in City owned vehicles in an unsafe manner is grounds for disciplinary action. Only employees in possession of a valid Michigan operator's license will be allowed to operate City owned vehicles. When operating City



owned vehicles all speed limits and applicable laws must be observed. All employees authorized to operate a City owned vehicle will have an MVR check once a year.

### **Injuries.**

All on the job injuries, even minor ones, must be reported to the City Clerk at once. An accident report must be completed and submitted to the City Clerk within 24 hours of the incident.

## **EMPLOYEE GUIDELINES.**

### **Political Activity.**

Employees are free to express their wishes and desired concerning political activities. Employees may neither use their City position for any political purpose, nor engage in political activities during working hours. Banned political activities during working hours include wearing political buttons, soliciting political contributions, displaying political bumper stickers or posters on City property or vehicles, or distributing political materials.

City employees shall not use the prestige of their employment on behalf of any political candidate or issue, either voluntarily or because of pressure. No employee shall use his/her authority as such or his/her official influence to modify the political action of any person.

Nothing in this section shall be construed as prohibiting or preventing a City employee from taking a legitimate interest as a citizen in his/her local government, signing nominating petitions, having the right to express his/her opinions, and in casting his/her vote for the person of his/her choice.

Collection and solicitations.

Employees are not permitted to solicit donations or sell merchandise to the general public during working hours.

### **Petitions.**

Circulating of petitions, political or other, by employees is prohibited during working hours.

### **Security/Keys.**

Employees may be issued keys to any area where keys are necessary for entry for the purpose of work related activities. Keys are not to be loaned to any other employee or person. No employee shall have in his/her possession an unauthorized key. No employee shall have a key duplicated without permission from the City Council. Any employee with an unauthorized or

duplicate key in his/her possession will be subject to discharge. If an employee loses a key, he/she is required to report the loss to the City Clerk immediately upon discovering the loss. Employees are responsible for the cost of replacing lost keys.

### **Personal Use of City Equipment, Labor, Supplies.**

The personal use of City Equipment, machines, tools, supplies, or personal use of City labor is prohibited unless specifically approved by the City Council.

### **Gambling.**

Employees shall not engage in any form of illegal gambling on City premises.

### **Possession and Use of Controlled Substances.**

The City Council shall enforce a firm policy with regard to the use of narcotics and controlled substances. There will be no exceptions.

If an employee, regardless of position or length of service, is discovered to be a habitual user or seller of controlled substances, he/she will be dismissed. Employees who use, possess, or sell narcotics or other illegal substances on City premises or during their normal working hours shall be subject to dismissal. Controlled substances prescribed as medication by the employee's physician and used according to directions are exempt from this directive.

## **EMPLOYEE CONDUCT**

### **Purpose.**

The City of Galesburg has established regulations and procedures concerning employee conduct which are deemed necessary to insure the orderly and efficient operation of City business. It is the policy of the City to make every effort to avoid unwarranted discharges. The City Council shall assure that all disciplinary actions to employees are administered for cause in a fair and consistent manner. The type and severity of the disciplinary action will depend upon:

- a. The nature and seriousness of the offense.
- b. The employee's disciplinary and work record.
- c. the employee's length of service.
- d. Any mitigating circumstances.

### **Examples of Misconduct.**

- a. Violations of the rules and procedures set forth in this manual.

- b. Theft of property belonging to employees, the City, or visitors.
- c. False statements on the employment application, or false information at the time of employment.
- d. Immoral conduct or indecent behavior on City premises.
- e. Conviction of a felony.
- f. Provoking or instigating a fight, or fighting during working hours or on City premises.
- g. Possession or drinking of any alcoholic beverages on City premises or during normal working hours. This includes reporting for work under the influence of alcoholic beverages.
- h. Soliciting, sale of, or distribution of illicit or illegal drugs.
- i. Falsification of City records.
- j. Insubordination; failure to perform duties in the manner prescribed or refusal to carry out instructions from Director; failure to accept work schedule as assigned.
- k. Doing any kind of work for personal monetary gain while on a sick leave.
- l. Willful, deliberate or continued violation of or disregard of common safety practices.
- m. Willful misuse, abuse, waste or destruction of City property or equipment or the property of any employee.
- n. Gambling on work time or City premises.
- o. Use or possession of another employee's property without individual's consent.
- p. Harassing, intimidating, coercing, or interfering with fellow employees.
- q. Making false, vicious or malicious statements about any employee or the City.
- r. Unauthorized possession of firearms or explosives.
- s. Discourtesy to the public.
- t. Release of confidential information.
- u. Sexual harassment.

### **Sexual Harassment, policy prohibiting.**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or communication of a sexual nature when:

- 1. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- 2. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment.

- 3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or work performance by creating an intimidating, hostile, humiliating, or sexually offensive employment environment.

Sexual harassment may include, but is not limited to:

- 1. Sexually oriented verbal harassment or abuse
- 2. Subtle pressure for sexual activity
- 3. Inappropriate patting or pinching or other physical contact
- 4. Intentional brushing against an employee's body
- 5. Demanding sexual favors accompanied by implied or overt threats concerning an individual's employment
- 6. Demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status
- 7. Any sexually motivated touching
- 8. Displaying sexually suggestive pictures, objects, cartoons, posters, or other pornographic materials
- 9. Sexual remarks or jokes

Any employee who believes he or she has been the victim of sexual harassment should report the alleged sexual harassment under this policy and procedure as soon as possible. Complaints should be submitted in accordance with the following:

- 1. The Mayor is the person responsible for receiving oral or written reports of sexual harassment by employees. Upon receipt of a report, the Mayor will conduct an investigation into facts surrounding the alleged incident and attempt to resolve the incident. If the Mayor is unable to reach a resolution with the parties involved, then a written report will be forwarded to the personnel committee.

In the event that an allegation of sexual harassment involves the Mayor, the complaint must be filed with the personnel committee and the investigation will be conducted under the direction of the personnel committee.

In the event that an allegation of sexual harassment involves a member of the Personnel Committee the complaints must be filed with the City Council, and the investigation will be conducted under the council's direction. Upon receipt of a report or complaint alleging sexual harassment, the personnel committee or city council, as applicable, will immediately authorize an investigation. This investigation may be conducted by a designated city official or by an outside party designated by the council or personnel committee, as applicable.

The investigating party will provide a written report of the results of the investigation to the body authorizing the investigation. The personnel committee will convey any such report received by him or her to the City Council.

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents determined by the investigator to be relevant.

2. Submission of a complaint or report of sexual harassment by an employee will not affect his or her future employment or work assignments. However, submission of a complaint or report which is known by the employee submitting it to be false may result in disciplinary action.
3. The city council will respect the confidentiality of a complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the council's legal obligation and the necessity to investigate allegations of discrimination and sexual harassment and take disciplinary action when the conduct has occurred. In addition, immediate steps may be taken to protect the complainant, employees, or others pending completion of an investigation of alleged sexual harassment.
4. Any action taken in accordance with this policy will be consistent with the requirements of applicable collective bargained agreements, Michigan statutes and city council policies.
5. If the investigation does not confirm the allegation of sexual harassment, the complaint will be dismissed. Upon receipt of a finding that a complaint is valid, the mayor, personnel committee, or City Council, as applicable, will take such action as is determined to be appropriate based on the results of the

investigation and all the circumstances. A substantiated charge against a staff member, volunteer, elected official, or other adult connected with the City of Galesburg will subject that person to disciplinary action, where possible, including but not limited to warning, suspension, and/or termination and to other appropriate action when discipline is not possible.

6. The result of the investigation of each complaint filed under these procedures will be reported in writing to the complainant and the subject of the complaint. The report will state whether any disciplinary action has been taken as a result of the complaint, but will not describe any such disciplinary action.

Any individual who retaliates against any person because he or she alleged sexual harassment or testified, assisted, or participated in an investigation proceeding or hearing related to a sexual harassment complaint will be subject to disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

The City recognized that not every advance or conduct of a sexual nature between employees consists of harassment. Whether a particular action or incident is a personal, social relationship without an unlawful effect requires a determination based on all the facts and surrounding circumstances.

In addition, every employee is required to report any incident of sexual harassment by another employee, volunteer or elected official of which the employee has knowledge. An employee who receives a complaint that another employee has been sexually harassed is also required to report that complaint, failure to make any such report will subject the employee to disciplinary action.

#### **PERFORMANCE REVIEW PROGRAM:**

We believe that the ongoing development of every employee is important. In addition to regular personal communications, the Performance Review Program is intended to assist in this development by having your Supervisor/Personnel director(s) review your performance with you each year.

The performance review should foster an understanding between you and the City Council of what is expected on the job. During the discussion, you and your Supervisor/Personnel Director(s) should also review your job description and update it if necessary. A written performance review is part of the process. You should

receive a copy for your personal records. See appendix D.

Your annual performance review meeting provides an opportunity for you and your Supervisor/Personnel Director to discuss how they can help you improve your performance and plan for future development of your career goals and how to achieve them. Because development is basically a personal choice, your motivation is an important factor in your success.

The performance review discussion should establish an understanding of the following areas of interest:

1. What was expected of you during the review period.
2. Your accomplishments as compared to the expectations.
3. Why the expectations were met, not met or exceeded, including any ways the job could be made more efficient and satisfying.
4. A plan for improving or maintaining your performance, including the roles of both you and your supervisor.
5. Any job oriented concerns or problems you wish to discuss.
6. Your long range goals and interests.

### **Employee Performance Appraisal**

#### **Major Benefits**

1. The supervisor:
  - Is better able to identify an employee's readiness for increased responsibility or career change.
  - Earns increased credibility and respect from subordinates.
  - Recognizes and reinforces desirable employee performance.
  - Identifies employee performance problems earlier while they are more easily corrected.
  - Builds teamwork by orienting individual talents and efforts toward group goals.
2. The City:
  - Obtains needed data for personnel decisions regarding pay, development, promotion, transfer, etc.

- Increases productivity/cost savings due to improved employee performance and more efficient utilization of its human resources.
- Receives information necessary for accurate short and long range planning.

#### **3. The employee**

- Obtains information about the expectations of both his/her supervisor and the City Council.
- Receives an honest, constructive critique of past performance...feedback which is essential for improvement to be made.
- Is assured of fair and equitable treatment in compensation, with assignments and opportunities for advancement.
- Receives guidance needed to successfully achieve personal career goals.

### **Compensation Philosophy.**

The City of Galesburg compensation policies and practices for City employees are based upon a pay for performance concept. According to this philosophy, an employee's rate of merit salary increase should be directly related to his/her level of performance. This system positively reinforces improved employee and organizational performance over time. The success of such a system is dependent upon the ability of the City to measure accurately and objectively each employee's performance and accomplishments through an effective performance appraisal process. See Appendix E.

### **General Guidelines.**

The following guidelines apply to all employee performance appraisals regardless of the job classification or grade involved.

1. Programs will be conducted to educate supervisory personnel in the performance appraisal policies and procedures and to train them in the skills required to use these management tools most effectively. Supervisors must be trained properly before attempting use of any of the performance appraisal systems.
2. The job performance of every employee will be formally appraised at least every 12 months. In addition, the performance of a new employee will be formally appraised at least once during the first 6 months of employment.
3. Every performance appraisal summary will be reviewed by the City Personnel Committee and the Supervisor/Councilmember prior to its discussion with

the employee whose performance is being appraised. The appraiser Supervisor/Councilmember will not sign the summary, however, until after the employee has had an opportunity to discuss and add comments to it.

4. Every employee performance appraisal will be discussed with the employee, documented in writing, dated and signed by the Supervisor/Personnel Director who conducted the review.
5. Employees will be given an opportunity to make written comments on their performance appraisal summary after it has been discussed with them. They will also be encouraged to formally request further review of any appraisal with which they disagree and may pursue further appeals through the City Council.
6. Employees will be asked to sign every performance appraisal summary to verify that they have had an opportunity to discuss it with their supervisor, add any comments they wish and request a further review if so desired.
7. Employees will be offered a personal copy of each performance appraisal summary after it has been finalized.
8. Copies of performance appraisals will be retained in each employee's permanent personnel file for five (5) years and then removed and disposed of by recommended State disposal procedure. Individual appraisals will be kept confidential and will only be made available to supervisory personnel with the City Council who have a legitimate business need for the information. Originals will be kept on file at all times and only a photocopy of file contents will be allowed outside the confines of City Offices.

#### **RESOLVING UNSATISFACTORY PERFORMANCE:**

We believe that employees want to do well and those who are counseled about unsatisfactory performance or behavior will make the effort to improve.

Supervisors keep employees informed of what is expected of them through regular personal communications. When an employee's performance or behavior is unsatisfactory, supervision will first try to obtain improved performance by providing the employee immediate, specific feedback.

If unsatisfactory performance or behavior continues the following guidelines apply:

The Supervisor/Personnel Director should privately convey expectations and current performance results to the employee. The employee has the opportunity to reply and may have two working days to reply in writing. The two parties should devise a course of action

together to raise the employee's performance to a satisfactory level. The plan should include specific performance criteria to be met and provide for regular feedback on the employee's progress. A date to formally review performance and determine if it has become acceptable should also be set. See Appendix B and Appendix C.

If performance has not been brought to a satisfactory level after initial counseling, a formal written warning will be issued. The established period for obtaining improved performance will be 6 months.

If the employee's performance is unsatisfactory at the end of the warning period or if the City determines that satisfactory progress is not being made toward improved performance during the warning period, the employee may be reviewed for discharge.

The City may take more steps or adjust the length of the counseling/warning periods. However, no employee should expect that any additional warnings or time extensions beyond the specified minimum will be used in his or her case.

If an employee wishes to have an attorney present when his/her case is reviewed, he/she may do so provided the Personnel Committee is first notified that an attorney will be present.

The above disciplinary procedure does not in any way change the right of the City and/or the employee to remain free to terminate the relationship at any time for any reason.

#### **GRIEVANCE PROCEDURE**

##### **Eligibility.**

All employees are eligible to use the grievance procedure to present and settle disputes concerning the administration and interpretation of the City Personnel Policies and Procedures and other work related actions, except that probationary employees may not appeal a discharge action. An employee may feel free to have his/her lawyer with him/her during the third step of this procedure providing the City Council is first notified.

Employees shall be free to use this procedure without restraint, interference, coercion, discrimination or

reprisal. An employee, whether acting in an official capacity for the City or on any other basis, shall not interfere with or attempt to interfere with another employee's exercise of his/her rights under this procedure.

#### **Procedure.**

Step One: Employees wishing to discuss a problem must approach the Supervisor within five working days following the action initiating the complaint and attempt to settle the difference on an informal basis. It is the employee's responsibility to assure that the Supervisor is aware of the nature and seriousness of the problem. Every effort shall be made to satisfactorily settle the complaint in this manner.

Step Two: If the problem is not satisfactorily resolved through the verbal procedure, the employee may reduce the problem to writing with all the facts outlined and present it to the City Personnel Committee within two working days after the verbal discussion. The Personnel Committee will have five working days in which to give the employee a written answer. If appropriate step one may be omitted.

Step Three: If the problem is still not resolved, the employee may present the problem to the City Council at the next regularly scheduled meeting, or at a special meeting called for that purpose. The City Council will act on the problem no later than the following regularly scheduled Council meeting. The City Council's decision will be the final and official ruling of the City.

#### **Resignation.**

Employees who plan to resign voluntarily should notify the City Council of their intention in a letter to the Council with a copy to their Department Head. The letter should state in the employees own words the reason for resigning and the effective date of resignation.

Employees are expected to submit a letter of resignation at least two weeks before the effective date of the resignation to allow for arranging to replace the employee and for processing the employee.

The employee shall make an appointment with the City Clerk to fill out the necessary exit papers and to have the COBRA regulations explained for continuing group health care. All keys, identification cards and other equipment belonging to the City must be returned at this time.

#### **Retirement.**

For those employees considering retirement, the City requests at least 30 days notice.

#### **Exit Interview.**

In order to document the reasons for turnover within the City, each terminating employee will meet with the Mayor, Clerk or Department Head for an exit interview. During this interview, the employee will be given the opportunity to explain the reason(s) for leaving. Any items belonging to the City will be turned in at this time, including all keys and identification card. Insurance coverage will be explained and the employee will be asked to fill out the appropriate papers. If an employee does not wish to give a reason for leaving, that fact will be noted in the employee's personnel file.

#### **EMPLOYEE BENEFITS:**

##### **Holidays.**

The City, except those units which require continuous operation, will be closed for the following seven holidays:

|                  |              |
|------------------|--------------|
| NEW YEARS DAY    | THANKSGIVING |
| MEMORIAL DAY     | GOOD FRIDAY  |
| INDEPENDENCE DAY | CHRISTMAS    |
| LABOR DAY        |              |

##### **Vacations.**

All full-time employees, who complete ten full calendar months of continuous service on or before July 1<sup>st</sup> of the current year, receive one week vacation with pay. Employees completing two years or more of service during the year receive two weeks vacation with pay. Employees completing five years or more of service during the year receive three weeks of vacation with pay. Employees completing 12 years or more of service during the year will receive four weeks vacation with pay. Those employees completing 22 years of service will receive five weeks of vacation with pay.

An employee's vacation in any given year may be modified if there has been an extended period of absence.

##### **Vacation Carry Over.**

The following provisions for carrying over part or all of one year's vacation:

Subject to City Council approval, once each five years an employee with less than 15 years of service may carry over part or all of one year's vacation to the next year. Once every four years an employee with 15 but

less than 25 years of service may carry over part or all of one year's vacation to the next year. Once each three years an employee with 25 or more years service may carry over part or all of one years vacation to the next year. Council approval is needed by December 1<sup>st</sup> of the year in which the vacation would be delayed. Any vacation carried over, in addition to the vacation due that year must be taken the following year.

#### **Vacation Pay.**

Vacation for all full time employees is based on the basic work week and pay for the vacation is computed at straight time rates.

Those who are in the City's employ or those who terminate their employment on the last working day of the year, or whose unused vacation (excluding holidays) carries them through the last working day are entitled to the next year's vacation as provided in the plan. Any person leaving our employ without having taken earned vacation time will be paid for such vacation at the time of leaving.

#### **Sick Leave.**

All full time employees will be eligible for six paid sick days per calendar year. Anytime an employee cannot report to work due to illness or injury, the Department Head and, or Mayor, will be notified before the scheduled work day. An absence of three days or more at one time will require a doctor's excuse delivered to the Department Head and or Mayor on the first day back to work. Any sick time may be carried over and accumulated up to 24 days. All sick time accumulated over 24 days will be paid to the employee on the last pay of the calendar year or date of termination. Extended illness will be considered by the City Council prior to Workman's Compensation or disability insurance coverage. All sick time will be reported on weekly time sheets.

#### **Employee Personal Days.**

In addition to the seven holidays, all full time employees may select three PERSONAL DAYS at any time during the year approved by the Department Head or Mayor. The approved days may be taken anytime within the period of January 2<sup>nd</sup> through December 31<sup>st</sup>.

All full time employees whose employment dates are before January 1<sup>st</sup> are eligible for the Personal Days. Full time employees hired after January 1<sup>st</sup> will be eligible for one personal day after 3 months of service, the second personal day after six months of service and

the third personal day after nine months of service if completed within the year.

#### **Funeral Leave.**

In the event of a death of an immediate family member; spouse, mother, father, mother in law, father in law, brother, sister or child, the employee will be allowed three days off with pay. In the event of the death of any family member not covered above, employees will be allowed one day off with pay. All funeral leave will be reported on weekly time sheet and needs approval of the Mayor before use.

#### **Lunch Breaks.**

Employees are allowed a lunch break of 45 minutes, 30 minutes of which is without pay and 15 minutes is paid. In the vent an employee has to work through their lunch break, only 30 minutes will be paid as overtime, per the overtime policy. Employees are also entitled to two 15 minute paid breaks per work day.

#### **Jury Duty.**

When an employee is called for jury duty it is our practice to allow the regular base pay, in addition to the amount received for jury service when the duration of the service is equivalent to two weeks or less. In instances when the employee is required to serve for a period equivalent to more than two weeks, full salary payments are normally continued, but the employee is requested to endorse jury duty checks to the City Clerk for that period in excess of two weeks.

#### **Court time.**

Officers required to appear in court while on duty shall consider time spent in court as regular duty hours. This court time shall be considered as regular duty assignment. Witness fees collected on duty court appearance shall be turned in to the City Clerk.

#### **Military Summer Camps and Special Duty Assignments.**

Active reservists and members of the National Guard are allowed up to two weeks a year to fulfill the military requirement of attending summer camp or taking special duty assignments. This is given in addition to vacation time so that an employee will have no loss of income. The City will make up the difference between military pay and base salary. An employee wishing to take vacation during the leave will receive vacation pay in addition to military pay.

## Insurance.

All full time employees will be provided with hospitalization, term life insurance and disability insurance. Any employee wishing not to participate in a portion of the insurance may have the choice not, with Council approval.

## Appendices

### APPENDIX A

#### Verification of Employment Form

1. I have read the attached Job Description form titled: \_\_\_\_\_ and agree that I am able and qualified to perform the duties of this position.

Hire Date: \_\_\_\_\_

2. I have read the Employee Policies Manual. This manual along with any other policies and procedures published by the City of Galesburg is neither intended to, nor does, bestow any additional employment rights or benefits to City of Galesburg employees. I acknowledge that the City of Galesburg reserves the right to, in its sole discretion, change, modify, suspend or cancel, in whole or in part, its personnel benefits, practices, policies and procedures without advance notice, and without need to give cause or justification for the changes made.

3. I have read and agree to the following hours of Employment:

Daily: \_\_\_\_\_ Lunch: \_\_\_\_\_

Signed: \_\_\_\_\_ Employee \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

### APPENDIX B

#### Performance Evaluation Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Position: \_\_\_\_\_ Hire Date: \_\_\_\_\_

1. I have made/received in writing the following observations of Employee's conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Employee Response:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. I have informed the Employee of the following standards expected from him/her in the future:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. I have advised the Employee of the following consequences if he/she fails to follow the above standards:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Employee will be reevaluated on \_\_\_\_\_ for the above.

I have read the above items, understand and agree to the above standards and action as outlined above.

Signed: \_\_\_\_\_ Employee \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

### APPENDIX C.

#### REEVALUATION FORM

Date: \_\_\_\_\_

Name of Employee: \_\_\_\_\_

Position: \_\_\_\_\_

1. The above named employee was advised on \_\_\_\_\_ of the following conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. The Employee was given the following standards of performance to correct this conduct:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. The Employee has complied with these standards and no further reevaluation is needed: ☐ yes ☐ no.

4. If item number 3 is yes, no further action is recommended.

5. If item number 3 is no, state the action to be taken: \_\_\_\_\_

### APPENDIX D

#### Employee Performance Appraisal

Date: \_\_\_\_\_

Appraisal Period: From \_\_\_\_\_ To: \_\_\_\_\_

A periodic Employee Performance Appraisal is used by the City to objectively evaluate an employees past performance. After the completion of this appraisal, it should be reviewed and discussed with the employee.

This appraisal has been divided into four areas: 1) Primary Abilities 2) General Job Skills 3) Management Traits 4) Overall Performance.

The following ranking system should be applied as objectively as possible within each area:

1. Outstanding: Excellent performance that far exceeds the jobs requirements.
2. Very Good: Above average performance that exceeds the jobs requirements.
3. Average: Acceptable performance that meets the jobs requirements.
4. Below average: Minimally acceptable performance that meets some of the jobs requirements.
5. Unsatisfactory: Unacceptable performance that does not meet the jobs requirements.

#### Area 1 - Primary Abilities

| A. Absenteeism and Tardiness                 | Circle Ranking |   |   |   |   |
|--|----------------|---|---|---|---|
| 1. Works required days.                      | 1              | 2 | 3 | 4 | 5 |
| 2. Works required hours.                     | 1              | 2 | 3 | 4 | 5 |
| 3. Reports to work on time.                  | 1              | 2 | 3 | 4 | 5 |
| 4. Returns from breaks on time.              | 1              | 2 | 3 | 4 | 5 |
| B. Attitude                                  |                |   |   |   |   |
| 1. Exhibits a positive attitude.             | 1              | 2 | 3 | 4 | 5 |
| 2. Shows initiative.                         | 1              | 2 | 3 | 4 | 5 |
| 3. Demonstrates dependability.               | 1              | 2 | 3 | 4 | 5 |
| 4. Accepts direction from qualified sources. | 1              | 2 | 3 | 4 | 5 |
| 5. Displays commitment and involvement.      | 1              | 2 | 3 | 4 | 5 |
| 6. Interacts well with coworkers.            | 1              | 2 | 3 | 4 | 5 |
| C. Learning Ability                          |                |   |   |   |   |
| 1. Understands and applies instructions.     | 1              | 2 | 3 | 4 | 5 |
| 2. Knows and applies City policies.          | 1              | 2 | 3 | 4 | 5 |

#### Area 2 - General Job Skills

|   |                |   |   |   |   |
|---|----------------|---|---|---|---|
| A. Knowledge:   |                |   |   |   |   |
| 1. Knows and understands the specific requirements of job.                      | 1              | 2 | 3 | 4 | 5 |
| 2. Displays the ability to perform the technical skills required.               | 1              | 2 | 3 | 4 | 5 |
| B. Quantity and Quality of work   | Circle Ranking |   |   |   |   |
| 1. Performs an acceptable amount of work.                                       | 1              | 2 | 3 | 4 | 5 |
| 2. Work performed meets or exceeds standards of acceptability.                  | 1              | 2 | 3 | 4 | 5 |
| C. Problem Solving:   |                |   |   |   |   |
| 1. Has ability to analyze problems and reach acceptable and workable solutions. | 1              | 2 | 3 | 4 | 5 |
| D. Communication:   |                |   |   |   |   |
| 1. Effectively communicates with others.  | 1              | 2 | 3 | 4 | 5 |
| 2. Oral communications are timely and intelligent.                              | 1              | 2 | 3 | 4 | 5 |
| 3. Written communications are timely and intelligent.                           | 1              | 2 | 3 | 4 | 5 |

#### Area 3 - Management Traits

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| A. Accomplishments:   |   |   |   |   |   |
| 1. Has attained all objectives set for the job.   | 1 | 2 | 3 | 4 | 5 |
| 2. Has attained all City objectives within the scope of the job.  | 1 | 2 | 3 | 4 | 5 |
| B. Decision making:   |   |   |   |   |   |
| 1. Displays appropriate judgment and ability in decision making.  | 1 | 2 | 3 | 4 | 5 |
| 2. Displays the willingness to make decisions.  | 1 | 2 | 3 | 4 | 5 |
| 3. Relies on sound judgment in decision making.   | 1 | 2 | 3 | 4 | 5 |
| C. Leadership:  |   |   |   |   |   |
| 1. Displays ability to successfully motivate other employees.   | 1 | 2 | 3 | 4 | 5 |
| 2. Displays the ability to skillfully teach and develop other employees.                                      | 1 | 2 | 3 | 4 | 5 |
| 3. Displays the capacity to issue directives and delegate responsibility and/or authority to other employees. | 1 | 2 | 3 | 4 | 5 |
| 4. Displays the talent for controlling others in order to Accomplish specific objectives.                     | 1 | 2 | 3 | 4 | 5 |

#### Area 4 - Overall Performance Appraisal

The following ranking system should be applied as objectively as possible. Circle the number that best summarizes your overall appraisal of this employee. Whenever you are comparing employees, keep in mind the length of time that he or she has been working on the same job.

A. The major areas of weakness pinpointed by this appraisal are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Suggestions for improvement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

B. The major areas of strength are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Suggestions for the most effective use of these strengths:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by \_\_\_\_\_ Title \_\_\_\_\_

Reviewed by \_\_\_\_\_ Title \_\_\_\_\_

I have reviewed and discussed this performance appraisal with the preparer:

MY COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(attach additional pages as needed)

Date \_\_\_\_\_ Employee Signature: \_\_\_\_\_



| APPENDIX E  |             |
|---|-------------|
| Merit Consideration Form  |             |
| Name of Employee: _____   |             |
| Job Title: _____  |             |
| Hire Date: _____  |             |
| The above named employee has been proposed for the following percentage merit increase: _____ (0 to 4%) |             |
| Current Wage: \$ _____ Suggested Wage w/increase: \$ _____  |             |
| Effective: _____  |             |
| Expiration: _____   |             |
| Signed: _____   | Date: _____ |
| Signed: _____   | Date: _____ |
| Approved/Disapproved by City Council on: _____  |             |

  

| Appendix F   |  |
|--|--|
| NOTIFICATION TO JOB APPLICANTS   |  |
| <p>You are hereby notified and advised that, in accordance with the MICHIGAN HANDICAPPER'S ACT, you have 182 calendar days from this date to notify the City Council in writing of any accommodation that you would need as the result of any physical handicap that you have in order to perform the job duties of the position for which you are applying.</p> <p><i>A handicap includes:</i></p> <p>(a) A physical or mental condition which is the result of disease, injury, congenital condition of birth, or functional disorder if it substantially limits one or more of your major life activities and which is unrelated to your ability to perform the duties of a particular job or is unrelated to your qualifications for employment promotion;</p> <p>(b) A history of such a physical or mental condition; or</p> <p>(c) The condition of being regarded as having such a physical or mental condition.</p> <p><i>A handicap does not include:</i></p> <p>(a) A physical or mental condition caused by your current illegal use of a controlled substance; or</p> <p>(b) A physical or mental condition caused by your use of liquor if that condition prevents you from performing the duties of your job.</p> <p>A handicap is unrelated to an individual's ability, if with or without accommodation, the handicap does not prevent the individual from performing the duties of a particular job or position. If you have a handicap, you are required to establish that you made a written request for the accommodation within 182 days from this date, and that you could perform the duties of the position being applied for with that accommodation.</p> <p>This notice is given to you on _____ and a copy containing your signature is being retained on file with your employment application.</p> <p>Signature: _____ Witness: _____</p> <p>Date _____ Date _____</p> |  |

## XI. COUNCIL COMMENT

Councilmember Jackson asked Chief Mau to enforce the Nuisance Code with regard to a pile of trash in back of the Dreamers Furniture Store near their loading dock.

Mayor Allen said that Fire Chief Henson has the authority to visit the store and make them clean this up, as it is a fire hazard.

Councilmember Jackson said he would prefer that the Police Chief write them a citation for the code violation. Chief Mau said that he will check into it to see if this is the same violation they have previously received citations about. If it is, he will issue a warning giving them 24 hours to clean it up, if not, he will write a citation.

Councilmember Kissinger said that he has had 2 or 3 people approach him saying that they are willing to have fund raisers to help the City buy equipment.

## XII. CLOSED/EXECUTIVE SESSION

Motion by Councilmember Kissinger, supported by Councilmember Jackson to enter into closed executive session for the purpose of receiving a report from the Personnel Committee with regard to the performance review of the City Clerk and to enter into negotiations for a salary agreement for the City Clerk.

Motion approved by the following vote:

YEAS: Councilmembers Doxey, Jackson, Kissinger, Nicolow, VanNess, Yingling, Allen

NAYS: None

*AT THIS JUNCTURE OF THE MEETING, THE CITY COUNCIL ENTERED INTO CLOSED/EXECUTIVE SESSION, THE SEALED MINUTES OF WHICH ARE ON FILE WITH THE CITY CLERK, FOR THE PURPOSES LISTED ABOVE.*

The City Council of the City of Galesburg arose from closed/executive session at 7:55 P.M. and resolved back into regular session.

## XIII. ADJOURNMENT

Motion by Councilmember Jackson, supported by Councilmember Kissinger to adjourn.

Motion carried unanimously.

Meeting adjourned at 8:00 P.M.

Respectfully submitted,

Debbie Miner, CMC  
City Clerk, CFO