



# EMPLOYEE HANDBOOK

530 N Rose Street, Kalamazoo, MI 49007

## Welcome!

We are glad you that you are a part of the team at Metro. When you start a new job, there is a lot to learn about your new organization such as the culture, the way it operates, and your role within it. Starting with a new organization can require an adjustment, so this handbook is designed to help you get off to the right start by providing information to help you be successful, starting with our Mission, Vision, and Values:

### **Mission:**

To improve quality of life in the community by providing public transportation services that are dependable, convenient, safe, efficient, cost-effective, and accessible for all.

### **Vision:**

It is the vision of the Metro System to act as mobility managers in offering public transportation choices to all citizens.

All employees serve as ambassadors of Metro whether you are a new hire or a veteran employee. This is important because as a taxpayer funded independent, government agency we are all responsible and accountable for providing the highest level of customer service with efficiency and integrity. Our actions impact public perception, trust, and support of our organization.

Your individual contribution is important to Metro. We hope that you find your employment with Metro fulfilling. You should take great pride in knowing that you are part of an organization that provides excellent public transit services to residents, as well as significant economic, energy conservation, and environmental benefits to our community.

## What is a Handbook?

This Employee Handbook (Handbook) is intended to describe what is expected of employees and what employees can expect from Metro. The Handbook applies to all Metro employees. Our intent is to administer wages, benefits, and employment policies in a fair and impartial manner. While we hope our employment relationship will be long term, either you or Metro can end the relationship at any time, with or without notice, with or without reason, consistent with "at will" employment status.

This Handbook will be reviewed, updated, and improved on a regular basis. All policies, procedures, and benefit information contained in this handbook are subject to change. Any changes to the Handbook must be adopted by the Board of Directors and the changes must comply with the laws of the State of Michigan. While our intention is to include future policies, procedures and/or benefit information in our handbook, some items may be distributed separately. When this happens, the most recent policy, procedure, or benefit information (plan documents) will take precedence over information contained in this handbook.

This handbook supersedes and replaces all previous policies and procedures including, but not limited to, all memoranda, manuals, representations, contracts, agreements, or policies which may have been issued on the subjects covered in this handbook. Information contained in this handbook is effective as of the date printed or the revision date, whichever is noted.

This Handbook does not create an expressed or implied contract between Metro and any employee. It does not guarantee employment terms, conditions, compensation, or benefits of

employment. Only the Board of Directors has the authority to enter into an agreement of employment for a specific period of time or for any conditions of employment. This agreement must be made in writing and signed by the Executive Director.

This handbook does not limit an employee's right to engage in protected concerted activity under the Michigan Public Employment Relations Act. In the event of a conflict between a provision in this Handbook and a provision in a labor contract, the labor contract will govern. An employee should contact their supervisor as to whether a provision in the Handbook applies to them.

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## Starting at Metro

Non-Bargaining Unit Metro employees begin employment with a six (6) month probationary period. This period is designed to give employees time to try out their new roles and for the organization to see if they are the right fit for these regular status roles. Frequent communications between employees and their respective supervisors are encouraged during this critical period to determine if this is the right fit for both parties. If it is not the right fit, Metro may choose to extend the probationary period for a period not to exceed ninety (90) calendar days. Either party can end the employment relationship during this initial period according to the “at will” employment relationship. Further, successful completion of the probationary period does not alter the “at will” employment relationship.

## Communications:

### Communications – How We Keep In Touch

A continuous flow of communication among all employees is an essential component of a successful business. Every Metro supervisor is required to keep employees well-informed of the organization’s goals and staff’s work performance and expectations. In recognition that good, productive communication is a two-way responsibility, employees are encouraged to express their views and discuss questions and/or concerns with their supervisor. Therefore, Metro has several formal and informal avenues of communication:

- Bulletin boards include required postings and notices. Email is also utilized to make general announcements.
- Meetings may be conducted to share information.

Metro is committed to an “open door” policy. Written and verbal suggestions are always encouraged and welcomed. Employees should feel comfortable approaching their problem, concern, complaint, idea, or suggestion with their supervisor. Employees can also contact human resources or another member of management if it is not practicable or appropriate to contact their immediate supervisor.

### Computer & E-mail Usage Policy

Computers, computer files, the email system, messaging platforms, phone system, portable technologies, and software furnished to employees are property of Metro and intended for business use. Metro reserves the right to monitor its computers, computer files, e-mail system, messaging platforms, and software. Employees do not have any expectation of privacy when using Metro provided resources. Employees should understand that as a governmental agency that documents, papers, communications, records, images, and information is public information and subject to the Freedom of Information Act.

Metro employees are expected to maintain the security and integrity of the Metro systems. Employees should not use a password, access a file, or retrieve any stored communication without authorization. Workspaces and equipment must not be left unattended in a manner that could permit any unauthorized person to obtain unauthorized access.

Personal software and hardware may not be installed on Metro systems. This could serve to expose our systems to a network configuration change, security risk, virus risk, create a new

network access point, or modify a server network or operating system configuration. Employees should not utilize any personally owned technologies to conduct Metro business.

Internet usage for work related activities is expected in some roles. Personal internet usage during work hours must be limited and should not interfere with employees' ability to perform their duties. All internet usage is viewable by Metro and employees should have no expectation of privacy while using the internet at work. The use of anonymizers or an anonymous proxy to make internet activity untraceable is prohibited.

Metro strives to maintain a workplace free of harassment and sensitivity to the diversity of its employees. Therefore, Metro prohibits the use of computers, the e-mail system, phone systems, and messaging platforms in ways that are illegal or discriminatory. For example, the transmission of images, messages, or memes depicting sexually explicit, racist, or other protected categories are not allowed.

Metro purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Employees may only use the software on local area networks or on multiple machines according to the software license agreement. Metro prohibits the illegal duplication of software and its related documentation.

## Social Media

Metro understands that social media can be a fun and rewarding way to share life and opinions with family, friends, and co-workers, however, use of social media also presents certain risks and carries with it certain responsibilities. To assist team members in making responsible decisions about the use of social media, the following guidelines for appropriate use of social media have been established:

### **Guidelines**

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the internet, including a blog, journal or diary, personal website, social networking site or application, web bulletin board or a chat room, whether or not associated or affiliated with Metro as well as any other form of electronic communication.

Before creating online or social media content, team members should consider some of the risks and rewards that are involved. Employees are invited to discuss workplace grievances internally with their supervisors or human resources. Team members who have a concern with a coworker are encouraged to resolve that concern by speaking directly with the coworker rather than posting complaints to a social media outlet.

Postings that include discriminatory remarks, harassment, threats of violence, or unlawful conduct will not be tolerated and may be subject to disciplinary action up to and including termination of employment.

It is important that employees abide by laws governing copyright and fair use or fair dealing of copyrighted material owned by others, including the organization's own copyrights, brands, and logos.



## Public Media Relations

As a governmental agency, Metro and its programs, services and plans are of interest to the general public and news media. In order to foster a favorable and professional relationship with the media, due diligence must be taken to ensure that information originating from Metro is accurate, complete, reflects the official position of the organization and is released in a timely manner.

The Executive Director has been designated by Metro as the primary “spokesperson” to speak and post social media content on behalf of Metro. The Executive Director may also designate other Metro personnel to act as a “spokesperson” on occasion. The “spokesperson” will coordinate and clear approved information with internal managers, Deputy Directors, Directors, and/or the Executive Director as appropriate prior to release to the media to ensure accuracy. This process prevents misunderstandings, misinterpretations, and confusion because once misinformation is reported, it is very difficult and sometimes impossible to make a full correction and change public perceptions based on false information.

Those designated as a “spokesperson” will be responsible for arranging logistics with the media. This includes arrangements for visits to our Metro property such as our buses and facilities. Still or video photography is prohibited without prior approval or a signed waiver in order to protect the privacy of the community we serve.

Employees not designated by the Executive Director are prohibited from speaking on behalf of Metro. Such requests should be referred to their immediate supervisor, and in turn, the supervisor should refer to the request to a Deputy Director, Director, or the Executive Director. This policy does not prohibit employees from speaking to the media about matters of a personal nature during their non work hours.

## Phones and Other Wireless Devices

Metro telephones are to be utilized for business purposes. Metro understands that there are times when employees may need to place or receive personal calls. Employees should use their best judgment and limit their use of a Metro telephone for personal calls as much as possible.

Metro provides cell phones to employees whose position dictates the need to use one. These cell phones shall be utilized for business purposes. Short personal calls should be kept to a minimum.

Employees are prohibited from using a cell phone and other wireless devices, regardless of whether it is their personal phone or a Metro issued cell phone, while driving a Metro vehicle. If an employee needs to make a call, the employee must safely pull over to the side of the road and place the vehicle in park before answering or placing a call.

Employees who use Metro phones or personal cell phones or other electronic devices excessively for personal reasons during working hours will be subject to discipline.

## Equal Employment Opportunity, Harassment and Discrimination:

### Equal Employment Opportunity

Metro respects the diversity that exists in our community and amongst our employees. We value a diverse, inclusive, and equitable workplace. Metro provides equal employment opportunities

to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race (including traits historically associated with race such as hair texture or protective hairstyles), color, religion, age, sex, national origin, disability status, pregnancy, genetic information, veteran status, sexual orientation, gender identity or expression, marital status, height, weight, or any other characteristic protected by applicable federal, state, or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

### Policy Against Discrimination and Harassment

Metro will make every effort to provide a workplace free of the tensions created by remarks or actions that degrade an individual because of their race (including traits historically associated with race such as hair texture and protective hairstyles), color, religion, age, sex, national origin, disability status, pregnancy, genetic information, veteran status, sexual orientation, gender identity or expression, marital status, height, weight, or any other characteristic protected by applicable federal, state, or local laws.

Metro strictly prohibits all forms of unlawful discrimination, harassment, and any other forms of unwanted or illegal conduct. Offenses refer to physical, verbal, or implied actions that have the purpose or effect of creating a hostile, offensive or intimidating working environment.

Specific policies include:

### Sexual Harassment

Under no circumstances will any form of sexual harassment be allowed or condoned. No one will threaten or insinuate, explicitly that another employee's refusal to submit to sexual advances will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, shifts, or any other condition of employment. Similarly, no one will promise, imply, or grant any preferential treatment in connection with another employee or applicant engaging in sexual conduct. In addition, no one may engage in unwelcome conduct of a sexual nature that is either severe or pervasive and that creates a hostile work environment for another employee. Examples of sexual harassment include, but are not limited to:

- Verbal, visual, or physical contact of a sexual nature.
- Sexual jokes, comments, insults, cartoons, videos, emails, text messages, or innuendoes.
- Unwelcome sexual flirtations, advances, or propositions.
- Pressure or requests for sexual activities.
- Sexually derogatory or degrading words used to describe an individual.

### Other Types of Harassment & Discrimination

Metro promotes a diverse and inclusive work environment and values the differences amongst and between its team members. Discrimination, harassment, or exclusion of others based on any protected status or characteristic will not be tolerated. No one may engage in unwelcome conduct based on a person's protected status or characteristic that is either severe or pervasive

and that creates a hostile work environment for another employee. Examples of prohibited discrimination and harassment include, but are not limited to:

- Cartoons, jokes, comments, epithets, slurs, stories, emails, text messages or other offensive actions or communications based a person's protected status or characteristic.
- Displaying, viewing, or transmitting derogatory posters, photographs, computer images, videos, cartoons, or drawings based on a person's protected status or characteristic.
- Unwelcome physical conduct such as assault, touching, gestures, or blocking normal movement based on a person's protected status or characteristic.

### Complaint Procedure

Metro will take affirmative action to prevent unwanted conduct from occurring and will deal with all such incidents in a fair, impartial, and expedient manner. Employees are required to immediately report any occurrence of harassment or discrimination to a supervisor, the Deputy Director, Director, the Executive Director, or Human Resources. Complaints taken by a supervisor or Deputy Director must be communicated to the Executive Director or Human Resources within twenty-four (24) hours.

All complaints will be thoroughly investigated, and Metro will implement appropriate corrective action when warranted under the circumstances, which action may be up to and including termination. While it is Metro's goal to keep complaints and investigations as confidential as possible, in order to conduct a full and fair investigation, confidentiality cannot be guaranteed.

While everyone shares the responsibility to help eliminate all forms of harassment and discrimination, supervisors have the direct responsibility of actively observing and acting to prevent such behavior from occurring and to immediately report all incidents that they have knowledge of in any area.

### Retaliation

Retaliation or reprisal against anyone making a good faith complaint of harassment or discrimination or participating in an investigation into harassment or discrimination allegations will not be tolerated. Metro prohibits retaliation against any employee for reporting harassment or discrimination, opposing unlawful practices, or for filing, testifying, or participating in any manner in any investigation or proceeding concerning harassment or discrimination allegations. Prohibited retaliation includes, but is not limited to, termination of employment, demotion, suspension, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying employment benefit. Any employee found to have retaliated against another employee under this policy will be subject to disciplinary action, up to and including termination of employment.

Any employee, however, who is found to have knowingly made a false accusation of harassment, discrimination or retaliation may be subject to disciplinary action up to and including termination.

### Employee Responsibilities

- Recognize harassment when it happens. Understand that it is not the victim's fault and that it does not "come with the job." Remember, harassment is against the law.

- If any employees are harassed, they are encouraged to tell the harasser to stop and let them know that the behavior is offensive.
- Employees are not to keep it to themselves. If the harassment occurs, employees need to report it immediately so that Metro can properly address the conduct and ensure it does not happen again. Remember, Metro can only address issues that it knows about.
- If any employees see or are aware of harassment, they are to report it, even if it does not directly impact them.

### Accommodations for Disabilities

Metro does not discriminate against qualified applicants or employees with disabilities who, with or without a reasonable accommodation, can perform the essential functions of a job.

Employees who have a physical or mental disability that affects their ability to perform their job or a job that they would like to have should ask Metro to try to make a reasonable accommodation. Under Michigan law, employees will need to tell Metro the type of accommodation they believe they need in writing within one hundred eighty-two (182) days of knowing that an accommodation is needed. Metro will collaborate with the employee to either provide the accommodation requested or an alternative one at Metro's discretion, as long as it does not cause the organization undue hardship. Any request for accommodation must include documentation from a qualified physician.

Metro reserves the right to request a second medical opinion of any accommodation request. Written notification must be directed to the attention of Human Resources and Metro will treat this information with confidentiality.

### Pregnancy-Related Accommodations

Metro will provide necessary and reasonable accommodations to employees with temporary physical or mental limitations due to pregnancy, childbirth, or related conditions when such a need for accommodation is identified and the accommodation does not cause Metro an undue hardship. The employee will not be required to take a leave of absence if another reasonable accommodation can be provided. Employees seeking a request for a pregnancy-related accommodation should submit a written request to Human Resources.

### Religious Accommodations

Metro will provide necessary and reasonable accommodations to employees with sincerely held religious beliefs as long as the accommodation does not cause Metro an undue hardship. Employees seeking a request for a religious accommodation should submit a written request to Human Resources.

## Employment Information:

### Length of Service

Length of service refers to the amount of uninterrupted time employees have worked at Metro since the last date of hire. Metro has some current employees who were formerly City of

Kalamazoo employees, and the City of Kalamazoo hire dates will be their service date for certain purposes.

Length of service can also determine eligibility for certain benefits, but employees should review the involved summary plan description or policy for clarification. It may also be a factor for other decisions like promotions when all other considerations are equal.

Length of service shall be considered interrupted or terminated for the following reasons:

- When an employee quits or is terminated.
- When an employee retires.
- When an employee is absent from work for three (3) consecutive working days without notifying the organization (considered a voluntary resignation with no notice).
- When an employee fails to return to work following an authorized leave of absence.

### Employee Classifications

Employees at Metro are classified under the Fair Labor Standards (FLSA) as exempt and non-exempt employees.

- **Exempt Employees:** Those employees who are exempt from overtime compensation in accordance with the Fair Labor Standards Act (FLSA).
- **Non-exempt Employees:** Those employees who are paid on an hourly basis and are eligible to receive overtime compensation for work performed beyond forty (40) hours in a given work week.

Metro classifies employees as Regular Employees or Temporary Employees which can be scheduled full-time or part-time.

- **Regular Employees.** Employees in regular positions contribute to the pension plan and are eligible for fringe benefits in accordance with plan documents. A regular employee can be either full-time or part-time.
- **Full-time Employees:** A regular, full-time employee is a position that is normally scheduled but not guaranteed to work at least forty (40) hours per week. A regular full-time employee can contribute the pension.
- **Part-time Employees:** Employees who were hired to work a schedule of more than ten (10) hours but less than forty (40) hours per week. Any employee scheduled for an average of thirty (30) hours per week are eligible for certain insurance benefits. Other part-time employees are not eligible for benefits except those required by law.
- **Temporary Employees:** Temporary employees may be full-time or part-time. Temporary employees are not eligible for benefits except those required by law. Temporary Employees must be at least eighteen (18) years of age.

### Personnel Records

By law, Metro is required to maintain personnel records for each employee. Personnel records include the following personal data:

- Name
- Home address and telephone number
- Emergency contact
- Marital status and dependents
- Federal, state, or local tax exemptions
- Social Security number
- Date of birth

It is important to keep this information current for insurance, payroll, and emergency reasons. If something happens, Metro will need to know who to call and how to contact them. Metro may also need to call if there is a change in the work schedule or for some other employment matter. Please let Human Resources know anytime there is a change that affects this information.

To protect employees, only human resources is authorized to release information regarding employees to individuals outside of the organization. In doing so, the organization abides by all right-to-know and privacy laws. Employees who need employment verification need to contact human resources.

Employees have the right to view their personnel records generally not more than two (2) times per year. Employees who want to see their records need to request a meeting in writing with Human Resources. Human Resources must be present during this file review. Employees who want a copy of any personnel records, the first copy will be free. Terminated employees may be charged.

### Medical Files

At times, Metro will need to request medical information for an employee. This information will be treated with care to ensure that it remains confidential. It will not be shared outside of the Human Resources Department unless there is a specific work-related need (like a work restriction) and then only to the people who have a work-related reason to know.

All sensitive data containing medical information will be stored in a separate, secure medical file. If employees have any questions regarding the use or storage of medical information, please contact the Human Resources Department.

### Social Security Number Privacy Policy

Metro believes in the importance of protecting the confidentiality of social security numbers and following the Michigan Social Security Act.

In order to keep employees safe from the danger of identity theft, Metro will not display more than (4) four digits of an employee's social security number, or:

- Exhibit, post, or make them visible in a "public manner."
- Visibly print a social security number on a badge, insurance card, or any other form of identification.
- Transmit a social security number over the internet or a computer system that is not secure or encrypted.
- Place social security numbers on a computer display in public view.

Sometimes Metro is required to use more than (4) four digits of a social security number as required by state or Federal law, or by a court rule or legal discovery process, or to administer benefit programs. Metro will take every precaution to ensure confidentiality and to prevent unlawful disclosure of the social security number. Metro will not include a full social security number on any information or document mailed, or if it is visible, on or from the outside of the envelope or packaging.

Where more than the last four (4) digits of a Social Security number are contained with a document subject to release under the Freedom of Information Act, the Social Security number will be rendered unreadable before the document, or a copy of the document is disclosed.

Documents containing social security numbers will be kept in locked file cabinets and only authorized individuals will have access to this information. Obsolete documents containing social security numbers will be shredded. Social Security numbers will not be stored on computers or other electronic devices that are not secured against unauthorized access.

Anyone who violates this policy by distributing or using social security numbers in an unauthorized manner may be disciplined, up to and including termination of employment.

### Immigration Reform and Control Act

The Immigration Reform and Control Act of 1986 (IRCA) prohibits Metro from employing any person not legally authorized to work in the United States. In accordance with the requirement of IRCA, all employees must submit documentation evidencing their right to work in the United States. Anyone submitting false documentation shall be immediately terminated. In fulfilling its obligations under IRCA, Metro reaffirms its commitment to comply with both state and Federal non-discrimination laws. Metro does not discriminate on the basis of citizenship. Any questions concerning IRCA, and the required documentation should be directed to the Human Resources Department.

U.S. Citizenship and Immigration Services I-9 Forms are used to verify identity and employment eligibility. Employees must complete the employee section of the I-9 Form and provide the required documentation supporting their identity and employment eligibility within the first three (3) business days of employment.

### Position Eliminations & Restructurings

While Metro will want to avoid this scenario, there may come a time when it may be necessary to eliminate or restructure positions due to economic or other business reasons. If a reduction in the workforce or restructuring become necessary, human resources will coordinate the process and will make a reasonable effort to place impacted employees in other positions for which they are qualified if positions are available, but such placement is not guaranteed. If possible, Metro will attempt to provide impacted Non-Bargaining Unit employees at least a two week notice prior to the effective date of the position elimination or restructuring.

### Resignations

Naturally, Metro regrets to have anyone leave but, if an employee does, Metro extends its best wishes for the employee's future success. When employees make the decision to leave, Metro asks that they take the following steps:

- Notify their supervisor promptly and provide a written resignation so that plans can be made for a replacement. It is an expectation that a (2) week notice be provided.
- Employees leaving Metro for any reason (whether resignation, retirement, or termination) will be required to turn in all Metro property including phones, keys, and ID badge, in their possession prior to leaving. If any company property is not returned by an employee leaving the organization, the cost of such property may be deducted from the employee's final paycheck to the extent permitted by law.

## **Work Schedules and Compensation:**

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### Work Schedules

Work schedules for Metro employees vary from one department to another. Employees have different beginning and ending work times depending on their position. Some employees are required to work nights, Saturdays, Sundays, and holidays. New schedules may be instituted based upon emergencies, special needs or even flex time. Management develops and implements these schedules to meet operational needs.

It is expected that Metro employees will work from our facilities but on occasion an employee may work remotely. An employee who works remotely is responsible for ensuring there is an appropriate work environment and technology to perform their position's essential functions. There is an expectation that an employee working remotely still work their regular schedule and be available just as though they were in our facilities.

Each Deputy Director or Director will determine break and unpaid lunch periods based on the needs of the department. Generally, breaks will be given in fifteen (15) minute increments in the morning and the afternoon to allow employees a brief rest from their normal duties.

Any changes to an approved work schedule must have prior approval of the employee's supervisor. These exceptions should occur infrequently and should follow all of the guidelines for an acceptable work schedule.

Metro is an organization that has many working parts and serves the public. Therefore, all employees must be mindful to report to work on time and remain until the work schedule ends that day. An employee who is habitually late, absent, or who leaves work early will be subject to disciplinary action.

### Pay Periods

The pay period begins on Monday and ends on Sunday of the following week. Employees will be compensated on Wednesdays, on a biweekly basis.

### Payroll Deductions

The following required deductions will come out of pay; Federal income tax, Social Security Tax/or Social Security Alternative and state income tax in addition to applicable other local taxes, insurance premium shares, authorized retirement contributions, flexible spending plan contributions and other required or prior authorized deductions.



Metro must also comply with all writs of garnishment it receives. Employees will be notified before any deductions are taken from their paychecks if Metro receives a writ of garnishment requiring the organization to withhold and pay a portion of wages to a court or legitimate agency. Information about garnishments will be held in confidence.

Voluntary deductions for insurance or donations will be deducted from each paycheck. This may include deductions for debts owed to Metro. Employees who fail or refuse to repay these debts will be referred to a collection agency or civil court, whichever is appropriate.

Employees should carefully review their pay statements to ensure there are no improper deductions or incorrect payments. Should they find an error, employees should report their concern to their supervisor or payroll immediately. This will allow for Metro to research the possible discrepancy and make any necessary corrections.

### Time Reporting

Metro is required by law to keep accurate records in order to ensure that non-exempt employees are properly paid.

Non-exempt employees are required to report the hours that they work to ensure proper payment. Accurate tracking and reporting of these hours is important because it is essential for the proper payment of employees and accurate expenses for the organization. Non-exempt employees should attempt to be mindful to properly record actual “time worked” and exclude breaks, time not worked for personal reasons, split shifts, etc. Time Reporting will be reviewed and authorized by management before proceeding to payroll.

Non-exempt employees may not begin work related activities more than seven (7) minutes before their shift is to begin or stop working more than seven (7) minutes after their shift ends without advanced supervisory approval. Likewise, non-exempt employees may not work outside of their regularly scheduled work time without advanced supervisory approval.

Tampering with time records, falsification of reports, and recording time for other employees is prohibited and a basis for disciplinary action, up to and including discharge.

### Overtime Pay

Sometimes overtime work is required to meet a specific deadline, to cover for an employee who is off, or to address an unexpected challenge. When overtime is worked, it will be paid as follows:

- **Salaried, Exempt Employees** are paid on a straight salary basis for their overall job responsibility rather than for hours worked. Any hours above forty (40) per week worked by exempt employees will be without additional compensation.
- **Hourly, Non-exempt Employees** are paid at their regular rate of pay for all hours worked up to and including the fortieth (40<sup>th</sup>) hour in each workweek. Hours worked in excess of forty (40) hours in a given workweek will be paid at an overtime rate of one and one-half (1.5) times an employee’s regular hourly rate of pay.

If possible, all overtime hours should be pre-approved by management. Employees who do not obtain prior written approval could be subject to discipline.

Metro does not count paid leave (Vacation Leave, Holiday, etc.) as “time worked” for purposes of overtime. Only hours actually worked will be counted for purposes of calculating overtime.

## Mileage Reimbursement for Use of Personal Vehicles for Metro Business

Metro vehicles should be utilized for Metro business when they are available. In an instance where a Metro vehicle is not available, employees may be reimbursed at Metro's approved reimbursement rate under the following conditions:

- 1) prior approval for personal car use is obtained from the appropriate Department Deputy Director or designee; and
- 2) a log of the mileage record including destination, reason for the trip, and the total number of miles driven is submitted on a monthly basis to the Deputy Director or designee.

## Time Away from Work:

### Vacation Leave

There are times when all employees need some time off. Common reasons for time off include time to rest, relax, and enjoy outside interests. Taking time off from work is an important way to maintain good mental and physical health.

To support these needs, Non-Bargaining Unit employees begin to accrue Vacation Leave on the first day of employment. Here is how it works:

1. Vacation Leave is time away from work that results in employees working less than their scheduled hours in any work week.
2. All Vacation Leave should be scheduled and approved in advance by the employee's supervisor.
3. Employees must ensure that they have adequate Vacation Leave time available prior to requesting or taking time off.
4. Every effort will be made to honor Vacation requests; however, adequate staffing is necessary, and requests may be denied based on the needs of the business.
5. Non-Bargaining Unit employees accrue Vacation Leave each pay period and may use the accrued time immediately.
6. Vacation Leave time can be taken in as little as one (1) hour increments and is accrued according to the following schedule:

<b>Employee Salary Band</b>	<b>A &amp; B</b>	<b>C &amp; D</b>	<b>E</b>
<b>0-5 Years of Service</b>	80 Hours	120 Hours	160 Hours
<b>5-10 Years of Service</b>	120 Hours	160 Hours	
<b>11-15 Years of Service</b>	160 Hours	200 Hours	200 Hours
<b>15+ Years of Service</b>	200 Hours		

7. Employees who become ill during a scheduled Vacation Leave will not be able to utilize Sick Leave until the number of pre-scheduled Vacation Leave hours have been exhausted.
8. Holidays falling during a pre-scheduled Vacation Leave will be recorded as a Holiday versus Vacation Leave.
9. Employees may only carry their annual accrual amount into the following year.
10. Employees must exhaust all paid leave (sick leave, vacation leave, etc.) prior to receiving approval for any unpaid leave.

A Bargaining Unit employee transferring to a Non-Bargaining Unit position can opt to have some of all of their earned vacation time paid in a lump sum. The payment will be made at 100% of the previous position's final hourly pay rate. Vacation time carried over to the new position cannot exceed the maximum accrual according to the Non-Bargaining Unit accrual schedule. The transferred employee will then accrue pursuant to the Non-Bargaining Unit accrual schedule. The lump sum payment is excluded from the employee's pension calculations.

Metro employees or their beneficiary will be eligible to receive payment for any accrued but unused Vacation Leave regardless of whether the employee retired, resigned, passed away, and was terminated. Payment will be made at 100% of the employee's final hourly pay rate.

### Sick Leave

Metro understands that employees will have to miss work time because of personal illness or other reasons. This is why Metro offers Sick Leave.

Both Full and Part Time Regular Employees are eligible for Sick Leave. Regular Full-time employees accumulate paid sick leave on the basis of eight (8) hours of leave for each month of continuous service (3.692 each payroll period or 1.846 hours per calendar week). Regular Part-time employees receive a pro-rated amount of sick leave (1.846 each payroll period and .923 hours per calendar week).

Sick leave may be used for certain medical or personal reasons as provided in the Michigan Paid Medical Leave Act (MPMLA), including those related to: (1) the employee's personal illness, injury, health condition or preventative care; (2) a family member's illness, injury, health condition or preventative care; (3) the employee's or family member's victimization by domestic violence or sexual assault; and (4) the closure of the employee's primary workplace or their child's school/place of care due to a public health emergency. Use of Sick Leave for purposes of the MPMLA will not be counted against an employee under the Attendance Policy.

Employees must notify their direct supervisor of any need to take sick leave at least thirty (30) days in advance of a foreseeable need or as soon as practicable for an unforeseeable need. Employees must follow all rules for calling in to report absence, tardiness or leaving early. A medical statement must cover all sick leave of more than three (3) consecutive days duration unless the supervisor, Deputy Director, or Director waives this requirement. In addition, verification of use of sick leave for office visits may be required. Employees will be given at least three (3) days to provide required documentation.

Employees must exhaust all paid leave (sick leave, vacation leave, etc.) before going on an unpaid leave of absence.

Sick Leave is carried over from year to year without limit.

Non-Bargaining Unit employees terminating service from Metro by retirement or death, they or their beneficiaries shall receive one-half (1/2) of their accumulated but unused Sick Leave hours as of the date of their retirement or death less regulatory deductions. All other employees will not receive payout of unused Sick Leave at the end of employment.

### Personal Leave Days

Non-Bargaining Unit employees will be granted two (2) Personal Leave days per year. A new employee can use one (1) Personal Leave day after one (1) month of continuous service and will be eligible to use the second Personal Leave day after two (2) months of continuous service.

Personal Leave days are not eligible to be carried over from year to year and unused Personal Leave days will not be paid out to employees at the end of employment.

### Holidays

Metro knows how important it is to spend time with family and friends during the holidays. Metro offers Regular Employees ten (10) paid holidays throughout the year. Each December Metro posts the holiday dates for the upcoming year. The holiday schedule is also available from Human Resources. Normal holidays include:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Floating holiday

Holidays falling on a Saturday will be observed on the preceding Friday while holidays falling on Sunday will be observed on the following Monday. Non-Bargaining Unit employees must work the regularly scheduled shift before and after the holiday to be eligible for holiday pay. If an employee is on approved vacation, sick leave or bereavement leave on the day before or after the holiday, they are eligible for the appropriate holiday pay.

The floating holiday is to be used by employees on the day of their choice in each calendar year. Metro encourages employees to save this day for an occasion that is meaningful to them.

### Jury Duty

Metro supports employees in fulfilling their civic responsibilities by serving on jury duty. Metro wishes to ensure that that employees receive their normal rate of pay.

To be eligible, employees need to inform their supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate the absence. Employees are

required to turn in records of court attendance and to turn over any jury payments received to enable Metro to calculate the difference.

Employees must contact their supervisor daily with a status update and the expected duration of the jury duty. Employees will be expected to report for work during jury service whenever the court schedule permits or when released from their civic duties.

### Court Appearances

Metro employees can sometimes be subpoenaed to appear in a court of law. Here is how Metro administers both subpoenas for Metro related matters and for matters not related to Metro operations.

Employees subpoenaed for Metro related matters will receive the difference in pay between the witness pay and their regular normal rate of pay. Employees will be required to turn over the witness pay to Metro. The payment for mileage reimbursement can be kept by an employee who used their own vehicle. The mileage reimbursement must be submitted to Metro if the employee uses a Metro vehicle.

Metro employees who are subpoenaed for matters not related to Metro business must notify their supervisor as soon as possible of the scheduled absence from work. These employees are allowed to use Vacation Leave or unpaid time off for this absence.

### Unpaid Personal Leave

Employees on occasion may be in need to request an unpaid Personal Leave. Employees wishing to request an unpaid Personal Leave must make a written request to Metro detailing the need for the leave. Granting of such leaves is subject to management discretion and may not create problems with our operational needs.

No leave will be granted for a period of over thirty (30) days. Employees on Personal Leave must exhaust all paid time (Vacation Leave, Sick Leave, etc.) before going any an Unpaid Personal Leave.

### Military Leave

Metro is committed to complying with all aspects of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

An employee who is required to participate in annual military training programs or who is called up during short term civil or national emergencies, or who leaves work to serve in the military, will receive time off from work, as provided by Federal law. Upon receiving orders, employees must immediately notify and make arrangements with their Deputy Director, Director, or human resources for the leave.

Metro will compensate employees who take a military leave for the difference between their regular pay rate and the rate they are paid by the military for up to two (2) weeks as long as proper documentation, including proof of military payment, is received. Employees whose absence goes beyond two (2) weeks can use Vacation Leave or approved time without pay. For Military Leave absences, employees will not be compelled to exhaust paid leave before going on unpaid leave.

Metro abides by all regulations and laws regarding the employment rights of those serving in the armed forces, as well as those returning from military service.

### Family Medical Leave Act (FMLA)

The Federal Family and Medical Leave Act (FMLA) permits certain employees who qualify to take unpaid leave for their own serious health conditions, to care for a spouse, child or parent with a serious health condition, to care for a newborn child, a newly adopted child, or a new foster child, or to address qualifying exigencies resulting from military deployment of an employee's spouse, child, or parent, or to care for an employee's spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness that occurred on duty or in the line of duty. All time away from that is attributable to the definitions of FMLA will be charged against the yearly FMLA allowance.

Employees may qualify for a family and medical leave if they have met the following requirements:

- The employee has worked at Metro for at least twelve (12) months, and
- The employee has worked at Metro for a minimum of one thousand two hundred and fifty (1,250) hours during the fifty-two (52) week period preceding the start of the FMLA leave

Employees who qualify may take up to twelve (12) work weeks of unpaid leave, in a twelve (12) month rolling period. Employees who qualify to take leave to care for a covered service member may take up to twenty-six (26) work weeks of leave in a twelve (12) month rolling period, in addition to any other qualified FMLA leave that may be taken during that period. The twelve (12) month rolling period is the twelve (12) month period immediately prior to the request. Time taken under FMLA can be taken in one (1) hour increments when medically necessary.

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition that involves:

- Inpatient care in a hospital, hospice, or residential medical care facility, or
- Incapacity plus continuing treatment by a health care provider

When possible, employees should provide a thirty (30) day notice in advance of the need for leave under this policy. When the leave is not foreseeable, employees must inform Metro as soon as possible.

If an employee and spouse are both employed by Metro, the total number of work weeks of leave taken by both due to the birth of a child, adoption or placement of a child in foster care is limited to a combined total of twelve (12) work weeks as previously designated as a rolling twelve (12) month period. If spouses both work for Metro and each wish to take leave to care for a covered injured or ill service member, the spouses may only take a combined total of 26 weeks of leave.

Metro requires each employee to support a claim for leave by providing a certification from a health care provider. Except for a qualifying exigency leave related to deployment and military caregiver leave, Metro may request additional certifications on a reasonable basis. Metro may also require a second medical opinion. If there is a dispute related to the second opinion, Metro may require, at its own expense, a third medical opinion. The third opinion shall be controlling.

Metro requires an employee to use paid time off concurrently with leave under this policy. A paid time off benefit used during FMLA is provided in the same manner and under the same conditions as it is used separate from FMLA. Metro requires employees to exhaust all paid leave (sick leave, vacation leave, etc.) prior to receiving approval for any unpaid leave except if an employee is receiving workers compensation or short-term disability benefits in which case the employee may choose to supplement those benefits with paid leave but will not be required to use paid leave. Time that employees are off work due to a work-related injury or work-related illness, which also qualifies as a “serious health condition” under FMLA, will count as time off under FMLA.

Group health plan benefits will be maintained on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Therefore, any share of group health premiums which had been paid by the employer prior to the FMLA leave must continue to be paid by the employee during the leave period or be at risk of cancellation. Any other benefits that the employee wishes to maintain during the leave will be the responsibility of the employee.

When employees complete an FMLA leave, employees will be required to provide health care provider certification showing fitness for duty. Metro will make every attempt to return them to the same position, or an equivalent position with equivalent benefits, pay, and other conditions of employment which they held before they took their leave.

Employees who fail to return to work at Metro after a leave under this policy will be obligated to reimburse Metro for the cost of Metro paid health coverage, except when the employee’s failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave.

For complete information about employee rights and obligations under this policy, talk with human resources or review the information about the Federal Family and Medical Leave Act posted on the employee bulletin board.

### Medical Leave

An employee who because of a serious personal illness or injury is physically unable to report for work may be eligible for an unpaid leave of absence if the employee does not qualify for FMLA leave (e.g., not yet worked 12 months, not worked 1250 hours, exhausted all FMLA, etc.).

A physician’s statement and other medical documentation supporting the necessity of the leave, or its continuation is required whenever requested by Metro. The employee must exhaust all paid leave (sick leave, vacation leave, etc.) prior to receiving approval for any unpaid leave. A medical leave will be limited to the period of actual disability and/or inability to work, but in all cases, may not exceed the period in which Metro can reasonably accommodate the leave of absence without incurring an undue hardship. If at the end of the approved leave the employee is unable to return to work, their employment with Metro will be terminated.

Employees who are on an unpaid medical leave should be aware that they remain responsible for paying their portion of the medical, dental, life and any voluntary insurance premiums. Employees must complete a Request for Insurance Continuation form to maintain their benefits during the leave. No benefits accrue during an unpaid medical leave.

## Bereavement Policy

Losing a loved one is never easy. To help Non-Bargaining Unit employees through these times, all regular full-time and part time employees are eligible for bereavement leave when a death in the family occurs. Bereavement leave will be paid at the employee's regular rate of pay. The allotted time available is as follows:

- Spouse – 5 days
- Parent – 5 days
- Step-Parent – 5 days
- Child – 5 days
- Step-Child – 5 days
- Brother or sister – 3 days
- Grandparent – 3 days
- Grandchild – 3 days
- Parent of current spouse – 3 days
- Brother or Sister of current spouse – 3 days
- Grandparent of current spouse – 3 days

Bereavement leave must be taken consecutively and within thirty (30) calendar days of the passing of the individual unless otherwise approved by the Deputy Director, Director, or Executive Director. One day of paid leave is equivalent to the normal pay for the employee's regular job classification at the start of the absence for which compensation is requested.

Metro reserves the right to request documentation to confirm compliance with this policy.

## Breaks for Nursing Mothers Policy

Nursing mothers will be provided reasonable breaks to express breast milk in order to nurse a child for up to one-year after the child's birth. Nursing mothers may take such a break as frequently as needed.

Metro will provide a place that is shielded from view and free from intrusion from coworkers and the public for nursing mothers to use to express breast milk.

Non-exempt nursing mothers will be compensated for breaks taken for the purpose of expressing milk as long as the breaks are reasonable in length. Otherwise, breaks taken pursuant to this policy will be unpaid.

For more information on this policy, including where nursing mothers may take their break to express breast milk, please speak with your supervisor.



## Benefits:

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### Benefits

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Metro offers and recognizes the importance of providing a comprehensive benefits program. It must be noted that the specific details of our benefits programs are described in the individual plan documents and these documents are the controlling documents. Metro reserves the right to alter, modify, amend, or terminate benefits in any manner and at any time.

Eligibility for each benefits program will vary by the offering. Metro provides group insurance benefits for those employees who meet the requirements addressed under the Affordable Care Act.

### Group Insurance Offerings

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Metro offers a variety of insurance offerings that allow for employees to use pretax money to obtain a benefit program. Metro will also contribute to many of these plans.

Metro offers Medical Insurance and Dental Insurance to employees and their eligible dependents. Group Life Insurance is also provided with accidental death and dismemberment benefit coverage

Non-Bargaining Unit employee benefits programs are effective on the date of hire with the exception of group life insurance which is effective the first day of the month following thirty (30) days of employment.

An employee having medical care coverage under another plan may waive medical coverage and receive a lump sum annual stipend. The employee would be required to reimburse Metro a prorated amount should they separate employment from Metro.

Other benefit programs are also available. Information on these programs is shared at annual open enrollment, new hire enrollment, and in summary plan documents.

### COBRA

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The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Metro employees and their beneficiaries to continue health insurance coverage under our health plan when a "qualifying event" could result in the loss of eligibility.

Contact Human Resources to learn more about your COBRA rights.

### Employee Assistance Program (EAP)

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Everyone goes through difficult periods in their lives, and it is normal to need outside help on occasion. When that happens, Metro has a confidential Employee Assistance Program (EAP) available.

Any employee or dependent can contact the EAP and receive counseling assistance at no charge. Employees who need continued counseling, may be referred to another professional for assistance. If an employee is referred, employees should conduct research to ensure that the referral is covered under Metro's medical insurance coverage.

Some areas where the EAP may help include substance abuse (drug or alcohol), work related conflicts, marital or family conflicts, stress, financial difficulties, emotional difficulties, legal matters, career decisions, and physical and health matters.

Employees utilizing this service are assured of confidentiality and use of this service will in no way jeopardize an employee's rights or job security.

Brochures and information about the EAP can be obtained by contacting your supervisor or the Human Resources Department.

## Longevity

Longevity pay is based on continuous service as a regular employee. Employees who have completed the necessary number of years of continuous service and are still employed by Metro qualify for longevity on the payment date in December. Non-Bargaining Unit employees are eligible for longevity pay after five years of service. Only Non-Bargaining Unit employees who started employment with Metro prior to March 1, 2001, are eligible for longevity pay.

Eligible Non-Bargaining Unit employees receive \$30.00 for each year of service up to a maximum annual payment of \$780.00. The longevity payment is prorated for employees who retire based on the number of months the employee worked during the year they retire. Employees on unpaid leave receive a prorated amount. For each month the employee is on unpaid leave, the annual total payment is reduced by 1/12.

There is no reduction in longevity pay for time lost due to an on-the-job injury for the first fifty-two (52) weeks of workers' compensation payments. After fifty-two (52) weeks, longevity pay will be prorated.

## Retirement System

### **1. Membership**

All employees participate in Metro's retirement system. Non-Bargaining Unit employees with a service date before June 1, 2006, contribute 1.5% of their annual compensation on a pre-tax basis for the defined benefit plan. Non-Bargaining Unit employees with a service date on or after June 1, 2006, contribute 3.0% of their annual compensation. Metro contributes an actuarially determined amount to the retirement system.

### **2. Vesting**

Employees with a service date before September 1, 2010, become vested after completing five (5) years of service. and employees with a service date on or after September 1, 2010, become vested after completing ten (10) years of service.

### **3. Pension Benefit Computation**

The annual pension benefit for Non-Bargaining Unit employees is 2.3% of final average compensation (FAC) multiplied by the employee's years of credited service up to a maximum of 92% of FAC for those with a service date on or before March 1, 1999. The maximum benefit for employees with a service date after March 1, 1999, is 70% of FAC. Employees retiring at age 57 with at least twenty-five (25) years of service or at age 62 with at least ten (10) years of service

(five (5) years if the employee was hired prior to September 1, 2010) receive an unreduced pension benefit.

The retirement allowance received by an NBU employee may be increased by a 1.5% post-retirement adjustment, compounded annually beginning on the first January 1 after the member has been retired for one (1) full year and on each January 1 thereafter. This benefit is available only to those who elected, before May 31, 2006, to contribute an additional 2% of their pay to the annuity fund for the remainder of the employee's employment. Employees with a service date on or after May 31, 2006, are not eligible for a post-retirement adjustment.

#### **4. Early Retirement**

An employee may elect to begin receiving their pension benefit after attaining age 55, so long as the employee's age and years of service equal at least 70. The pension benefit of an employee who elects to receive their pension benefit before attaining age 62 or age 57 with twenty-five (25) years of service, will be reduced by .4% per month for each month that payments begin prior to age 57 (if the employee has at least 25 years of service) or age 62 (if the employee has less than twenty-five (25) years of service).

#### **5. Deferred Pension**

If a vested employee terminates employment with Metro before voluntary retirement age, they may leave accumulated contributions in the system and apply for a pension upon reaching the appropriate retirement age.

#### **6. Military Buy Back**

Employees may purchase up to three (3) years of service credit for active military duty. Payments shall commence within one (1) year from the date of hire and must be completed within five (5) years. The cost is based on the employee's annual rate of pay in effect at the time of application, multiplied by the applicable percentage as established by Metro.

An employee who leaves Metro employment to serve in the active armed forces of the United States of America and returns to Metro employment is eligible to buy back military service time under the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994.

#### **7. Disability Retirement**

Eligibility for disability retirement is determined by Metro's medical director and the Pension Board. The service requirement is waived in the case of a duty-related disability. If the disability is not duty-related, the employee must satisfy the vesting requirement in order to receive a pension benefit.

#### **8. Rehire Buy Back**

Individuals rehired by Metro have the option of having their prior credited service restored in full, provided they return to the pension fund the amount withdrawn together with regular interest from the date of repayment. Payment shall commence within one (1) year of re-employment and shall be completed within a five (5) year period from the date of rehire.

## **9. Reciprocal Retirement Act (Public Act 88 of 1961)**

Metro has agreed to adopt the provisions of the Reciprocal Retirement Act. A participant who leaves employment from Metro before satisfying vesting requirements under the Metro Retirement System and enters into employment with another governmental unit (designated as the succeeding governmental unit) may be entitled to a retirement allowance payable by the Metro Retirement System pursuant to the conditions set forth the Reciprocal Retirement Act.

### 457(b) Defined Contribution Plan

All Metro employees are eligible to participate in a voluntary 457(b) plan to provide additional income for retirement. Employees can participate through payroll deductions up to annual IRS dollar limits. This is an employee funded defined contribution plan and Metro provides a company match. Information about the 457(b) plan is provided during the new hire benefits overview and annual enrollment.

### Retirement Health Insurance Benefits

Non-Bargaining Unit employees contribute the same monthly amount toward their health insurance in retirement as the active employees up to a maximum of 150% of their contributions at the time of retirement. For employees with a service date before June 1, 2006, coverage is provided for retiree and spouse. For employees with a service date between June 1, 2006, and May 31, 2009, coverage is provided for the retiree only. Additional dependents may be covered at retiree expense. Upon Medicare eligibility, Metro's plan becomes the secondary payer.

Dental insurance coverage terminates at time of retirement. Retirees have the option to continue coverage under COBRA.

Employees with a service date after June 1, 2009, are not eligible for retiree medical, but instead participate in the Retirement Health Savings Account (RHSA). Metro makes employer contributions and employees may also make voluntary contributions into the fund. Upon retirement from Metro, employees have access to their RHSA account funds to pay for qualified healthcare expenses.

### Workers' Compensation Disability Benefits

Metro employees who suffer work-related illnesses or accidents and are off work for more than seven (7) consecutive calendar days are covered by the Michigan Workers' Disability Compensation Act. Any accident or illness must be reported immediately to their Supervisor. The Supervisor will report incident to Human Resources.

#### **Workers' Compensation Benefits**

Workers' Compensation benefits received by the employee may be supplemented by available accrued sick time to equal the employee's regular salary and is charged against the sick leave bank.

#### **Benefits Accrual while on a Leave of Absence due to a Work-Related Illness or Injury**

A full-time, regular employee receiving workers' compensation will accrue new sick leave credits at the rate of eight (8) hours each month for a period of up to fifty-two (52) weeks or a pro rata amount if the injured worker is a part-time, regular employee. Thereafter if the employee is still approved for a leave of absence, receiving workers' compensation benefits, and is supplemented

through their sick leave bank or vacation bank, the sick leave accrual is at four (4) hours each month. The accrual will cease when the use of supplement time stops.

Employees on workers' compensation are given continuous service credit for a period of up to fifty-two (52) weeks for longevity and accrual of vacation. At the end of fifty-two (52) weeks, the longevity and vacation benefits are based upon actual full months worked or paid. The longevity benefit is calculated in December and is based upon continuous service for the calendar year. The amount is determined by multiplying years of service by the dollar bonus. Payments are prorated for partial years of service. Non-Bargaining Unit employees with a service date after March 1, 2001, are not eligible for longevity.

Employees on a leave of absence due to a work-related illness or injury do not receive holiday pay.

## **Safety:**

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### Emergencies

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A catastrophic emergency can strike at any time without warning and may put lives and jobs in a state of confusion. The severity of a fire, explosion, natural disaster, or other emergency can be lessened if everyone knows what to do. Some emergency basics to remember are as follows:

#### *Plan and Practice before the Emergency:*

- Become familiar with the work area. Know where the nearest exit is located and determine which major aisle or corridor is the most direct path to that exit.
- Review and practice an evacuation plan with a supervisor.

#### *Execute the Plan during the Emergency:*

- In an emergency, always respond quickly, quietly and in an orderly fashion. Walk quickly; do not risk a fall by running.
- If there is a fire, there will be a loud warning signal and strobe lights are also provided for the hearing impaired. Leave the building immediately. Go to the designated gathering point outside. Once outside, a roll call will be taken to verify all employees are safely out of the building. If someone is missing, a supervisor will notify emergency response personnel who can attempt a rescue. Remain outside the building until directed to re-enter.
- If there is a potential for a tornado, the situation will be monitored by the operations department. Employees will be notified if it is necessary to take cover. When it is, proceed immediately to the designated shelter area. Stay in the shelter until the warning has expired.

### Safety in the Workplace

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Working safely is a value and a responsibility shared and accepted by all Metro employees. Every member of the Metro team is expected to follow all safety procedures and guidelines including the use of protective equipment. Supervisors are accountable for the safety of all employees under their supervision.

Metro employees should report any safety, health, or fire hazards immediately. Supervisors, their designees, and the Human Resources Department has the authority to eliminate any safety hazards or stop any job function that could pose a danger to staff or property. Employees are encouraged to share any suggestions that improve the safety and security of Metro.

Metro understands we have the possibility of being exposed to hazardous chemicals in our workplace. This is why we have a communication program designed to safeguard the handling of hazardous chemicals through labeling of chemical containers, we post Material Safety Data Sheets, we train employees who work with these chemicals, and we possess a written hazard communication program.

### Injuries at Work

Any work-related injury or illness that occurs either on or off-site during work hours, must be reported immediately to the Human Resources Department or a member of the management team. Employees will be required to complete a Personal Injury Report and submit it to their supervisor. This information is needed in case there is a need for medical treatment.

Do not neglect any injury, illness, or health problem, however slight it may appear. Failure to report any work-related injury or illness within twenty-four (24) hours may result in a loss of certain workers' compensation coverage.

Metro designates three different injury classifications. These include:

**Major:** If an employee sustains an injury that seriously endangers their life or limb, paramedics should be called, and the employee taken to the nearest hospital emergency room. Unless the employee is hospitalized, Metro's physician performs all follow up medical treatment.

**Intermediate:** If an employee sustains an injury that does not present a serious danger to their life or limb, but is significant enough to warrant professional medical attention, an appointment should be scheduled with a Metro designated physician through Human Resources or their supervisor.

**Minor:** If an employee sustains a minor injury (an injury that requires no professional medical attention), first aid may or may not be required.

Incidents will be thoroughly investigated, and the facts will be discussed, reviewed and corrective action will be determined and implemented. Metro always welcomes employee suggestions on how to promote safety and security in the workplace.

### Vehicle Collisions and Reporting

Metro hopes that we do not encounter a situation where an employee is involved in an auto collision.

Should a collision occur on working time or in a Metro vehicle, it should be reported immediately to the supervisor no matter how minor the situation might seem. This can be done by reporting the collision to dispatch or your immediate supervisor. Please note the time, location, details of the incident, and determine if anyone suffered an injury and needs medical attention. Collisions include incidents that might include damage to parked vehicles, structures or other objects,

collisions, body damage or scrapes, and slide offs. Local law enforcement should be contacted for all collisions with the exception of collisions occurring inside of Metro's garage.

The vehicle should be moved to the side of the road to allow traffic and emergency vehicles to get through if the driven vehicle is blocking traffic and can be driven. The employee should insist that all parties and property involved remain at the scene until the police arrive, and obtain their names, contact information, and driver's and vehicle license numbers.

The employee must not admit fault, apologize to anyone, or promise to offer restitution of any sort for damages or injuries. Fault will be determined by law enforcement based on the report of facts.

The employee will be required to complete a report fully and return this to the employee's supervisor.

### Fitness for Duty Exams

Metro is responsible for the safety of its employees and those we serve. If Metro has a concern that an employee is not physically or mentally able to safely perform their job duties, the employee may be required to undergo a fitness for duty evaluation through their physician and/or Metro's physician at Metro's expense. It may be necessary to remove the employee from their position while the determination is made.

### Workplace Violence Prevention

Metro holds a policy of zero tolerance regarding any form of threats of harm, both verbal and physical, and stalking. If employees feel that they are a victim and/or witness of any form of violence in the workplace, they are to report it to their supervisor immediately. The following are examples of inappropriate activity that will result in immediate discharge:

- Possession of any item that could reasonably be construed as a weapon, even if the employee possesses a permit for the weapon.
- Threat or act of violence toward any person on Metro property or while conducting Metro business.
- Willful and malicious damage to equipment and/or property.
- Provoking a fight or fighting during working hours or at any time on Metro property.
- Engaging in activities that could cause injury to themselves, to others, or to Metro property.

### Visitors in the Workplace

Metro will only allow visitors who are properly authorized to be on Metro's premises. This helps to maintain safety standards, safeguard employee and customer welfare, protect Metro property and facilities, guard confidential information against theft, and reduce potential distractions and disturbances.

Metro asks that employees limit visits to the workplace by family and friends to situations where it is necessary. If an employee has visitors, the employee is responsible for their conduct and safety.

If an employee sees an unauthorized person on Metro's premises, it is important that the employee challenge this person's reason for being on Metro property, ask for their identification badge, and notify their supervisor immediately. The safety and security of public transit facilities is a responsibility of all Metro personnel.

### Metro Premises Security & Searches

Metro requires a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To provide this security, Metro reserves the right to inspect Metro and personal property on our premises.

Metro may provide employees with desks, lockers, and other storage devices for their use and convenience, but these are always the sole property of Metro. Because of this, Metro may allow its representatives or authorized agents to inspect them at any time, with or without advance notice. Metro may also inspect any items that it finds inside them.

To discourage theft and other violations of our policies, Metro may inspect anyone entering or exiting its premises and/or packages or other belongings they carry with them. Metro may also search an employee's personal belongings brought onto our property if Metro has reason to believe that the employee has violated a policy such as bringing illegal drugs or weapons onto the premises. Employees who do not wish to have their belongings inspected should not bring them on Metro's premises. Employees should not have any expectation of privacy with regard to any items on or brought onto our premises, nor can Metro guarantee or assume responsibility for personal belongings of its employees.

Authorized personnel are issued keys or access cards/codes to enter restricted areas. Keys or access cards/codes may not be loaned or disclosed to any other employee or person except by authorization of the Executive Director, the employee's supervisor, the Deputy Director, or Director. Employees who are found to have unauthorized or duplicated key or access cards/codes in their possession will be disciplined, up to and including termination.

### Tobacco Free Policy

To protect the health and well-being of all employees, Metro is a tobacco free employer. This includes all Metro vehicles.

Smoking, smokeless tobacco (snuff, chewing tobacco) and electronic smoking devices are prohibited in the building and in any of our vehicles. This policy applies to all employees, customers, contractors, and visitors.

Employees who smoke may smoke in designated outside smoking areas only.

Employees found to be in violation of this policy will be subject to disciplinary action(s) in the same manner as violations of other policies.

### Drug and Alcohol Policy

Metro is committed to creating a drug and alcohol-free working environment for its employees. The use of alcohol and drugs in the workplace jeopardizes safety, lowers productivity, and undermines public confidence. As such, all Metro premises, including work sites and all Metro vehicles, are declared to be drug/alcohol free workplaces.



The following is Metro's policy regarding the work-related effects of drug use and the unlawful possession of alcohol, illegal drugs and controlled substances as defined by the FTA, on Metro premises or on Metro time.

- All Metro employees are subject to the provisions of the Drug-Free Workplace Act of 1988.
- Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. It is our intent and obligation to provide a drug-free work environment.
- For purposes of this policy, "illegal drug" means any drug or controlled substance, the possession or use of which is unlawful, pursuant to applicable state, federal or local law or regulation. Examples include street drugs such as cocaine, opiates (heroin, etc.), marijuana, and phencyclidine and controlled substances such as amphetamines, methamphetamines, and barbiturates. Drugs and controlled substances that are not legally obtainable, or that are legally obtainable but have not been legally obtained, are also considered to be "illegal drugs." Marijuana is also an illegal drug under federal law and this policy and is strictly prohibited regardless of whether an employee has a medical marijuana registration card and regardless of the fact that recreational marijuana may be otherwise legal under Michigan law.
- The following conduct is prohibited by this policy:
  - Possessing, using, selling, distributing, preparing to distribute, or offering to sell illegal drugs or alcohol while on Metro time or property.
  - Using a prescribed drug for purposes other than those for which the drug was prescribed or not in the prescribed manner while on Metro time or property. If you are using prescription and/or over-the-counter drugs/medications that may affect your ability to safely perform your job, you must report such use to your supervisor (or their designee) prior to starting your shift.
  - Reporting to work, or otherwise being on Metro time or property while having illegal or non-prescribed drugs and/or alcohol in your system.
- Drug/Alcohol Testing:
  - *Pre-Employment Testing:* After receiving a conditional offer of employment, all persons who have applied for a position with Metro will undergo testing to determine the presence of illegal drugs and alcohol in their bodily system. Metro will not hire any job applicant who tests positive in the pre-employment drug test, refuses to take the pre-employment drug test, or refuses to sign the drug test consent form.
  - *Reasonable Suspicion Testing.* Metro may require an employee who is reasonably suspected of having illegal (or non-prescribed) drugs in their system while on

Metro time or property to submit to an appropriate Metro-paid test for alcohol and/or drugs. "Reasonable suspicion" will be based on factors such as, but not limited to, personal observations of the employee's appearance, behavior or performance, odor, etc. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee.

- Hourly non-exempt employees required to take drug and/or alcohol tests will be paid for time away from work necessary to complete the sample collection and testing process. If an hourly employee, in order to complete the collection process, is required to expend time beyond their scheduled work assignment, the employee will be paid for such time.
- To ensure the safety of all employees, Metro reserves the right to send an employee home after a drug and/or alcohol test until the results are known. Time spent at home during regular working hours will be unpaid unless the employee chooses to use personal or vacation time.
- Refusing to submit to a test will be considered insubordination, will be deemed a positive test, and will result in discipline up to and including discharge. The following actions constitute a refusal to submit to a drug/alcohol test:
  - a. failing to appear at a collection/testing site when directed to report
  - b. failing to remain at the collection/testing site
  - c. failing to permit a monitored or observed urine collection or otherwise refusing to follow instructions during the monitored or observed collection/testing process
  - d. failing or declining to take an additional drug test that Metro the collector/tester has directed
  - e. failing to cooperate with any part of the collection/testing process
  - f. possessing or wearing a prosthetic or other device that could interfere with the collection/testing process; and
  - g. having an adulterated or substituted specimen.
- Metro will treat all test results as confidential records, to be shared only with those individuals who have a legitimate "need to know."
- Employees who test positive to a drug or alcohol test or who otherwise engage in any conduct prohibited by this policy will be subject to disciplinary action, as deemed appropriate by Metro in its sole discretion, up to and including discharge. In lieu of immediate discharge, Metro may condition the employee's continued employment upon their execution of a Last Chance Agreement, which may include requirements such a

successful completion of a treatment program and submission to periodic retesting for a specified period of time.

- Metro recognizes drug dependency as an illness and a major health problem. Metro also recognizes drug abuse as a potential health, safety, and security problem. Employees needing help in dealing with such problems are encouraged to use the Employee Assistance Program (bronsonhelpnet.com or 800-969-6162) and Metro's health insurance plans, as appropriate. Conscientious efforts to seek such help will not jeopardize any employee's job and will not be noted in any personnel record.
- Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on or off Metro's premises while conducting Metro business. A report of such conviction must be made to your supervisor within five (5) days after the conviction (including guilty pleas, plea bargain agreements, and pleas of nolo contendere).

## Expectations for Working Together:

### Employee Relations and Conflict Resolution

Metro is committed to providing a workplace where employees are treated with fairness and respect. To do this, Metro provides a flexible conflict resolution process that offers solutions to workplace conflicts. When concerns are raised, they should be resolved between the involved individuals as quickly as possible.

A conflict between employees in the workplace that remains unresolved for a period of time can affect working relationships and employee morale. This is why Metro encourages employees to bring concerns to their colleagues or supervisors. Employee concerns will be taken seriously, kept as confidential as possible, and handled fairly. Employees who have a concern that they cannot resolve on their own are encouraged to go to their supervisor, another member of the leadership team, or Human Resources.

While Metro encourages employees to resolve concerns informally, Metro will provide support for the constructive resolution of disputes in the following manner:

- **Conflict with co-workers:** Conflicts between an employee and a co-worker may occur at some point. These conflicts should be worked out between the two parties. If a resolution cannot be reached, or if the issue is volatile in nature, then involvement of a supervisor or Human Resources to help resolve the situation is the next step. A supervisor or Human Resources can help create a plan for resolution which may include others at their initiative or the employee's request.
- **Open door policy:** Employees may consult informally with any supervisor for help in the form of listening, coaching, suggested options, friendly advice or even intervention to resolve conflicts, review policies, or to make suggestions for improving business practices.

When a conflict cannot be resolved via these processes, the employees should clearly explain the concern to Human Resources. Metro requests that all concerns be brought up in a timely manner so that they can be resolved quickly.

It may be necessary to talk to others to obtain all the facts in order to conduct a thorough investigation. Once all the facts have been reviewed, a decision will be made and communicated as quickly as possible. This determination will be communicated in the most appropriate time and place. If corrective action is required, it will be taken as soon as possible.

Any employee, who in good faith, makes a formal complaint will not be subject to reprisal or retaliation.

After necessary corrective actions have been implemented, Metro will take additional action in order to determine if the issue has been addressed by requesting employee feedback. Please remember that Metro cannot share details of any disciplinary action with fellow employees.

### Business Ethics and Standards of Conduct

It is Metro's intent and expectation to always work ethically with employees, stakeholders, suppliers, and the community. High ethical standards are necessary to maintain a competitive position and ensure that Metro remains a valued member of the community. Our continued success depends on the trust of those we serve.

Ethical behavior means honesty, equity, integrity, and social responsibility. Metro's commitment to integrity means that the company will not tolerate unethical conduct or conflicts of interest. It is the responsibility of all Metro employees to act ethically and honestly. Specifically adhering to the following:

- Always act in accordance with the law, this policy, and other Metro policies and procedures.
- Report any conduct that may violate the law, this policy or other Metro policies and procedures to a supervisor, Deputy Director, Director, Executive Director, or human resources.
- Never retaliate against anyone for making a good faith report regarding a potential legal or ethics violation or a violation of other Metro policies and procedures.
- Members of the Metro leadership team have the additional responsibility, of not only adhering to the responsibilities listed above, but of ensuring prompt investigation of allegations of illegal or unethical conduct and violation of any Metro policies or procedures and administering prompt disciplinary action as needed.

An employee should discuss the matter openly with their supervisor in a timely manner if the employee is not sure if an action is ethical or proper.

Meeting the above requirements is vital to the organization. Therefore, a violation of these policies or the law may lead to disciplinary action, up to and including termination.

### Interactions between Employees and Customers

All Metro employees must conduct themselves with the upmost professionalism while on duty serving our customers. Metro is a government entity, and we are accountable to the public's trust and the safe operation of the transit system.

Employees should maintain a strictly professional relationship with customers, passengers, and the public to prevent the potential for and/or appearance of any favoritism, preferential

treatment, personal gain, or other actions. Employees should refrain from discussing their personal lives, have private business dealings, loaning money, share gifts, betting, or share personal contact information with our customers.

Metro employees are further prohibited from initiating, developing, or advancing relationships of a personal/sexual nature with customers/passengers while on duty. Further, employees are strongly discouraged from having personal relationships with customers on their personal time as this could lead to problems in the workplace.

Likewise, passengers who use Metro's services and come into contact with our employees are required to conduct themselves in an appropriate manner at all times. Sexual harassment, stalking, suggestive or sexual advancements or comments made by either Metro employees or passengers/customers will not be tolerated. Metro customers who violate these conduct rules will face sanctions that may include, but are not limited to, denial of service and possible legal action.

Anyone who observes or suspects an act of misconduct, neglect, exploitation, or inappropriate fraternization between employees and customers is expected to immediately report the situation or incident and complete and submit a written report to their supervisor. All reports will be promptly investigated and, when appropriate, submitted to legal authorities.

Employees who violate this policy may receive disciplinary action, up to and including termination.

### Workplace Monitoring

Metro monitors the workplace through telephone, video surveillance, Global Positioning Systems (GPS), Automated Vehicle Location technology, and other devices and technology for the sake of quality control, employee safety, security, and customer satisfaction.

Employees who regularly speak with customers will have their telephone conversations monitored or recorded for quality assurance purposes to help identify training needs and performance problems. Metro reserves the right to monitor computer activities and data that are stored on computer systems, and to find, read or print any data that is written or electronically sent and received. Metro also uses video surveillance in public, non-private workplace areas. Employees should have no reasonable expectation of privacy on Metro's premises (in non-private areas) or while on working time.

### Licensing

Employees at Metro serve the public and there are many regulations we all must meet in order to serve the public.

Metro employees who operate and maintain our vehicles must have in their possession a valid and appropriate Michigan Driver's License at all times. Several Metro positions must maintain a Commercial Driver's License (CDL) with the proper endorsements and designations.

Mechanics and Metro employees who drive buses must have their class "B" designation, CDL with "P" (passenger), and air brake endorsements.

These employees are responsible to renew their operator's license and any required endorsements before expiration. Renewing licenses and/or endorsements must be done off

duty. Having a valid unrestricted driver's license is a condition of employment for bus operators, mechanics, utility workers, and service lane attendants. Employees with expired licenses or having inadequate licenses or endorsements are subject to disciplinary action, up to and including termination.

### Moving Violations and Driving Under the Influence

All safety sensitive employees are required to report to their supervisor or Deputy Director any moving traffic violations they receive while operating a Metro vehicle or their personal vehicle within twenty-four (24) hours of occurrence or within a reasonable amount of time if there are circumstances that delay the reporting (hospitalization, holiday, etc.).

These employees must also report any impaired/drug driving charge or conviction received from driving their personal vehicle or a Metro vehicle.

Failure to report moving violations and driving under the influence situations in a timely manner may result in disciplinary action, up to and including termination of employment.

### Confidentiality

It is important to Metro to protect its confidential business information. Confidential information may include, but is not limited to, customer lists or private information, operations data such as trip sheets, financial and billing information, schedules, dispatch logs, computer system usernames and passwords, and personnel information. Upon separation of employment, an employee must return all documents, records, or any property that belongs to Metro or is related to Metro business.

If an employee improperly uses or discloses confidential information, the employee will be subject to disciplinary action, up to and including termination and legal action. This applies even if the employee does not get any benefit from releasing the information.

### Dress Code & Personal Appearance Policy

Metro serves the public and we need to be mindful to present a professional appearance. Employees are expected to be well-groomed and should practice good personal hygiene. Clothing shall be neat, clean, in good repair, and fit appropriately. Any employee who is improperly dressed or not demonstrating good hygiene will be counseled and may be sent home.

Some positions may require an employee to wear a uniform and these uniforms are provided to employees. It is an expectation that employees will wear these uniforms. If the uniform does not fit properly, supervisors and employees should work with the uniform supplier to ensure proper fit.

Employees not required to wear uniforms will be expected to wear appropriate dress for the workplace. Examples of dress not appropriate for the workplace include shorts, revealing garments, leggings style pants, sweat clothing, tanks tops, halters, flip flops, and sleepwear.

There may be occasions such as a casual day where some of these standards may be relaxed.

## Employee Parking

Metro employees are expected to park in the employee parking lot spaces provided at Metro facilities or other public lots nearby. Employees are prohibited from parking in short-term, visitor, or accessible spaces. Employees will be subject to disciplinary action if they do so.

Employees are advised to always remove anything of value from their car and roll up all windows and lock the door. Metro is not responsible for the security of your vehicle while on its premises.

## Progressive Discipline Process

Recognizing that everyone makes mistakes from time-to-time, and deserve opportunities for correction, Metro has a process for administering discipline in a positive manner that is intended to help employees improve. The goal is to change the behaviors, not the employees. Here is the process that will be followed when an issue arises that requires disciplinary action:

- Step 1: Collaborative Coaching
- Step 2: Written Warning
- Step 3: Final Written Warning
- Step 4: Termination

The level of discipline issued depends on the severity of the infraction. Minor issues will be addressed via the progressive steps, yet more serious issues will receive elevated levels of discipline up to and including discharge based on the nature of the offense. Metro reserves the right to issue any level of discipline that it deems appropriate under the circumstances. Use of progressive discipline will in no way affect the “at-will” employment relationship.

The best way to avoid disciplinary action is to closely follow all of the procedures and work instructions. If something does not seem quite right to an employee and/or an employee does not understand it, be certain to ask a supervisor for help. By doing this, not only will employees stay safe at work, but it helps to ensure that services are of the highest possible quality.

## Performance Reviews

Supervisors and employees should meet to define the goals and objective at the beginning of each performance year. Supervisors are encouraged to discuss job performance and goals informally with employees on a frequent basis. Supervisors are also required to ensure employees understand their position duties and any changes in their position’s duties. A performance evaluation should be delivered at the end of the performance year. This document should be filed in the employee’s personnel file.

Newly hired Non-Bargaining Unit employees will be formally evaluated at the end of their six (6) month Probationary Period. Upon completion of the Probationary Period, employees will receive performance evaluations annually. Employees who receive a poor performance may be placed on a Performance Improvement Plan or face disciplinary action up to and including termination.

## Job Posting and Transfer Policy

Metro wants employees to have an opportunity to transfer within Metro and/or be recognized for their acquired skills and experience by being promoted within the organization. Employees may be promoted or transferred to open positions, provided that they have the necessary

education requirements, experience and satisfactory work performance to meet the needs of the new job.

Metro will generally post regular, full-time positions, although Metro reserves the right to not post a particular opening.

While the preference is to promote from within before hiring from the outside whenever possible, Metro reserves the right to select the most qualified candidate based upon the knowledge, skills, abilities, and work attitudes of the candidates applying for the position.

### Hiring and Working with Family Members

Problems may occur at work when a relative or persons involved in a dating relationship work in the same area of an organization.

Metro defines a relative as any person who is related to the employee by blood or marriage, or whose relationship with the employee is similar to that of a relative.

Metro defines a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship.

Whenever any potential employee is recruited by Metro, who is related to or has a significant relationship with any current employee or temporary employee, Human Resources must be notified immediately. To protect against favoritism, management will be informed and will review the matter for approval prior to an offer of employment.

The following guidelines will govern the employment of family members, extended family members, significant others or persons involved in a dating relationship.

- No employee at any level will be permitted to be part of the decision to hire a relative or someone who is involved in a dating relationship with that person.
- When related employees or someone in a dating relationship work for Metro, one relative may not supervise another relative.
- Related persons or persons in a dating relationship will not be involved in evaluating each other's job performance, salary requirements, promotions, or other budget decisions.
- If two employees become relatives, or start a dating relationship, and one of them supervises the other, the one who is the supervisor is required to inform management about the relationship. Metro will then ask the two employees to decide which one of them is to be transferred to another available position.
- There may be situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In those situations, Metro may separate the employees by reassignment or termination of employment.
- Metro expects that relatives working together or persons in a dating relationship avoid displays of affection or excessive conversation at work.



## Conflicts of Interest

Metro is committed to maintaining high standards of ethical business practices. Conflicts of interest arise when the personal interests of an employee or an employee's relative, influence or appear to influence, that employee's ability to act in Metro's best interest. It is Metro's expectation that employees will not engage in any activity, practice, or opportunity which conflicts, or appears to conflict with the business activities or interests of Metro.

A conflict of interest is also when an employee is in the position to influence a decision or have business dealings that might result in a personal gain for the employee or for one of the employee's relatives. Personal gains are not limited to situations where an employee has an ownership in a firm doing business with Metro. Personal gains can also result in a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving Metro.

A relative is defined as any person who is related to an employee by blood or marriage, or whose relationship with the employee is similar to being a relative even though they are not related by blood or marriage.

Metro will not automatically assume there is a conflict of interest if an employee has a relationship with another organization. Employees must disclose to the Executive Director any financial interests or activities they are involved in that does business with or competes with Metro. This policy also includes employee's immediate family members.

## Outside Employment

Supplemental employment outside of that which is provided by Metro is not encouraged, however if it is necessary, employees must request in writing to the Executive Director their desire to seek additional employment with specific details. If approved, the hours of work for supplemental employment must not interfere with an employee's regularly scheduled hours, must not interfere with the quality and quantity of the employee's work, and the employee's supplemental employment must not conflict with the interests of Metro. Employees must be explicit in their request to the Executive Director what position they are contemplating accepting and for whom they would be working.

## Work Rules

Metro believes that everyone wants to do a good job and that rules for employees do not necessarily need to be spelled out. However, some rules are so important that violations of them can be cause for immediate dismissal. The things that an employee **absolutely cannot do** are as follows:

1. Hit, threaten, or get into a physical dispute with another person.
2. Possess and/or control any object or substance which a reasonable person would consider to be a weapon on Metro premises or time.
3. Violate safety regulations. This includes any deliberate, negligent, or careless conduct which endangers the safety of any individual including horseplay.
4. Violate the Drug & Alcohol policy.

5. Engage in abuse, misuse, or negligence, which causes damage to organization property or results in an injury. This includes any destruction of property and/or sabotage.
6. Use tobacco products while in the building.
7. Falsify any organization records, no matter when discovered, including employment applications, records, etc.
8. Gross neglect of duty. Excessive time spent for personal purposes during work hours.
9. Sleeping on the job.
10. Immoral or indecent conduct on organization time or premises.
11. Theft of Metro, the public's, or another employee's property or monies.
12. Inducing or attempting to induce any employee in the service of Metro to commit an unlawful act.
13. Conviction of a crime that renders you disqualified to perform your job for Metro. Metro does not have any obligation to participate in a work release program.

Metro's goal is to always administer discipline fairly and consistently. Metro will look at every situation that arises to ensure proper action. It may be necessary to dismiss an employee because of the seriousness of an offense. When time is needed to fully investigate a situation, Metro may place an employee on suspension, paid or unpaid as deemed appropriate.

This list of rules is considered to be a guideline and is not intended to be a complete and final list of all possible violations for which the organization may take disciplinary action up to and including discharge. The use of corrective action instead of discharge means that Metro is trying to help an employee and protect the investment in that person. It will not, in any way, affect the "at-will" employment relationship.

## Employee Handbook Responsibility

I (Employee's Name): \_\_\_\_\_ have received my copy of the Metro Handbook and understand that I will be responsible for knowing and understanding the information contained in this Handbook, as well as any Handbook updates distributed to me by Human Resources. I also acknowledge that I have had a chance to ask questions about it.

I understand that this Handbook will be reviewed periodically by the organization and that the organization reserves the right to alter, amend, modify, or terminate any benefits or provisions contained in this Handbook at any time it chooses. I also understand and acknowledge that nothing in this Handbook constitutes a contract, and that this Handbook incorporates the terms and conditions of my employment and supersedes any and all past handbooks, manuals, policies, procedures, understandings, and standards, written or oral, express, or implied.

I understand and agree that my employment and compensation is "at will" and can be terminated, with or without cause, with or without notice, at any time, by either the organization or myself.

I further understand that no employee or representative, other than its Executive Officer, has the power or authority to enter into any oral or written agreement for employment for any specified period of time, or to make any representations or agreements contrary to the foregoing, unless that representation is in writing and signed by the Executive Officer.

I have received and read the Employee Handbook. I acknowledge that I understand its content and agree to abide by the policies and rules stated and described in it.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date