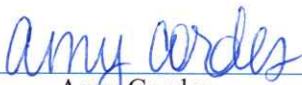


Personnel Policies & Procedures Handbook

To: All Affected Village Employees,

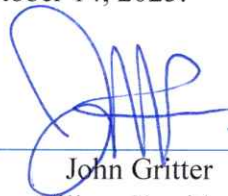
This document is effective October 14, 2025, and replaces all previous documents containing the same title or subject area. This document applies to all employees of the Village, unless specifically exempted in writing.

The Lawrence Village Council approved this document on October 14, 2025.



Amy Cordes
Village Manager

10-16-2025



John Gritter
Village President

10-16-2025

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The Village is an at-will employer, as such, the Village reserves the right to reduce staff or workforce levels as may be needed (I.e., for fiscal reasons, etc.)

I. Discrimination Policy.

It is the policy of the Village that no applicant for employment, nor any actual employee, nor any other Village official, shall be discriminated against because of race, color, religious creed, national or ethnic origin, gender, gender identity, marital status, political beliefs, organizational affiliation, age, physical characteristic, or disability, as defined by the US Secretary of Labor in the Age Discrimination and Employment Act of 1967 (as amended), the Americans with Disabilities Act of 1990, and the Michigan Handicapped Civil Rights Act of 1976.

II. New Employees/Probationary Period.

New employees shall be required to pass a physical examination prior to the date of hire. The employee shall use a Village appointed provider, and the examination shall include a drug screen.

New employees, prior to or immediately after beginning work, shall provide the following documents:

- A. A fully completed employment application, as part of the recruitment and hiring process (available from the Village Office),
- B. Proof of date-of-birth.
- C. Valid drivers' license, especially for those employees who will be required to drive Village vehicles/equipment. A State of Michigan issued ID is adequate for those employees who will not drive village vehicles.
- D. A completed I-9 form (available from the Village Office)

Also, all Village employees may be required complete a probationary period. The probationary period shall be 90 days from effective date of employment and may be extended at the discretion of the supervisor with approval by the Village Manager. A written performance appraisal shall be completed prior to the end of the 90-day probation period and placed in the employee's personnel file. The Village reserves the right to terminate the employment of any employee who is in their probation period. If the employee successfully completes the probationary period, the employee will then be eligible for all fringe benefits and privileges available to full-time regular employees. The Village reserves the right to waive the 90 probationary period and performance appraisal for any employee seeking employment with the Village.

III. Work Assignments.

Supervisors may take employees' knowledge, experience, education, preference, and mastered skills into account when determining the employees' assignments. However, it is the supervisors' responsibility to assign work tasks to employees, and employees shall perform work tasks assigned to them.

IV. Work Hours.

The Village Manager, with approval of the Village Council, will set working hours for all departments. The Village Manager may adjust working hours and schedules as events may require. In any event, the regular Village work week shall consist of 40 hours, and the regular Village workday shall consist of 8 hours. The

Village workweek extends from Sunday through Saturday. Full-time employees shall take an unpaid thirty (30) minute meal break each day. Employees may take 2 15-minute paid breaks per day; they may not be combined with the lunch period.

All Village employees, except the Village Manager and Council members, are hourly employees. As hourly employees, all hours worked over 40 hours a week, shall be paid at the overtime rate (1.5 times employee's hourly wage), Holidays **shall not** count toward the "hours worked" nor shall other time off (vacation or personal and sick time) count as "hours worked". Overtime will be paid in the paycheck for the pay period in which the overtime was worked. The Village Manager shall approve overtime, in advance, if possible.

Any Village personnel called out for other than scheduled working hours will be paid for either a minimum of 2 hours of work, or the amount of time worked, whichever is greater. Call-outs will be paid at the overtime rate for those hours not part of an otherwise scheduled shift. Call-outs that include time worked on a Sunday or a holiday shall have the time worked on the Holiday or Sunday paid at a double-time rate.

Since some Village Departments are 7-day operations (i.e., Water, Sewer, Police), there will be times when employees are scheduled to work on holidays. The employee(s) who works on the actual holiday shall be paid double-time for those hours. The only exception to this is the employee's birthday. If the employee chooses to take his/her birthday holiday off on a day other than the actual birthday (with the Supervisor's permission), the employee will not be paid double-time for working on the actual birthday. A shift will be considered a holiday shift if more than 1/2 of the shift falls on a holiday.

In all cases where a contract exists, the contract of the employee will supersede the personnel policy of the Village.

V. Training/Licensing.

All positions in the Village workforce require some type of special training, either by State law or Village policy. The Village Manager will be the final judge as to what constitutes "special training". This training may be either to obtain or maintain a license (i.e., CDL license or appropriate equivalent) which is either required or voluntary, or to obtain or maintain other appropriate work skills associated with that position.

Within the limits of the Village's annual budget, Department Supervisors will coordinate and schedule the training for their respective departments, and the Village Manager shall schedule his/her own training. The Village will pay, within budgetary constraints, all reasonable costs associated with this training, such as registration fees, licensing fees, physicals related to and required as part of the licensing process, meals related to the training, lodging charges, and mileage. The Village Manager shall have final approval for all training and payment of fees and expenses associated with such training.

VI. Evaluations.

Each Village employee covered by these policies will be given a written performance evaluation each year, by his/her Department Supervisor, during the month of January.

The Village Council will give the Village Manager a written performance evaluation no later than 2 weeks after his/her employment anniversary. Copies of this annual formal performance evaluation shall be placed in the employee's official personnel file. Supervisors may (and are encouraged to) conduct informal evaluations more often, if they choose. Employees shall be required to sign their evaluation, to acknowledge receipt of the evaluation.

VII. Safety.

The Village takes the safety of its employees very seriously. The Village Manager and Department Supervisors are responsible to the Village Council for ensuring that all necessary and appropriate safety measures are followed. Employees are responsible for following these safety measures. Everyone has the right and responsibility to stop an unsafe act from occurring by stopping work and notifying the appropriate Supervisor.

To ensure a safe work environment, the Village provides adequate safety clothing, equipment, and training. Employees shall wear and use whatever safety clothing and equipment that is appropriate for the job or is directed by their supervisor.

Safety training will be provided by regular training sessions, conducted by their Department Supervisors (possibly with other subject matter experts). Depending on the department, topics at these sessions may include first aid and CPR (all employees); confined space safety, excavation safety, safe equipment operation, chemical exposure, bucket truck operations, lockout/tagout, and others (non-police/admin employees); and firearms and deadly force training, law enforcement, investigations, legal updates, vehicle operation, and others (police employees).

Unsafe work practices or behavior may lead to disciplinary action. In addition, safe operation of Village vehicles is required. Unsafe operation of Village vehicles or damage to Village vehicles may lead to disciplinary action as well.

Any accident during normal working hours will be reported to the Department Supervisor immediately. The Department Supervisor will notify the Village Manager. Upon notification, the Department Supervisor shall complete an accident form. Accident reporting shall always comply with any requirements and procedures dictated by the Village's Worker's Compensation Insurer.

VIII. Employee Responsibilities.

In addition to the performance of job duties, Village employees have other responsibilities. These responsibilities are a result of the public service nature of Village employment and include refraining from employee misconduct and gender/gender identity/ethnic/racial harassment or discrimination, care of Village property, some limitations on outside employment, and the following of the chain of command/communication and grievance procedures.

A. Employee Misconduct.

The Village will not tolerate employee misconduct, which falls into two categories: Minor and major misconduct. While retaining its status as an at-will employer, the Village may use these disciplinary procedures as an alternative to immediate termination, depending on the nature of the offense. An employee may appeal any disciplinary action using the grievance procedures outlined on page 6.

Minor misconduct includes, but is not limited to, such behaviors as loitering, loafing, or otherwise wasting time during work hours, violation of established rules and regulations, unsatisfactory job performance, and other similar infractions.

The first violation of a minor misconduct shall result in an immediate written Letter of Reprimand to the employee by the Supervisor (or Village Manager), to be filed in the employee's official personnel file (with the Village Office).

The second violation of a minor misconduct may result in, at the Supervisor's discretion, a three (3) day suspension, without pay, effective the day following the violation. The suspension shall be accompanied by written documentation to be placed in the employee's official personnel file.

The third violation of a minor misconduct may result in termination. Termination may be accompanied by written documentation to be placed in the employee's official personnel file.

All disciplinary action will be reviewed and approved by the Village Manager and termination shall be approved by the Village Council.

Major misconduct includes, but is not limited to, such behaviors as insubordination, gender/racial harassment, gender identity harassment, theft or destruction of Village property, etc.

Any violation of major misconduct may result in, at the Supervisor's discretion, either a five (5) day suspension, without pay, effective the day following the violation, or termination. Either shall be accompanied by written documentation to be placed in the employee's official personnel file

In addition to the above, no Village employee shall have in their possession, care, control, or consume any alcoholic beverage or controlled substance while on duty. Any Village employee reporting to work under the influence of either shall be subject to a major misconduct and all disciplinary action related thereto.

All disciplinary action shall be reviewed and approved by the Village Manager. Appeal of termination will be reviewed by the Personnel Committee, and a recommendation will be submitted to the Village Council for approval and final decision.

B. Gender/Ethnic/Racial Harassment and/or Discrimination.

The Village of Lawrence prohibits any form of gender-based or gender identity, racial, or ethnic harassment or discrimination involving any Village employee in their capacity as a Village employee. It is the Village's policy that all employees are entitled to a workplace that is free from discrimination or harassment in any form.

Gender-based harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal and/or physical conduct of a sexual nature. Racial and ethnic harassment is defined as any remarks or behavior directed at an individual based on that individual's racial or ethnic background or status. Any of this conduct constitutes "gross misconduct" when:

1. Submission to, or rejection of, gender-based harassment is explicitly or implicitly a term or condition of employment or is the basis for employment decisions.
2. Any of this harassment has the purpose or effect of substantially interfering with an employee's work performance, or creates an intimidating, hostile, or offensive work environment.
3. Any of the harassment contains an explicit or implicit threat of violence.

Gender identity discrimination is defined as treating individuals differently in the workplace or taking negative employment action against them because of their gender identity or gender expression. Gender identity discrimination against transgender people in the workplace may include:

4. Being fired when your employer finds out about your plan to undergo sex reassignment surgery.
5. Being fired for cross-dressing outside the Workplace if your employer finds out.
6. If you as a transgender person attempt to wear clothing appropriate to your gender identity you may be disciplined, reassigned or terminated, based on a failure to conform to a company dress code policy that makes no effort to accommodate transgender individuals.
7. Being refused access to workplace restroom facilities and harassed by coworkers and supervisors based on your gender identity.
8. Being denied equal treatment in public accommodations can affect your ability to successfully function in the workplace.

Employees have the responsibility to notify the Village Manager of any form of gender, racial, or ethnic harassment or discrimination. Upon such notification, the Village Manager shall investigate the circumstances of any employee who believes that he/she is the victim of these types of harassment or discrimination. The Village Manager shall review the results of the investigation with the employee. The appropriate disciplinary action, as outlined in the above "Misconduct" rules, shall be taken against any employee who engages in gender-based, gender identity, racial, or ethnic harassment or discrimination.

C. Personal Property.

The Village is not responsible for any personal property that an employee may bring/have on Village premises. Employees should use reasonable care and judgment in safeguarding their valuables, just as they would do elsewhere. The Village reserves the right to inspect at any time all Village property, including desks, lockers, vehicles, etc.

D. Outside Employment.

All employees are permitted to engage in any legal outside employment, if employment:

1. Does not interfere with the employee's ability to give adequate attention to his/her Village work.
2. Does not involve the use of confidential Village Information in the outside employment.
3. Does not involve a real or apparent conflict of Interest with the employee's Village employment.
4. Is not with a company that contracts with the Village.
5. Does not involve the use of Village property.

E. Grievance Procedures.

While retaining its status as an at-will employer, the Village shall use the following procedures as a means for employees to submit grievances, to appeal disciplinary actions, or to appeal other employment decisions:

1. All grievances shall be submitted to the Supervisor, in writing, within five (5) working days of the incident/action that resulted in the grievance. It is the employee's responsibility to convey the nature and seriousness of the problem. It is then the Supervisor's responsibility to attempt to solve the problem. The Supervisor shall respond to the grievance, in writing, within five (5) working days of the filing of the grievance/appeal.
2. If the Supervisor does not resolve the grievance to the employee's satisfaction, the employee shall then submit it in writing to the Village Manager within five (5) working days of the Supervisor's written response. If the grievance cannot be resolved by the Village Manager, it will be reviewed by the Personnel Committee and presented to the Village Council.
3. The Village Council will then schedule a hearing with the employee in accordance with the Michigan open Meetings Act. The Village Manager shall inform the employee of his/her rights under that act. The Village Council shall act on the grievance at the next regular Council meeting after the hearing, and shall respond to the grievance in writing, within ten (10) working days of the Village Council's action. The decision of the Village Council shall constitute the final and official ruling of the Village of Lawrence on the matter. If two or more employees have a common grievance, they may use this process collectively.
4. Employees shall be free to use this process without restraint, interference, coercion, discrimination, or reprisal. An employee, whether acting in an official capacity for the Village or in any other basis, shall not attempt to interfere with another employee's rights under this process.

F. Acceptable Use Policy.

All Village employees shall be provided with a copy of the Village's Acceptable Use Policy. Each employee shall sign the Acceptable Use Policy and a signed copy of the same shall be provided to the employee and a copy placed in the employee's personnel file. The Acceptable Use Policy shall be combined and integrated into the Village Personnel Policies & Procedures to form one complete document.

If any part of the Acceptable Use Policy is for any reason held to be excessively broad as to time, duration, geographical scope, activity or subject, it will be construed, by limiting or reducing it to be enforceable to the extent reasonably necessary for the protection of the Village.

IX. Wages and Fringe Benefits.

A. Wages.

The Village Council shall set the wages for Village employees, using a standard wage scale. Generally, full-time employees earn raises at the successful completion of their probation periods, and at their employment anniversaries. The Village Council sets these wages, as well as the wages for other Village officials and employees, through the annual budget development and adoption process. The regular Village pay week is from Sunday through Saturday. All Village employees shall be paid bi-weekly.

B. Full-Time Employee Benefits.

The Village provides the following fringe benefits to full-time employees and officials (unless otherwise noted). Benefits for part-time and temporary employees shall not be provided.

1. Retirement.

The Village shall provide a defined retirement contribution plan to its full-time, regular employees. The Village Office has further details and information about the plan, which will be provided to all new employees,

2. Health Insurance

The Village provides health and hospitalization insurance for full-time, regular employees and their dependents. Employees may be permitted to decline participation in the plan if coverage is provided under a plan provided by a family member. Employees who choose not to participate shall be compensated for their lack of participation at an amount equal to two (2) hours of employee current hourly wage per month. Changes in the plan are at the discretion of the Village including employee contribution toward the payment of premiums. The Village Office has further details and information about the plan, which will be provided to all new employees.

3. Dental Insurance.

The Village offers voluntary dental insurance for regular, full-time employees and their dependents. Cost of coverage is the responsibility of the employee. The Village Office has further details and information about the plan, which will be provided to all employees requesting this benefit.

4. Vision Discount Program.

The Village offers a vision discount program for regular, full-time employees. The cost of this discount for vision shall be the sole responsibility of the employee. The Village Office has further details, and information about the plan, which will be provided to all employees requesting this benefit.

5. Group Life Insurance.

The Village provides group life insurance for regular, full-time employees in the amount of \$50,000.00. Coverage will be effective on the 1st day of the month following your one-month anniversary. Additional voluntary coverage for the employee, spouse and dependents is available for purchase at an additional cost. The Village Office has further details and information about voluntary coverage and cost, which will be provided to all employees.

6. Disability Insurance.

The Village provides both short-term and long-term insurance for regular, full-time employees and offers a program for their dependents, The Village Office has further details and information about the plan, which will be provided to all new employees. Additionally, the Village will pay health insurance premiums for employees who are on disability; however, these employees will not accrue further vacation time, personal and sick time, or holidays.

If any employee is permanently disabled or is otherwise unable to perform their duties as required under this personnel policy and current job description due to personal sickness, accident, injury, mental incapacity, or health status for a period of six (6) successive weeks over a six (6) month period beyond any accrued sick leave or vacation time, the Village shall have the right to immediately terminate the employee's employment under this personnel policy, subject to the severance payment obligations, if applicable.

7. Company Phones.

The Village provides company cell phones for:

- a) *Full-time DPW Staff*
- b) *Police Chief and All Police Department staff on duty*
- c) *Village Manager*

8. Funeral Leave

The Village shall grant its full-time regular employees leave with pay, to deal with the death in the employee's family. This leave shall be for three (3) days for the death of a spouse/partner, employee's or spouse/partner's parents, brothers, sisters, or children. This leave shall be one (1) day for other family members (grandparents, grandchildren, aunts, uncles, cousins, etc.). This leave shall automatically be granted at the request of the employee. Funeral leave is not counted against or for PTO, does not accrue, and is not payable at the end of employment. Those reporting directly to the Village Council will require approval from the Village President.

Part-time employees may use accrued ESTA time.

C. Benefits for All Employees

1. Safety Shoes.

The Village shall pay for one (1) pair of safety shoes/boots up to a maximum amount of \$150.00 for the benefit of the employee per calendar year. Employees shall purchase said safety shoes/boots and submit receipt of same to the Village Office for reimbursement. Employees shall purchase safety shoes/boots that are specific to their job duties and responsibilities. Employees may purchase additional safety shoes/boots at the sole cost and expense of employee.

2. Workers' Compensation.

The Village provides workers' compensation, which covers medical expenses and loss of income-as a result of an injury suffered while working and on duty for the Village. The Village Office has details. This benefit is available to all Village officials and all employees.

Any employee of the Village who files a worker's compensation claim because of injury while working and on duty for the Village, then, because of said injury, employee shall submit to a drug/urine test as part of the claim procedure as directed by the Village's Worker's Compensation insurer.

3. Unemployment coverage.

The Village provides unemployment coverage for former employees who qualify for it. The Village Office has details.

4. Social Security (FICA).

The Village provides contributions for all Village officials and employees into the Federal Social Security Fund (FICA), as required by law.

D. Holidays.

Van Buren County recognizes 13 annual holidays. The Village recognizes the following 13 holidays which shall be paid to full-time employees. Full-Time police employees shall receive equivalent days off, based on the Police Chief's discretion.

1. The employee's birthday (may be taken another day that pay week, if necessary or if it falls on another holiday, with the Supervisor's permission).
2. New Year's Eve and Day. - 2 Days
3. Memorial Day - 2 days
4. Independence Day and one additional day. - 2 Days
5. Labor Day and the preceding Friday. - 2 days
6. Thanksgiving Day and the following Friday.
7. Christmas Eve.
8. Christmas Day.

NOTE: Because of the nature of each Village department, the annual holidays will be established by the Department Manager and approved in February of each year for the subsequent fiscal year.

E. Paid Time Off (PTO).

The Village uses a unified PTO bank, allowing full-time employees to use time for General PTO (vacation, personal days, or any other reason) or ESTA-covered purposes (e.g., personal/family member's mental/physical illness, injury, health condition, medical care, preventative care, etc.).

1. 2.78 hours per pay period during year 0-1. (72hours/year) An employee will accrue PTO during his/her probation period but may not take any PTO during that time.
2. 4.00 hours per pay period during years 1-4. (104 hours/year)
3. 5.54 hours per pay period during years 5-9. (144 hours/year)
4. 7.07 hours per pay period during years 10-14. (184 hours/year)
5. 8.62 hours per pay period during the fifteenth year of employment, and every year thereafter (224 hours/year).

PTO may be used for whatever purpose an employee desires (I.e., appointments, vacation, sickness, personal time, etc.). However, an employee may not use PTO to supplement disability income. It is preferred that an employee will request PTO in advance of taking it, OR as soon as practicable. ESTA related time off must be documented as such to be included in payroll. For non-ESTA PTO of 2 days or more, the request shall be in writing to the employee's Supervisor, at least 2 weeks prior to the desired dates, but as soon as possible to facilitate scheduling. For single PTO days, the request may be in writing, if possible, but shall in any event be as far in advance as possible of the start time of the desired PTO date. The Supervisor must approve the PTO request prior to the employee taking the PTO. Employees who take time off who have no accrued PTO, or are not eligible to take PTO, shall take the time off as unpaid leave. If an employee must leave work prior to the scheduled end of their shift, he/she must obtain the approval of his/her Supervisor prior to doing so.

Employees may accrue no more than 150% of their annual number of accruable hours (see above schedule) for any given year or 72 hours, whichever is greater. The Village Manager will notify any employee whose PTO balance approaches the 150% threshold. Any PTO that accrues after the 150% threshold has been reached shall be forfeited.

If an employee is terminated for cause or quits without sufficient notice, they will forfeit any accumulated PTO time.

If an employee leaves the employment of the Village under acceptable conditions the employee will be paid for all PTO time minus ESTA accrued.

Unused PTO in excess of the 150% can be purchased on a quarterly basis ONLY to avoid the employee losing the accrued time off if the maximum number of hours has been reached and the employee is in danger of losing those accrued hours.

An ESTA written notice is required within 30 days of employment and written confirmation of receipt of the policy is required.

F. ESTA/Sick

Full-time employees include ESTA in PTO. Part-time employees are required to receive sick time under the Earned Sick Time Act (ESTA). Part time employees will accrue 1 hour of ESTA for every 30 hours worked. Employees employed after February 1, 2025, must wait 90 days before using accrued ESTA time-off. The ESTA accrual restart date is 90 days prior to 3/1 of each fiscal year.

G. Leave Without Pay.

There may be times when a full-time regular employee needs time off for a special reason but has insufficient personal/sick time or vacation time. For those occasions, the Village Manager, with the consent of the Village Council, may grant the employee, in writing, an amount of unpaid leave sufficient to cover the employee's situation.

1. Family Medical Leave Act.

The Family and Medical Leave Act of 1993 (FMLA) is a federal law which permits eligible employees to take up to 12 weeks of unpaid job-protected leave in any 12-month period to care for themselves, or an eligible family member for a serious health condition, or upon the birth, adoption, or foster care placement of a child.

Family and medical leave is an unpaid job-protected leave. While you are on family and medical leave, most of your benefits continue just as if you were still working. One exception is PTO accrual. While you are on family and medical leave, you do not accrue PTO time. In addition, if holidays occur during your family and medical leave, you do not receive holiday pay, and your leave is not extended to account for the holidays.

Sometimes while on family and medical leave you may receive a paycheck (such as if you are eligible for concurrent STD benefits). During those times when you are not receiving a paycheck, you are eligible to continue your benefits coverage. However, during an unpaid leave of absence, if any portion of your benefits require an employee contribution (e.g., dental or medical coverage option requiring an employee contribution), you will automatically receive bills for your contribution from an administrator working on the Village's behalf.

2. Military Leave

The Village will follow the provisions of the Selective Service Act and its judicial interpretations with respect to leaves of absence due to military service.

3. Jury Duty

An employee serving on jury duty will be excused and the Village shall pay the difference between the employee's regular pay and pay received for jury duty, providing the jury duty requires him/her to be absent during his/her duty period. If an employee is excused from jury service on any day either before or at the noon recess, he/she must return to work for the balance of that day.

4. Mileage

The Village reimburses employees for mileage for the use of employee-owned vehicles for Village business, outside the village limits. The mileage is reimbursed at the then-current IRS mileage rate.

X. Other

1. Dress Code.

All Village employees shall wear appropriate attire and/or uniforms specific to their job duties during regular Village Office business hours (no athletic clothes, swimwear, or revealing attire, such as tank tops, shorts, t-shirts, miniskirts, etc.). The Village Manager shall decide what constitutes "appropriate" attire. The Village shall provide all uniforms required to be worn by the Village employee pursuant to their specific job duties and, as such, the Village shall pay all costs associated for said uniforms accordingly.

Acceptable Use Policy

Organizations of all sizes rely on their employees to be good stewards of time, information and resources. The Internet has not only become an essential tool to conduct business and communicate with clients, employees, and partners; it has also become one the biggest sources of lost productivity, data loss, compliance issues and data theft.

Network-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts, email, web browsing, phone systems and data sharing, are the property of THE VILLAGE, these systems are to be used for business purposes in serving the interests of the firm, our clients and customers in the course of normal operations.

Effective security requires the participation and support of every employee of the Village who deals with information and related systems. It is the responsibility of all computer users to know these guidelines, and to conduct their activities accordingly.

Policies

THE VILLAGE provides all employees with electronic access, consisting of an email system, a network connection, and Internet/Intranet access. This policy governs all use of the VILLAGE's network, Internet access, and emails systems at all VILLAGE locations and offices. This policy includes, but is not limited to, electronic mail, chat rooms, the Internet, news groups, electronic bulletin boards, phone systems, the VILLAGE's network and all other VILLAGE electronic messaging systems.

SOCIAL MEDIA AND TECHNOLOGY POLICY

PURPOSE

- 1) To prohibit the inappropriate use of electronic communication systems, media imaging systems, networks, devices, and equipment and dissemination of inappropriate information, images, recordings, photographs or other materials by Village of Lawrence personnel. This includes the use of social media. Social media is broadly defined as internet-based communications technology that provides immediacy, interactivity and the sharing of information across multiple platforms.
- 2) Village of Lawrence allows the use of social media, where appropriate, to further the goals and missions of Village of Lawrence. However, Village of Lawrence has an overriding interest and expectation in deciding what is "spoken" on behalf of Village of Lawrence through social media. This policy establishes guidelines for the use of social media by Village of Lawrence employees.

APPLICABILITY

- 1) This policy applies to all Village of Lawrence employees and approved volunteers, consultants, service providers and contractors performing business on behalf of Village of Lawrence ("Employees").

POLICY

- 1) It is the policy of Village of Lawrence that all individuals identified in paragraph II abide by the policy set forth herein when using Village of Lawrence information systems, which are defined as: computers and the services of both internal and external databases and information exchange networks, the internet, email, voice mail, mobile data terminals, facsimile machines, mobile telephones, lap top computers and social media ("Information Systems").
- 2) Communications sent by email may be subject to disclosure under the Freedom of Information Act or in litigation. No employee shall have any expectation of privacy with regard to any information transmitted or stored on Village of Lawrence's Information Systems.

PROCEDURE

- 1) Transmission of electronic messages and information on communications media provided for employees of Village of Lawrence shall be treated with the same degree of propriety, professionalism and confidentiality as official written correspondence or public records.
- 2) Village of Lawrence encourages authorized and trained personnel with access to Village of Lawrence Information Systems to utilize these devices whenever necessary. However, all Information Systems are the property of Village of Lawrence and use of any of these Information Systems is a privilege that is subject to revocation. Information Systems are intended for use in conducting official Village of Lawrence business with limited exceptions noted in this policy
- 3) Employees shall be advised that they do not maintain any right to privacy or ownership in Information Systems equipment of its contents or to include or install personally owned software.
- 4) Village of Lawrence administration reserves the right to access any of the records within the Information Systems at any time and to retain or dispose of those records as it deems necessary and appropriate and may require members to provide passwords to files that have been encrypted or password protected.
- 5) Village of Lawrence reserves the right to access, for quality control purposes and/or for violations of this policy, data, electronic and voice transmissions of employees conducting business in the Village of Lawrence.
- 6) Personal and/or private use of Village of Lawrence Information Systems to access social media sites must not disrupt the workplace interfere with work responsibilities, have no marginal costs to the Village, and may not include disparaging comments about the Village, administration, taxpayers, or the community at large.
- 7) Accessing or transmitting materials from Village of Lawrence Information Systems that involve the use of obscene language, images, jokes, sexually explicit materials, or messages that disparage or threaten Village of Lawrence, any person, group, or classification of individuals is prohibited regardless of whether the recipient has consented to or requested such materials.
- 8) Confidential, proprietary or sensitive information may be disseminated or made available through shared directories or networked systems only to individuals with a need and a right to know and when there is sufficient assurance that appropriate security of such information will be maintained.

The dissemination of confidential, proprietary or sensitive information, including photographs, on social media sites or personal web pages is prohibited.

- 9) Employees shall not post photographs of their co-workers or any member of the general public on their personal social media sites without their expressed consent.
- 10) No employee shall access or allow others to access any file or database of Village of Lawrence unless that person has a need and a right to such information. Personal identification and access codes shall not be revealed to any unauthorized source.
- 11) Employees are not to open email messages unless they are certain of the trustworthiness of the source.
- 12) Employees may not utilize email messages as a secure and confidential means of communication since subsequent direction of the message cannot be controlled.
- 13) Employees may not knowingly accept messages with inappropriate content as described in the policy and will immediately report it to supervisor and then completely delete any such message inadvertently received when directed to do so.
- 14) Creating a web site or social media page that has any appearance of officially representing Village of Lawrence is prohibited without the express written approval of Village of Lawrence. Any information added to the official Village of Lawrence web page(s) or site(s) must have the written approval of Village of Lawrence prior to being accessible by the general public.
- 15) Using images of any official Village of Lawrence logo, patch, badge or sign on personal web pages is prohibited without the express written approval of Village of Lawrence.
- 16) Employees shall not utilize Information Systems to spoof, masquerade or assume any identity or credentials of another individual.
- 17) The use of social media shall conform to all Village of Lawrence policies prohibiting discrimination, retaliation and harassment of co-workers.
- 18) Employees shall not identify themselves or any co-worker specifically or otherwise infer in any way that they are an employee of Village of Lawrence or post any description of activities or occurrences which took place during the course of their employment on any personal social media site, unless explicitly granted permission by Village of Lawrence.

DISCIPLINE

- 1) Any violation of this policy may result in disciplinary action up to and including termination.

Village Employee Driving Policy

To ensure the safe, responsible, and efficient use of Village-owned vehicles by employees while performing official duties. This policy applies to all Village employees and volunteers authorized to operate Village-owned vehicles.

1. Driver Eligibility

- Employees must possess a valid driver's license appropriate for the vehicle being operated.
- Employees must report any license suspensions, revocations, or restrictions to their supervisor immediately.
- A driving record check may be conducted prior to authorization and periodically thereafter.

2. Vehicle Use

- Village vehicles are to be used for official village business only.
- Personal use of village vehicles is strictly prohibited unless explicitly authorized by the Village Administrator.
- Employees must operate vehicles in compliance with all federal, state, and local traffic laws.

3. Safety Requirements

- Seat belts must be worn at all times by drivers and passengers.
- Use of mobile devices for calling, texting, or other distractions is prohibited while driving, except for hands-free systems where permitted by law.
- Employees must report any vehicle accidents, damage, or mechanical issues to their supervisor immediately.

4. Vehicle Maintenance

- Employees are responsible for ensuring vehicles are maintained in safe operating conditions.
- Pre-trip inspections should be conducted to check for issues such as tire pressure, fluid levels, and lights.
- Any maintenance needs must be reported promptly to the designated fleet coordinator.

5. Prohibited Activities

- Operating a village vehicle under the influence of alcohol, drugs, or any impairing substances is strictly prohibited.
- Smoking or transporting unauthorized passengers (e.g., non-employees) in village vehicles is not allowed.

6. Insurance and Liability

- Village vehicles are insured under the village's insurance policy. Employees must comply with insurance requirements.
- Unauthorized use of village vehicles may result in personal liability for damages or accidents.

7. Disciplinary Action

- Violations of this policy may result in disciplinary action, up to and including termination of employment.

- Employees may be held personally responsible for damages resulting from misuse or negligence.

Acknowledgement of Receipt and Understanding

I hereby certify that I have read and fully Understand the contents of the Acceptable Use. Furthermore, I have been given the opportunity to discuss any information contained therein or any concerns that I may have. I understand that my employment and continued employment is based in part upon my willingness to abide by and follow the VILLAGE's policies, rules, regulations, and procedures. I acknowledge that the VILLAGE reserves the right to modify or amend its policies at any time, without prior notice.

These policies do not create any promises or contractual obligations between the VILLAGE and its employees. My signature below certifies my knowledge, acceptance and adherence to the policies, rules, regulations, and procedures regarding Acceptable Use.

Signature: _____ Date: _____

Acknowledged by: _____ Date: _____