

CITY OF NOVI

ADMINISTRATIVE PERSONNEL POLICY



cityofnovi.org

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OUR VISION: The City of Novi aims to lead in innovation, excellence, and outstanding service through a culture of trust, respect, and continuous improvement.

TEAM

We work together
to achieve
collective
success

COMMITMENT

We are dedicated
and passionate
about delivering
the highest
quality of service

INNOVATION

We are driven by
a relentless
curiosity to
explore new
possibilities

TRUST

We are
transparent,
clear, and involve
citizens in our
community

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ARTICLE 1. ADMINISTRATIVE PERSONNEL POLICY OBJECTIVES

SECTION 1. PURPOSE OF ADMINISTRATIVE PERSONNEL POLICY

It is the purpose of this Administrative Personnel Policy to provide for an orderly system of personnel management. The rules and procedures hereinafter set forth, together with any future modifications made in accordance with the City Charter and this Policy, shall govern the conditions of employment for all permanent full-time administrative City employees. This document is intended to set forth and compile the policies and procedures established by the City Administration and, where applicable, the City Council; in the event of an inconsistency between this document and an action taken by the City Council as part of its Charter authority, the latter shall apply.

It is fully recognized that certain administrative positions and operations are defined by law and have various other limitations relative to alterations of service. It is not the intent of this Policy in any way to change such operations but to foster an atmosphere of management development where potential improvements are encouraged and to mutual review by each Department Director and the City Manager.

In accordance with the City Charter, certain positions are mandated and the individuals who serve in these positions serve at the pleasure of the City Council. The following positions are subject to this Policy except for appointment and dismissal: City Manager, City Clerk, City Assessor. The position of Director of Public Safety/Police Chief shall be appointed by the City Manager after consultation with the Council.

SECTION 2. ADMINISTRATIVE CATEGORIES

The City has two basic Administrative categories, 1) Department Directors, 2) Administrative Staff. The purpose of the Administrative categories is to make necessary distinctions between Department Directors and Administrative Staff regarding operational authority, supervisory responsibilities, and compensation. A listing of all Administrative positions, by category, is included as Appendix A of this document.

It shall be the responsibility of the City Manager and the Director of Human Resources to review the placement of new and existing positions in the appropriate Administrative category. This review shall consider operational authority, supervisory responsibilities, and their involvement in the preparation and implementation of the City budget.

SECTION 3. POLICY ADMINISTRATION

The Director of Human Resources shall be responsible for administration of this Policy. This administration shall include the development and implementation of specific procedures and programs designed to enhance the following goals:

- A. That employment in the City service shall be made attractive as a career.
- B. That all appointments and promotions to positions in this plan shall be on the sole basis of technical competence, merit, and other qualifications, which at the discretion of the Director of Human Resources may be ascertained by means of competitive examinations.
- C. That position classification and compensation policies shall be prepared and maintained which will conform to the principle of like pay for like work.
- D. That a performance rating system shall be provided whereby economy and effectiveness in professional services may be promoted to the mutual benefit of the City employees, City officials, City residents, and all taxpayers of the City of Novi.
- E. That each employee shall be encouraged to render their best service to the City.

These rules and procedures are intended to cover most personnel problems and actions and in no way limits the exclusive right and responsibility of the City to manage its operations in the most effective and efficient manner. Those not specifically covered shall be handled by the Director of Human Resources in keeping with the intent of the City Charter, other statutory requirements, and the objectives of these regulations. Policies and procedures which govern the employment of all City of Novi employees can be found on the City's Employee Intranet (E-Web) under the Human Resources tab/Policies and Procedures.

ARTICLE 2. POSITIONS CLASSIFICATION POLICY

The Director of Human Resources shall prepare and maintain a written position description for all positions covered by this Policy. In order to create any new position which would be within the Administrative classification, the Director of Human Resources may study and define the position, allocate it to the proper salary grade, ascertain that adequate funds are available to support the position for the remainder of the fiscal year, and to forward this information to the City Manager for action.

ARTICLE 3. PAY POLICY

SECTION 1. EXISTING PAY POLICY

The pay policy in effect on the date of the adoption of the Administrative Personnel Policy shall remain in operation until modified as a part of the Performance Evaluation process as provided by the City Charter and this regulation. It shall be considered a part of this section and have the same force and effect as these regulations. The Director of Human Resources shall be responsible for interpreting the application of the salary grade plan to address pay problems that are not specifically covered by this plan using the principles expressed herein as a policy guide.

SECTION 2. DIRECT DEPOSIT

All payroll disbursements will be made through direct deposit.

SECTION 3. SALARY RANGE SCHEDULE

Each year, as part of the budget process, the City Manager shall propose an amount to be appropriated and approved by City Council for proposed salary increases (if any) and range adjustments (if any) for all Administrative positions. This schedule shall be based upon an evaluation of the responsibilities and performance of each Administrative position and a study of comparable salaries for similar positions in comparable communities, private companies (when appropriate), and comparable positions within the City of Novi. To be eligible for a salary increase, employees must be employed with the City for a minimum of four (4) months prior to the date of the increase. The City Manager, City Clerk, and City Assessor shall be excluded from this process, and their salaries will be determined by City Council.

SECTION 4. ADMINISTERING THE PAY PLAN

The Human Resources Department shall conduct an analysis of salaries and benefits for the employees covered by this Policy every two years. This review shall consider salary and/or total compensation of similar positions, and any other factors that may be deemed appropriate. This information and any recommended salary schedule and/or salary range, shall be submitted to the City Manager as part of the City's annual budget process.

The City Manager shall have the authority to establish administrative salaries, within the budget adopted by City Council. All personnel records shall be considered in making performance adjustments with major emphasis placed on the evaluation of services rendered throughout the preceding year through a formal written performance review outlining annual goals and objectives. The evaluation process may also include, but not be limited to:

- A. Education and training received by the employee that is of direct benefit to the City.
- B. Work relationships and attitudes.

SECTION 5. SALARY REVIEW PERFORMANCE EVALUATION

Prior to each fiscal year, the City Manager shall meet with each Department Director to discuss, review, and agree upon goals and objectives to be sought and challenges to be addressed during the upcoming fiscal year. During such time the City Manager shall evaluate those operations that were subject to such an agreement during the past year and shall review each department's goals and objectives after six (6) months to measure progress, and to consider any changes. It shall be the responsibility of each Department Director to review their staff, establish goals, provide on-going feedback throughout the evaluation year, and record all such pertinent conversations, accomplishments, goals, and feedback in the Lattice system. The evaluation of departmental and administrative operations may include:

- A. Examination of past budgets and spending plans.
- B. The delivery of new or improved services to the public.
- C. Cost reductions based upon reorganization and realignments of services.
- D. The maintenance of Departmental capital.
- E. Response to service requests and problems of the public.
- F. Future planning.
- G. Adherence to and promotion of the City's Leadership Philosophy.
- H. Adherence to and promotion of the City's Customer Service Guarantee.
- I. Other related criteria.

ARTICLE 4. EMPLOYMENT PROCEDURES

SECTION 1. APPLICATION, EXAMINATIONS, AND APPOINTMENTS

- A. **Applications for Employment** - Applications for positions within the Administrative Personnel Policy shall be made through an online tracking system maintained through the Human Resource Department.
- B. **Examinations** - All appointments and promotions shall be made without regard to color, age, handicap or disability, marital status, sex, sexual orientation, sexual identity, race, religion, height, weight, political affiliation, or other unlawful criteria, and shall be based on merit and suitability to the position. Examinations may be written, oral, performance-based, or any combination of these that may take into consideration such factors as education, experience, aptitude, knowledge, skill, character, or any other qualifications that may enter into the determination of the relative qualifications of applicants. Promotional examinations shall be open to all regular employees who meet the necessary requirements.
- C. **Physical Examinations** - After a conditional offer of employment is made, all applicants to whom such an offer is made shall be required to undergo a physical examination including a drug screen at the expense of the City. The City may require employees to submit to medical examinations that are job-related and consistent with business necessity. The City of Novi will accommodate employees with a disability unless it causes an undue hardship as outlined by the Americans with Disabilities Act.
- D. **Other Examinations** - An employee may be required to undergo a psychological examination depending upon the nature and responsibilities of the position.
- E. **Background Check** - All employees shall be subject to a thorough background check which may include that which encompasses financial history.
- F. **Probationary Period** - Employees shall serve a one-year probationary period.
- G. **Lay-Offs** - Employees covered by this Policy may be laid off without pay or fringe benefits for any of the following reasons:
 1. Consolidation or reassignment of the duties of the position.
 2. Elimination of the position.
 3. Downsizing of staff.

SECTION 2. RECORDS AND REPORTS

- A. **Personnel Transactions** - All appointments, separations, and other personnel transactions must be made on forms as designated by Human Resources. Payroll shall be submitted bi-weekly by way of Electronic Time Keeping. Employees are responsible

for inputting an accurate accounting of their time. Time records are then approved by the designated manager, supervisor, or director. Disciplinary action, up to or including termination, shall be taken for submitting and/or approving fraudulent time records, to include excessive absences and/or tardiness.

- B. **Payroll Certification** - The City Manager, the Director of Human Resources, or their designee are the only individuals authorized to execute forms related to payroll changes.

ARTICLE 5. EMPLOYEE PERFORMANCE EVALUATION PROCESS

SECTION 1. EVALUATION PROCEDURE

- A. **Objective** - All administrative employees shall be evaluated annually, with Goals and Objectives being established at the time of the evaluation, for the following year. Additional reviews may be necessary to discuss performance concerns, or for newly hired, or promoted employees. The purpose of this employee performance evaluation shall be to provide feedback to employees on how they are meeting their established goals and objectives, discuss their professional development as well as ensure they have the necessary tools available to them to meet established goals and work plans. During the performance evaluation process, consideration shall be given for salary increases, or, if warranted, decreases. Directors should communicate with employees on a regular basis as to whether they are meeting established goals and objectives and performance is at an acceptable standard. This time shall also be reserved for discussing training needs, promotions, demotions, transfers, discipline, or dismissal; and for such other purposes as set forth in these regulations.
- B. **Evaluation and Review** - Evaluation of Administrative positions covered by this Policy shall be made by the appropriate Department Head or other designated official and may be reviewed with the City Manager. In addition, the evaluator shall discuss each performance evaluation with the employee being evaluated. All such relevant discussions shall be maintained within the Lattice online performance/feedback tool. Lattice shall be utilized throughout the year to document performance-based conversations between Department Director or their designee, and staff. Unless otherwise required by law, all performance evaluations shall be confidential and shall be made available only to 1) the employee evaluated, 2) their supervisor or Department Director, 3) the Director of Human Resources or their representative. All Department Directors covered by this Plan shall be evaluated in the prescribed manner by the City Manager.

- C. **Performance Improvement Plan** – An employee may be placed on a Performance Improvement Plan if their performance is not satisfactory. Such a Plan will be determined in consultation with Human Resources. The details of the Performance Improvement Plan, including expectations, details of improvement, and dates, will be discussed with the employee. Any employee who is part of a Performance Improvement Plan as of July 1 will not be eligible for a July 1 wage increase. Eligibility for any increase once off the Performance Improvement Plan will be discussed with the employee.
- D. **Demotion** - The City Manager may demote any employee covered by the plan when, in their opinion, the employee is not performing the duties of their current position at the highest level, but meets the minimum qualifications for another necessary and defined position. A written statement of the reasons for such action shall be furnished to the employee prior to demotion.

ARTICLE 6. DISCIPLINARY ACTION

SECTION 1. BASIS FOR DISCIPLINE

- A. The goal of disciplinary action as outlined herein is employee compliance with a reasonable code of conduct. The purpose of disciplinary action is to ensure efficient service to the City's residents. Disciplinary action, up to and including discharge, may be issued when the City Manager and/or the employee's supervisor is not completely satisfied with an employee's conduct or work performance, unless otherwise provided by the City Charter or this regulation. The determination of satisfaction is left to the sole discretion of the City Manager and/or supervisor. The following is a partial list of conduct and/or performance concerns which are not satisfactory to the City and could result in disciplinary action, up to and including discharge:
 1. Being convicted of a felony
 2. Insubordination
 3. Abuse of leave times
 4. Absence without proper notification
 5. Excessive tardiness
 6. Abuse of City property
 7. Giving false statements to supervisors or the public
 8. Violation of City Ordinances or Administrative Regulations
 9. Intoxication or illegal drug use
 10. Any discourteous treatment of the public or of other City employees, officials, or members of the City Council

11. Conduct unbecoming a public servant
12. Discovery of a false statement in an application that had not been previously detected
13. Malfeasance or misfeasance of duty
14. Work performance unsatisfactory to the employer
15. Any other conduct inappropriate for an Administrative employee

SECTION 2. TYPES OF DISCIPLINE

Following are the types of disciplinary action which may be issued against employees of this Policy. The level of discipline to be issued in a given case is left to the sole discretion of the City and will vary depending upon many factors, including but not limited to, the nature of the conduct at issue and prior disciplinary action.

1. **Reprimand** - Verbal or written reprimands may be given to any employee covered by this Policy by their immediate supervisor or evaluator. Copies of written reprimands may be made a part of an employee's personnel file and remain as such unless limited by statute.
2. **Suspension** - The City Manager may, for disciplinary purposes, suspend without pay any employee under his control. The City Manager may delegate this authority to the Director of Human Resources as it relates to employees other than Department Directors. Department Directors will exercise this control for any employees within their jurisdiction. The length of a suspension shall be determined by the City Manager or their designated representative.
3. **Dismissal** - The City Manager or their designated representative may demote or dismiss any employee covered by this Policy, as described in Section 1(A) of this Article. It shall be the responsibility of the City Manager in any case of demotion or dismissal to give the concerned employee a written statement setting forth in substance the reasons for that action, in advance, and to file a copy of such statement in the employee's service record.
4. **Employment Status** - The following positions are at-will and serve at the pleasure of City Council as specified by the City Charter: City Manager, City Clerk and City Assessor. All other employees covered by this Policy serve at the pleasure of the City Manager. As addressed in Article 1, Section 1 of this Policy and in the City's Charter, the appointment and dismissal of the positions of Police and Fire Chief shall be in consultation with the City Council.
5. **Appeal Process** - If an employee subject to this Policy believes that a suspension or dismissal is inappropriate, the employee may appeal the decision to the Review Panel.

The Review Panel shall consist of the City Manager, Director of Human Resources or their designee, and a Department Director not directly involved in the incident. The employee must deliver a request for review, in writing, to the Director of Human Resources within 10 calendar days of the date of the action in question. The Review Panel will review the employees' request and investigate as appropriate. Investigation may include, but is not limited to, interviews with the employee requesting the review and any other City employees deemed necessary, review of the employee's personnel record, and review of any other documentation. The Review Panel shall provide a response, in writing, within 30 days of receiving the request. The Review Panel may determine that additional time is required to reach its decision; if the Panel so determines, it will notify the employee within the initial 30-day period and provide an expected date of decision. The decision of the Review Panel is final and binding.

ARTICLE 7. EMPLOYEE RELATIONS

SECTION 1. HOURS OF WORK

The normal basic workday for full-time employees shall be eight (8) hours, from 8:00 a.m. to 5:00 p.m. with one (1) hour unpaid for lunch. The basic workweek shall be five (5) days, Monday through Friday. Salaried Administrative staff members may be required to work evenings or hours in excess of forty hours in a week. All Administrative employees covered by this Policy are considered Exempt. Exempt staff members do not receive extra compensation for having worked in excess of eight hours in a day or forty hours in a week. In such circumstances wherein staff may be required to work evenings or weekends, such staff may be allowed to adjust their schedules within the same pay period with the express approval of their supervisor or their designee, in recognition of extra hours worked.

SECTION 2. HOLIDAYS

Paid holidays for all employees covered by this Policy in the City service shall be as follows:

* New Year's Day	* Labor Day
* Martin Luther King Jr. Day	* Veterans Day
* President's Day	* Thanksgiving Day
* Good Friday	* Day after Thanksgiving
* Memorial Day	* Christmas Eve Day
* Juneteenth	* Christmas Day
* Independence Day	* New Year's Eve Day

Other days may be declared Holidays by resolution of the City Council. When one of the above Holidays fall on Saturday or Sunday, it may be observed on the preceding Friday or following Monday respectively. Holidays that occur during vacation leave shall not be charged against annual leave and the employee shall have an additional day off with pay.

SECTION 3. PAID TIME OFF (PTO)

Paid Time Off (PTO) is an all-inclusive leave bank system that provides pay to employees when they are away from work. In the event an employee will be away from work for an illness or injury lasting more than three (3) consecutive days, please refer to the City's Family Medical Leave Act Policy; illness or injuries lasting more than five (5) days, the City's Short Term Disability Policy.

PTO accrual schedules are as follows and shall be provided on January 1 of each year of full-time eligible service. Employees earn the next tier of PTO the year in which they meet the years of service requirement. New employees' PTO shall be pro-rated (using the 15th day of the month rule) based upon their hire date. Effective January 1, 2024, allowable PTO will be increased by 8 hours per Years of Service level as noted herein.

Effective February 21, 2025, a total of 72 hours will be carved out of existing PTO banks to comply with PA 338, Michigan's Earned Sick Time Act. Please refer to the City's Paid Time Off Policy and the Earned Sick Time Act Policy found on the City's Intranet (E-Web) under the Human Resources tab/Policies and Procedures.

Years of Service	Annual PTO Eligibility in Hours	Annual ESTA Eligibility in Hours	Total PTO and ESTA Time in Hours	Maximum Carryover in Hours
1-4	120	72	192	80
5-9	160	72	232	120
10-16	200	72	272	160
17+	240	72	312	208

Depending upon the level of experience a new employee may have in their respective profession, additional PTO may be granted or a modified accrual schedule may apply, as determined by the City Manager or their designee. In such instances this information shall be duly noted in the employee's personnel record.

Any hours over the maximum carryover as listed above as of December 31st will be lost.

Scheduled Leave: Employees shall request time off with as much advance notice as possible based upon departmental needs as determined by the Department Director. Leave requests of five (5) days or more should be made a minimum of two weeks in advance, or as determined by the Department Director.

Requests, if possible, shall be made in writing to the Department Director. If the Department Director feels that permitting such requests will conflict with the Department's work schedule or result in an interruption of service to the public, the request may be denied. In cases where an employee has not been able to take time off in any given year due to unusually high work load, illness, or similar circumstance that would otherwise result in the forfeiture of leave time, the Director of Human Resources, with the request and approval from the Department Director, may authorize a one-time carryover of PTO leave time beyond the permissible maximum.

Unscheduled Leave: In such cases of unscheduled leave (Emergency or EPTO) employees shall notify the Department Director or their designated department contact as soon as reasonably able of their absence. Failure to do so, absent a bona fide medical emergency, may result in the employee being considered absent without leave and subject to disciplinary action. The employer reserves the right to require satisfactory proof of illness which may include a physician's statement or other such evidence for any EPTO. Excessive EPTO hours in any given month may result in a medical referral (fitness for duty) or disciplinary action.

The payout of unused PTO leave time will be capped at 400 hours and will only be paid out if the employee's separation is in good standing, with a minimum of two weeks advance notice of separation.

Annual PTO Buy Back: An Administrative employee may request to be paid out for a maximum of 40 hours of PTO once per calendar year. To be eligible for this PTO Buy Back, employees must have a minimum of 80 hours (10 days) in their bank at the time of the request as well as at the time the payroll is processed. All requests must be received, on the required form, by October 1st. If employee's bank drops below the 80-hour minimum, such payout will be cancelled. The payment of said 40 hours will be on the first pay in November.

Unpaid Leave of Absence: An unpaid leave of absence may be requested, first through the employee's Department Director, and if approved then submitted to Human Resources. Leaves will be considered on a case-by-case basis. Consideration will take into account staffing, projects, and any potential interruption to service. In order to request an unpaid leave, the employee must have no more than 80 hours in their PTO bank. Healthcare benefits shall continue for a period not to exceed six (6) months from the date of leave. Seniority and all other benefits will be frozen until such time as the employee returns from said leave, or

employment is terminated. Employees on a DB retirement plan who go unpaid or on reduced pay due to a leave of absence must pay back missed MERS wages immediately upon their return to work in order to receive service credit for the months that they went unpaid or received reduced pay. Failure of an employee to return to duty upon the expiration of their leave without pay shall be interpreted as a resignation.

SECTION 4. SICK AND DISABILITY LEAVE

The City shall provide a Short-Term Disability Policy (STD) which shall commence on the eighth (8th) day of illness or injury. An employee who has been approved a leave under the Short-Term Disability guidelines shall be required to utilize five (5) days of leave time prior to the commencement of payment under the Policy. The Policy will pay 75% of an employee's gross pay for the first 60 days and 66%, to a maximum weekly benefit of \$1,800, for the remaining duration of the injury or illness or until such time as a doctor has released employee to return to work status. While off work due to an approved STD leave, all health care and other benefits shall continue. There shall be a form for an employee to elect whether they will use leave time or elect to go on STD. This election must be made prior to the beginning of the leave. In cases of extenuating circumstances, an employee may request to file a claim for STD benefits after electing to utilize banked leave time, if their medical leave extends past their original date of anticipated return. Employees must make arrangements to pay their portion of the health care premium while on disability leave. Failure to make payments will result in the discontinuation of City-sponsored health care.

SECTION 5. LONG-TERM DISABILITY

All full-time employees shall be provided with Long-Term Disability (LTD) insurance. Such coverage shall become effective after a period of six (6) months of continuous disability and shall provide sixty percent (60%) of the employee's salary for a maximum period of five (5) years. City-sponsored health care benefits shall continue for the first six (6) months of LTD and may be extended for up to one (1) year with approval of the City Manager or Director of Human Resources. Employees must make arrangements to pay their portion of the health care premium while on disability leave. Failure to make payments will result in the discontinuation of City sponsored health care.

SECTION 6. OTHER LEAVE WITH PAY

Full-time employees shall be granted leave with pay for the following reasons and subject to the following restrictions:

- A. Any required appearance before a court on behalf of the City.
- B. Approved participation in national and state professional association conferences and official meetings which enhance the employee's value to the City and when approved by the appropriate Department Director and City Manager or their designee. The City Manager may grant additional days for other professional and technical training deemed appropriate for training and development purposes.
- C. Jury Duty, if the employee returns to the City any fee received for serving on jury other than reimbursements for meals and travel expenses. Employees can opt to use PTO or go unpaid in lieu of endorsing their check to the City.

SECTION 7. FAMILY LEAVE

The Family and Medical Leave Policy identifies Federal guidelines for full-time personnel requesting a leave under this Act. Employees subject to this Policy who are on an approved Family Medical Leave may choose to take unpaid leave only if employee has eighty (80) hours or less of PTO. If an employee chooses to utilize paid leave time for the duration of their leave and has leave time available, may do so. This Policy as well as other City of Novi Policies and Procedures can be found on the City's Intranet (E-Web) under the Human Resources tab/Policies and Procedures.

SECTION 8. EDUCATIONAL LEAVE

A full-time employee covered by this Policy may be given educational leave with full or partial pay for the purpose of taking courses directly related to their work as determined by the Department Head with approval by the City Manager or their designee. Requests for such leave must be approved in advance by the Director of Human Resources and Department Head and they may not exceed a total of twenty days or one hundred sixty (160) hours in any one calendar year.

SECTION 9. DUTY DISABILITY LEAVE

Full-time employees covered by this Policy occupying a position of a permanent nature who are unable to work as the result of an injury which incurred while performing their job shall receive pay during such disability as follows:

A "duty disability" shall mean a leave required as a result of the employee incurring a workplace illness or injury covered by the Michigan Worker's Compensation Act while in the employ of the City. In order to be eligible for duty disability leave, an employee shall immediately report any illness or injury, however minor, to their immediate supervisor. The employee shall also be required to immediately record the injury in writing by completing the appropriate injury form, which can be found on the City's Intranet (E-Web). Completed forms shall be forwarded to the City's Benefits Coordinator, located in the Human Resource Department. The employee shall also be required to seek medical treatment from the City's occupational health provider, or if after hours, the nearest emergency room.

- A. A work-related illness or injury requiring employee to be off work for more than five (5) work days shall be coordinated through the City's Worker's Compensation carrier. The employee shall receive ninety-five percent (95%) of their regular net pay, which is computed by the employee's actual number of dependents, including sums received by way of weekly benefits under the Worker's Compensation Law, any other disability benefit provided by law, disability insurance provided for by this Agreement, and any social security benefits.
- B. Disability payments shall be paid for the duration of the employee's illness or injury but shall not exceed twelve (12) months from the date of injury or illness. If an employee is unable to return to work after the twelve (12) months has lapsed, the employee will be considered to have resigned from their position. All benefits afforded to full-time employees will be continued during the period of workers' compensation. Employees must make arraignment to pay their portion of the health care premium while on disability leave. Eligibility for disability benefits shall depend upon a clear showing by competent medical evidence that such disability leave is necessary.
- C. An illness or injury that is deemed not worked related shall not be covered by the above-described Workers Compensation Act; and therefore, any absence from work shall be deducted from the employee's PTO bank. Any fraudulent claim for a work-related illness or injury will result in disciplinary action up to and including termination.

SECTION 10. BEREAVEMENT LEAVE

In case of death in a full-time employee's family, five (5) days not chargeable to employee's PTO bank may be granted at full pay upon the approval of the Department Head. For purposes of this section, allowable family members covered shall be not less than those indicated in any union contract. An employee utilizing funeral leave shall complete the appropriate Funeral Leave Notification Form, which may be found on the Employee Intranet (E-Web) and provide to their immediate supervisor and Human Resources.

SECTION 11. MILEAGE/AUTO REIMBURSEMENT AND AUTO ALLOWANCE

Approved conferences and workshops that require travel out of the City's limit (within the State of Michigan) should utilize a City-provided pool vehicle for transportation. If a pool vehicle is not available for use, or such use is not feasible, employees may utilize their personal vehicle for such travel.

Employees who are eligible for mileage reimbursement and utilize their personal vehicle for travel on approved City business shall be reimbursed at the rate established by the Internal Revenue Service. This form can be found on the City's Intranet (E-Web) under the Forms tab.

An employee, typically at the Director level, who receives an auto allowance payment, shall not be eligible for mileage reimbursement, except as defined in the Policy governing Auto Allowance payments, which can be found on the City's Intranet (E-Web) under the Human Resources tab.

SECTION 12. LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE

Employees covered under this Policy shall be eligible to receive two times the employee's annual salary to a maximum of \$200,000. Any amount over \$50,000 shall be taxed according to IRS regulations.

SECTION 13. INSURANCE

The City shall provide to each employee and their dependents a comprehensive health care plan, which provides for: optical coverage, emergency room treatment, and drug prescription riders, all such coverage is subject to the Patient Protection and Affordable Care Act. As such, health insurance plans may be subject to change in order to remain in compliance with same and avoid penalties. Current plan descriptions can be found on the City's Intranet (E-Web) under the human Resources Tab/Benefit Summaries. Employees who are enrolled in the self-

insured Health Alliance Plan (HAP) shall be responsible for 15% of the premium charge. Employees enrolled in another health care plan offered by the City shall be responsible for 20% of the premium charge for their health care plan. These amounts shall be deducted pre-tax through payroll.

- A. Couples who are married and both working for the city are allowed one (1) health care policy (2-person or family).
- B. Effective July 1, 2015, in cases where a married couple both work for the city, the couple shall be eligible for either 1) city provided health care, or 2) opt-out benefit, but not both.
- C. Effective July 1, 2024, the opt-out benefit for those waiving city provided health care shall be \$200 per month.

The City shall provide a dental plan, currently through Delta Dental Plan, Plan C or its equivalent. This coverage shall be subject to an annual cap of \$1,000.00 per person effective January 1, 1996. As of July 1, 2021, the annual cap shall be increased to \$1,500 per person. As of July 1, 2004, the lifetime orthodontic cap shall be \$1,500 per dependent to age 19.

SECTION 14. RETIREMENT

A. Employees hired prior to April 30, 2006

1. Permanent, full-time employees hired prior to April 30, 2006, shall participate in the Michigan Employees Retirement System (MERS) and shall be enrolled in retirement Plan B-4 (2.5% multiplier), with the F55/25 rider. An eligible employee may make application for retirement when at least one of the following conditions exist: employees must either be at least 60 years of age with a minimum of 10 years of service (vesting period) OR at least 55 years of age with 25 years of service. The employee's share of the cost of this plan shall be 4.48% of their salary and shall be deducted through payroll each pay period.
2. Upon full retirement or disability retirement, the City shall provide the health care plan and prescription rider that is in effect at the date of retirement, or its equivalent as determined by the City, for eligible retiree (hired prior to April 30, 2006) and eligible dependent. Retirees may also have the option of selecting an alternative health care plan if such is offered by the City. Dental coverage may be elected by the retiree/surviving spouse with 100% of the premium paid by the retiree/surviving spouse.
3. The sole obligation of the City shall be to provide the benefits upon retirement as defined by this Policy. Any funds established by the City shall be vested in the City,

and no employee covered by this Policy shall be considered to have any proprietary interest in these funds. In the event that alternative funding sources become available, either by legislative action or at the option of the City, any funds established for the purpose of providing medical coverage upon retirement shall belong entirely to the City. Furthermore, the City reserves the right to change providers.

4. The City agrees to pay 80% of the retiree's medical coverage and the retiree agrees to pay the remaining 20%. Failure to remit the retiree's share of the premium cost in a timely fashion shall be grounds for suspending the above coverage.
5. To qualify for this coverage an employee must possess a minimum of twenty (20) years of seniority with the City of Novi upon retirement. Employees granted a disability retirement shall be excluded from this twenty (20) year provision.
6. The spouse of a retiree shall have survival rights to the medical coverage, as described above, subject to the following conditions:
 - a. Surviving spouse shall continue to make premium payments, City agrees to pay 80% of the spouse's medical coverage and the spouse agrees to pay the remaining 20%.
 - b. In the event that the spouse shall have comparable or better insurance available, the City shall have no obligation to provide or continue coverage. In the event the spouse loses the comparable coverage, the spouse will then become eligible for coverage from the City.
7. City's policy governing Spousal Coverage can be found on the City's Intranet (E-Web) under the Human Resources tab.

B. Employees hired after May 1, 2006

1. Permanent, full-time employees hired after May 1, 2006, shall be enrolled in a Defined Compensation Plan administered through the Michigan Employees Retirement System (MERS). The City shall contribute 8% and the employee shall contribute 3% of the employee's eligible compensation. Employees shall vest in the Defined Compensation Plan based on the following schedule: 25% after 3 years of service, 50% after 5 years of service, and 100% after 7 years of service.
 - a. Effective July 1, 2021, the City shall contribute 9% of employees' eligible compensation.
 - b. Effective July 1, 2024, the City shall contribute 10% of employees' eligible compensation.
2. Permanent, full-time employees hired after May 1, 2006, shall be enrolled in a Retiree Health Care Savings (RHS) Account. The City shall contribute \$50 per pay into the employee's Retiree Health Savings account for retirement health care expenses.

- a. Effective January 1, 2017, City shall contribute \$75 per pay into the eligible employee's RHS Account and the employee shall make a \$25 mandatory per pay contribution. The vesting schedule for such RHS Account shall mirror the vesting schedule of the City's Defined Compensation Plan as indicated above.
- b. Effective July 1, 2021, City shall contribute \$100 per pay into eligible employee's RHS Account.

In addition, all eligible employees are covered by the Federal Social Security old-age survivor's insurance program.

SECTION 15. OPTIONAL, SUPPLEMENTAL RETIREMENT SAVINGS PROGRAMS

1. MissionSquare - Deferred Compensation Plan.
 - a. All employees will be provided the option of participating in a pre-tax deferred compensation plan (457 Plan) subject to the limitations and conditions governing supplemental retirement plans.
 - b. Effective January 1, 2024, all employees will be provided the option of participating in a post-tax 457 Roth IRA plan subject to the limitations and conditions governing supplemental retirement plans.
2. MissionSquare – Roth IRA
 - a. All employees will be provided the option of participating in a post-tax Roth IRA plan subject to the limitations and conditions governing such plans.

SECTION 16. MOVING EXPENSES

From time to time the Director of Human Resources may find it necessary to recruit key personnel from outside the Detroit Metropolitan area which could involve the payment of up to 100% of actual moving expenses. When such costs exceed \$500.00, they will not be reimbursed unless such reimbursement is approved by the City Manager or their designee in advance.

SECTION 17. CONFERENCES AND WORKSHOPS

Each Administrative employee may attend national, state, and/or local conferences and workshops specifically related to their work. The Department Director or their designee may authorize participation and attendance at national or state Board and/or committee meetings by City staff if they deem that participation in such activities benefits the City in some way and/or the employee for professional development purposes. Employees are required to put

these requests in writing, prior to participation, to their supervisor outlining the benefits to the City and the employee through their participation in the Board or committee activities. The Department Director may also approve additional training and conference attendance by employees related to specific regional or important, timely subject matters. All conference and workshop attendance shall be permitted for training purposes within the constraints of the adopted budget and staffing. All travel expenses related to training, conferences, and workshops must be approved by the Department Director or their designee prior to proceeding whether overnight accommodations, airfare, or mileage reimbursement are necessary. Employees shall be eligible for a Per Diem meal expense when traveling on City business. The Policy Governing Per Diem Meal Expenses can be found on the City's Intranet (E-Web) under the Human Resources tab.

SECTION 18. PUBLIC SAFETY PERSONNEL

Due to the nature of public safety representation, the Director of Public Safety/Police Chief, Fire Chief, Assistant Police Chief, and Assistant Fire Chief receive \$625.00 annually for maintenance and replacement of uniforms or civilian attire.

SECTION 19. TRAINING AND DEVELOPMENT

Employee Development - It shall be the joint responsibility of the Director of Human Resources, Department Directors, and the employee to foster and promote the improvement of the quality of personnel services rendered to the City.

Administration of Employee Development Program - In coordination with Department Directors, the Director of Human Resources shall develop, conduct, or have delivered, supervisory and management training , as well as other pertinent trainings and employee development programs common to all departments; they may establish standards of performance and procedures for evaluating employee efficiency and shall assist Department Directors in developing and conducting training to meet the specific needs of their departments and in developing and utilizing other techniques for increasing employee efficiency in present positions, and in preparing for promotion to higher positions in the City service.

All employees covered by this Plan may receive full or partial payment for the purpose of taking courses directly related to their work, profession and/or that which shall benefit the general operation of the City as determined by the Director of Human Resources and Department Director, including the cost of books required by the university or college in accordance with the Employee Tuition Program. This program allows up to 100% reimbursement for Grade C

and above, not to exceed \$3,500 per fiscal year. The approval of all tuition requests shall be contingent upon the availability of funding within the budget.

SECTION 20. ADA & REASONABLE ACCOMMODATION

The City is committed to providing equal employment opportunities to individuals with disabilities in accordance with the Americans with Disabilities Act (ADA), as amended.

The City will provide reasonable accommodations to qualified employees or applicants with disabilities to enable them to perform the essential functions of their position or to enjoy equal benefits and privileges of employment, unless doing so would cause an undue hardship on City operations.

Employees or applicants who need a reasonable accommodation should contact Human Resources. Requests may be made verbally or in writing. The City may request reasonable medical documentation, consistent with applicable law.

The City will engage in an interactive process to identify an effective accommodation and reserves the right to select among reasonable alternatives.

All medical information related to accommodation requests will be kept confidential in accordance with state and federal law. Retaliation against any individual for requesting an accommodation or exercising rights under this policy is strictly prohibited.

ARTICLE 8. GENERAL

SECTION 1. MUTUAL COOPERATION

The Director of Human Resources, employees, and Department Directors shall cooperate with each other to promote and foster means of bettering the conditions and improving the morale of City employees.

SECTION 2. POLITICAL ACTIVITY

Employees in the Administrative Personnel Policy shall refrain from all political activities which undermine public confidence in professional administrators. Employees shall also refrain from participating in the election of members of the employing legislative body.

SECTION 3. LEGAL REPRESENTATION

The City shall provide at its own expense such legal assistance as shall be required or needed by an employee as a result of acts occurring when and while said employee was in good faith performing their duties and responsibilities. If for any reason, such legal assistance is denied, then the city shall submit a written report to the effected employee setting forth the specifications for such denial.

SECTION 4. FUNCTIONS AND EVENTS

There may be an occasion wherein an employee of the City is requested to attend an event that is sponsored by the City and/or promotes the City, for example, trade shows, charity events, award ceremonies, networking events, golf outings, etc. An employee may attend such function or event only with prior approval from their Department Director. If approved, the employee shall not be expected to utilize their leave time to attend such event.

SECTION 5. DIVERSITY, EQUITY, AND INCLUSION

The City of Novi values all employees and puts forth the expectation that all employees, regardless of skin color, native language spoken, sexual orientation, or sexual identity shall be treated with respect and provided with equal opportunities.

SECTION 6. AMENDMENTS

The provisions of this Administrative Personnel Plan may be changed, and/or eliminated by Council at any time.

APPENDIX A: CITY OF NOVI ADMINISTRATION

DEPARTMENT DIRECTORS

City Manager (contract)	Director of Public Safety/Chief of Police
City Clerk (contract)	Director of Public Works
City Assessor (contract)	Director of Community Development
Assistant City Manager	Director of Human Resources
Chief Information Officer	Fire Chief
Director of Parks, Recreation, & Cultural Services	CFO/Finance Director/City Treasurer
Director of Communications	Economic Development Director

ADMINISTRATIVE STAFF

City Engineer	Field Operations Manager
Deputy Director of Public Works	Fleet Asset Manager
Accountant	Human Resources Assistant
Administrative Assistant	Geospatial Applications Services Manager
Assistant Police Chief	Technology Manager – Network Operations
Assistant Fire Chief	Landscape Architect
Assistant Treasurer	Recreation Supervisor
Business Analyst	Senior Video Production Specialist
City Planner	Video Production Specialist
Deputy Director of Community Development	Older Adult Services Manager
Creative Services Coordinator	Parks & Municipal Grounds Superintendent
Forester/Contract Manager	Senior Planner
Technology Analyst	Planner
Senior Technology Analyst	Water & Sewer Manager
Construction Engineer	Public Safety Budget Analyst
Deputy Assessor	Police Commander
Deputy Director of Communications	Financial Services Manager
Deputy City Clerk	Social Services Coordinator
Deputy Finance Director	Communications Manager
Deputy Director of Parks, Recreation, & Cultural Services	Emergency Management Coordinator/Fire Accreditation Manager
Deputy Director of Human Resources	
Project Engineer	
Engineering Technician	
Assistant to the City Manager	
Facilities Manager	
Facilities Management Specialist	