

**CHARTER TOWNSHIP OF VAN BUREN BOARD OF TRUSTEES
JULY 1, 2019 WORK STUDY MEETING 4:00 P.M.
TENTATIVE AGENDA**

ROLL CALL:

Supervisor McNamara _____
Clerk Wright _____
Treasurer Budd _____
Trustee Frazier _____
Trustee Martin _____

Trustee Miller _____
Trustee White _____
Engineer Potter _____
Attorney McCauley _____
Secretary Beaudry _____

UNFINISHED BUSINESS:

NEW BUSINESS:

1. Discussion on Kristopher Schultow's Personal Service Agreement as Superintendent of Building and Grounds.
2. Discussion on the Detroit Mental Health Authority award of \$55,000 for the Summer Youth Job Initiative or R.E.A.L program.
3. Discussion on updates to the Policy and Procedure Manual.
4. Discussion on the change order to the Multi-Purpose Room, Recreation Desk, and Waiting Area project to include Township Hall wide painting and flooring.
5. Discussion on the selection of Davenport Brothers Construction Company, Inc., for the design/build renovation of the Board Room at Township Hall.

PUBLIC COMMENT:

ADJOURNMENT:

Charter Township of Van Buren

Agenda Item: _____

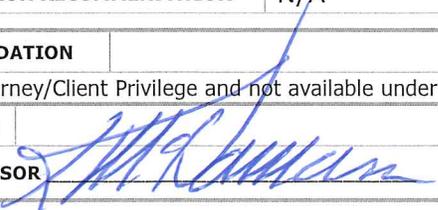
Work Study: July 1, 2019
Board Meeting Date: July 2, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Approval of Kristopher Schultow Personal Service Agreement			
DEPARTMENT	Department of Public Services			
PRESENTER	Matthew Best, Director of Public Services			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Nicole Sumpter, HR Director Kristopher Schultow			

Agenda topic

ACTION REQUESTED:	
Discussion of Approval for Kristopher Schultow Personal Services Agreement as Superintendent of Building and Grounds	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>Kristopher Schultow was chosen as the replacement for retired Building and Grounds Superintendent out of five candidates interviewed. He has worked in the public sector for 14 years which started in Bloomfield Township’s Department of Public Works. Prior to accepting this position his career landed him with Wayne County Authority’s Detroit Metro Airport.</p> <p>He has a Bachelors in Liberal Arts and Science from Western Michigan Majoring in Political Science as the Water Utility Manager. He holds an S1 Water Distribution System Operators License and has successfully completed the Michigan Public Services Institute.</p>	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Contract Approval at July 2, 2019 Board Meeting and Execution by Supervisor and Clerk.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	

**CHARTER TOWNSHIP OF VAN BUREN
EMPLOYMENT AGREEMENT**

THIS EMPLOYMENT AGREEMENT entered into July 1, 2019 between the CHARTER TOWNSHIP OF VAN BUREN, a Municipal Corporation, referred to as “EMPLOYER” and **Kristopher Schlutow**, hereinafter referred to as “EMPLOYEE”.

1. **NATURE AND TERM OF SERVICE:**

The Employer will employ the Employee listed above as the Superintendent of Public Services, who will serve the Employer as an AT WILL Employee in various activities described more fully in Section 3, below. This Personal Services Agreement shall commence July 1, 2019 and shall continue in full force and effect indefinitely, until terminated in accordance with Section 9, below.

2. **INCORPORATION OF PERSONNEL POLICES MANUAL AND SALARIED EMPLOYEES BENEFITS MANUAL:**

Unless otherwise specifically provided for herein, the Personal Services Agreement incorporates, by reference, all terms and conditions of the Van Buren Employees Personnel Policies Manual and the Salaried Employees Benefits Manual and any amendments thereto, as may be adopted from time to time by the Board of Trustees.

3. **GENERAL STATEMENT OF DUTIES:**

Under the supervision of the DPS Director, this employee is responsible for administrative and supervisory work overseeing the field activities and personnel of the Department of Public Services. This individual will plan in the areas of safety and organize all function of the Township facilities maintenance including but not limited to installation of utility related equipment, the parks, the Township Fleet, cemeteries and custodial operations. The employee is expected to cooperatively participate in project and operational activities with the Director of DPS, the Township Engineer and other Township management, contractors or consultants. Significant emphasis is placed on maximizing the efficiency and effectiveness of all related duties. Although general direction is received from the Director, considerable independent judgment and initiative is a must.

Essential Job Functions, Duties and Responsibilities:

An employee in this position may be called upon to perform any or all of the following essential job functions, duties and responsibilities. These examples are intended to describe the general nature and level of work to be performed by an employee assigned this classification and are not to be construed as an exhaustive list of all job duties performed in this position.

- Supervises the cleaning, maintenance and repair work of township building and grounds including parks, cemeteries and burial activities. This includes documentation of work efforts into CITYWORKS database
- Supervises, directs, assigns and evaluates the daily activities of skilled and semi-skilled workers.
- Trains employees in work procedures standards and safety practices, interviews and recommends selection of job applicants, evaluates employee performance and prepares improvement plans for corrective and disciplinary actions as needed.
- Recommends new policies to improve efficiency.
- Communicates matters involving personnel and facilities in a timely manner with the Director.
- Evaluates operational needs of manpower, parts, materials and equipment to perform day to day activities.

- Provides professional leadership including effective project management, procurement, assist Director in budget development and control, analytical and accountability analysis, equipment and/or fleet replacement planning.
- Performs liaison duties with other divisions, departments, external agencies and other communities; represents the operations at meetings as assigned.
- Required to be available to perform duties for operations problems, equipment emergencies, storms, power outages and other emergencies deemed necessary by management after normal working hours, weekends and holidays.
- Required to work in and adapt to office and field environments such as construction sites with all the associated hazards as needed. The Superintendent is expected to adhere to common safety practices, wear proper personal protection gear and work during inclement weather conditions.

4. **COMPENSATION AND BENEFITS:**

In consideration of the Employee's services, the Employer agrees to pay an annual salary before taxes of Sixty- Two Thousand One hundred twenty eight dollars and 00/100 (\$62,128.00) payable every two weeks on the Employer's established payroll schedule (and pro-rates for the calendar year 2019), with appropriate deductions for taxes, social security and other required or consented to payroll deductions.

Beginning January 1, 2020, and each January 1 thereafter, as long as the Employee is employed pursuant to this Personal Services Agreement, the Employer, by its Board of Trustees, shall review and determine Employee's annual salary for the following calendar year. Employer and Employee agree that at the time of the aforementioned salary review, the Employer may, in its sole discretion, unilaterally increase, reduce or not change the dollar amount of Employee's annual salary.

As a bona fide executive and/or administrative employee who is paid on a salary basis, Employee is exempt from overtime pay under the provisions of the Fair Labor Standards Act ("FLSA"), 26 USC 201, as amended. Therefore, Employee shall not be paid any overtime for the time that she works beyond the minimum forty (40) hour work week described in Section 6 below.

Pension, life, disability and holiday benefits shall be in accordance with the Salaried Employees Benefits Manual and any other amendments thereto, as may be adopted from time to time by the Board of Trustees.

Health benefits, which include health, optical and dental, shall be in accordance with the Salaried Employees Benefits Manual and any amendments thereto, as may be adopted from time to time by the Board of Trustees.

Sick leave shall be in accordance with the Salaried Employees Benefits Manual and any amendments thereto, as may be adopted from time to time by the Board of Trustees.

5. **PAID TIME OFF:**

In consideration of the Employee's services, the Employer agrees to provide Employee with Paid Time off (PTO) days in accordance with the Salaried Employees Benefits Manual and any amendments thereto, as may be adopted from time to time by the Board of Trustees.

6. **WORK SCHEDULE:**

Employee's minimum work week will be 40 hours; however, Employee may be required (sometimes regularly) to work additional hours for job performance without overtime pay. Employee's normal work schedule will be from 7:30 a.m. until 4:00 p.m., Monday through Friday; however, Employer reserves the right to modify Employee's normal work schedule, depending on the needs of the Township. In addition, Employee may request a modification to his/her normal work schedule, but such modification will not be effective unless prior approval is granted in writing from the Township Supervisor or his/her designee.

7. **WAIVERS/AMENDMENTS:**

This Personal Services Agreement constitutes the entire agreement between the parties, and it is expressly understood that no amendment, deletion, addition, modification or waiver of any provisions of the agreement shall be binding or enforceable unless in writing and approved by the Township Board of Trustees.

8. **EMERGENCIES**

On occasion it may be required of the Employee to respond outside the regular business hours to emergencies requiring his/her presence as they relate to the Department. This service is compensated as part of the Employee's annual salary.

9. **RESIGNATION AND TERMINATION:**

Employer and Employee understand and agree that Employee shall be employed on an "AT WILL" basis. Accordingly, Employee shall have the right to terminate the employment relationship (i.e. resignation), and Employer shall have the right to terminate the employment relationship (i.e. termination), at any time and for any reason, with or without prior notice and with or without a just cause.

Upon voluntary resignation of employment, Employee shall not receive payment for his/her accumulated but unused PTO time unless Employee gives written notice of resignation to the Township Supervisor at least two (2) full working weeks in advance.

Upon involuntary termination of employment, Employee shall not receive payment for his/her accumulated but unused PTO time unless Employee is terminated "without cause." If Employee is terminated "without cause" he/she also shall receive severance pay equal to twenty (20) calendar days of base salary. For purposes of this section, "without cause" shall be determined in the sole discretion of the Township Supervisor, and shall mean a termination due to economic workforce reduction or position elimination or a termination otherwise through no fault of the Employee.

Witness

Kristopher Schultow

CHARTER TOWNSHIP OF VAN BUREN

Witness

Kevin McNamara, Supervisor

Witness

Leon Wright, Clerk

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Witness

Kristopher Schultow

CHARTER TOWNSHIP OF VAN BUREN

Witness

Kevin McNamara, Supervisor

Witness

Leon Wright, Clerk

Charter Township of Van Buren

Agenda Item: _____

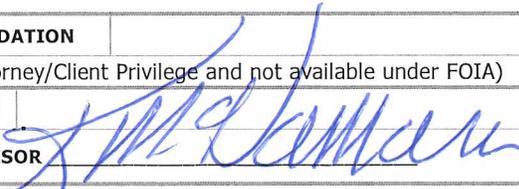
Work Study: July 1, 2019
Board Meeting Date: July 2, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Detroit Mental Health Authority Award Letter (DWMHA)			
DEPARTMENT	Board of Trustees			
PRESENTER	Nicole Sumpter, Human Resource Director			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)				

Agenda topic

ACTION REQUESTED:	
Discussion of DWMHA award of \$55,000 for Summer Youth Job Initiative (awaiting final contract)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>The Township has been awarded the amount of \$55,000 for the 2019 R.E.A.L. (Revealing Exceptionally Amazing Leaders). The interviews were conducted on June 24, 2019 through June 26, 2019 for Team Leaders and Community Ambassadors (CA)/Camp Counselors in Training (CIT). A total of 15 positions were filled with three (3) promotions.</p> <p>Benjamin Mauldin III, CA 2017-Present, Ariana Carson CA/CIT 2017-Present (cross trained) and Jada Hoskins, CA 2018-Present. All of these student employees have shown tremendous growth in maturity, team work and leadership.</p> <p>The programs focus this year is Science, Technology, Engineering and Mathematics.</p>	

BUDGET IMPLICATION	none
IMPLEMENTATION NEXT STEP	Contract Approval once received and Execution by Supervisor and Clerk.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



**Detroit Wayne
Mental Health Authority**

707 W. Milwaukee St.
Detroit, MI 48202-2943
Phone: (313) 833-2500
www.dwmha.com

FAX: (313) 833-2156
TDD: (800) 630-1044 RR/TDD: (888) 339-5588

May 6, 2019

Kevin McNamara
46425 Tyler Road
Van Buren Township, MI 48111

Dear Kevin McNamara:

Detroit Wayne Mental Health Authority (DWMHA) provides funding to assist with subsidized part-time employment for individuals between the ages of 14-24 living in Wayne County. In addition to work experience, this funding will ensure that the employed youth receive educational information on prevention, treatment and access to behavioral health care. These programs are expected to be both beneficial and preventative for youth otherwise unoccupied during the summer months, who may be at a greater risk for developing behavioral health issues.

DWMHA is pleased to issue this letter of approval to Van Buren Township for \$55,000 to support the Summer Youth Employment program (SYEP). Funding is for the period of May 1, 2019 through September 30, 2019. With this approval, the following conditions must be met:

- 1. Pay youth a wage of at least that of the State minimum**
- 2. Employ youth with at least 16 hours of work each week with no more than 20 hours**
- 3. Provide youth with a meaningful summer work experience that includes transferrable skills**
- 4. Provide youth with transportation to participate in the required "Young Professional Conference" on July 26, 2019 in Detroit, MI. The DWMHA Board requires that youth be presented with educational information specific to behavioral health.**

Thank you for your commitment providing better opportunities to the youth of Wayne County.

Sincerely,

Tinetra Burns, MS, RSST, CADC-M
Clinical Specialist
Workforce Development and Training/Special Projects
tburns@dwmha.com – 313-344-9099 x 3335

Board of Directors

Bernard Parker, Chairperson
Dora Brown-Richards
Dr. Cynthia Tauog

Dr. Iris Taylor, Vice-Chairperson
Dorothy Burrell

Timothy Killeen, Treasurer
Kevin McNamara

Ghada Abdallah, RPh, Secretary
William T. Riley, III

Willie E. Brooks, Jr., President and CEO

PROGRAM BUDGET SUMMARY

View at 100% or Larger

Use **WHOLE DOLLARS** Only

ATTACHMENT B.1

PROGRAM Van Buren Charter Township			DATE PREPARED 2/13/2019	Page	Of
CONTRACTOR NAME			BUDGET PERIOD From: 5/1/2019 To: 9/30/2019		
MAILING ADDRESS (Number and Street) 46425 Tyler Road			BUDGET AGREEMENT <input checked="" type="checkbox"/> ORIGINAL <input type="checkbox"/> AMENDMENT		AMENDMENT #
CITY Van Buren Townsh	STATE Michigan	ZIP CODE 48111	FEDERAL ID NUMBER 38-6007135		
EXPENDITURE CATEGORY				TOTAL BUDGET (Use Whole Dollars)	
1. SALARY & WAGES				\$26,000	
2. FRINGE BENEFITS				\$2,000	
3. TRAVEL				\$1,100	
4. SUPPLIES & MATERIALS				\$3,500	
5. CONTRACTUAL (Subcontracts/Subrecipients)					
6. EQUIPMENT				\$3,500	
7. OTHER EXPENSES				\$18,900	
8. TOTAL DIRECT EXPENDITURES <small>(Sum of Lines 1-7)</small>				\$55,000	
9. INDIRECT COSTS: Rate #1 %					
INDIRECT COSTS: Rate #2 %					
10. TOTAL EXPENDITURES				\$55,000	

SOURCE OF FUNDS:

11. FEES & COLLECTIONS					
12. STATE AGREEMENT					
13. LOCAL					
14. FEDERAL					
15. OTHER(S)					
16. TOTAL FUNDING					

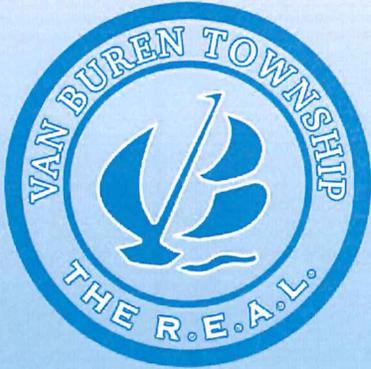
AUTHORITY: P.A. 368 of 1978

COMPLETION: Is Voluntary, but is required as a condition of funding.

DCH-0385(E) (Rev. 04/08) (Excel) Previous Edition Obsolete.

REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



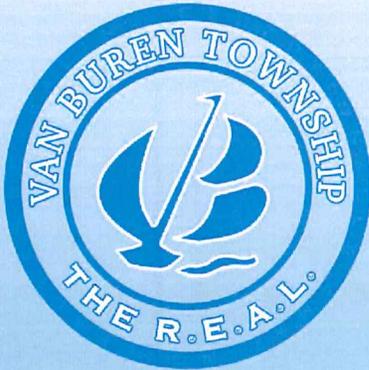
"VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH PROGRAM."

"All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."



REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



"VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH PROGRAM."

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Program Plan

Age groups 16-26 for 2019 (wages estimated)

- (1) Field Supervisor \$21.50
- (3) Manager \$17.50
- (3) Leader \$12.50
- (9) CA/CIT \$10.50

Application deadline June 14, 2019 must include work permit to be reviewed.

Interviews June 25, 2019 and June 26, 2019 (Does not compete with the any school schedules) Students will work both as Camp Counselor and Community Ambassadors during the week. Teams will trade off during each week.

- Hiring 3 Supervisors (2) will have a child development/teacher background (1) communications and marketing background.

- Hiring 12 Students (4) per supervisor (3) groups

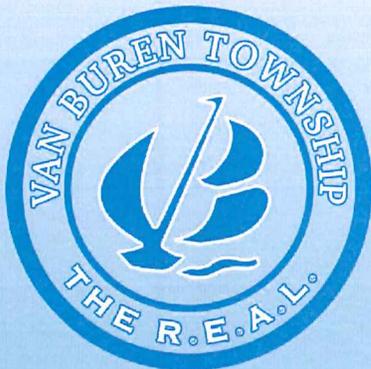
One Child Development/Education Supervisor will be placed with the students that work at camp to ensure the student are actually learning something about the program and monitor them twice a week.

Trainings Tuesdays weekly hopefully at WCCC teaching public speaking, writing, Skills needed in the workforce today. (Lining up mentors and speakers now)

- Students must have their own transportation to and from work.
- Transportation to and from worksites and trainings are provided by program.

REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



"VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH PROGRAM."

"All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."

Potential Schedule

- Week 1 is Orientation July 9th On-boarding (Everyone starts and ends the program on the same dates)
 - July 10th Safety (CPR, Lawn equipment, Child Care basics)
 - July 11th Field Training/Team Building exercises

- Week 2 Official Work Week begins Tuesday July 16, 2019
 - Wednesday July 17, 2019
 - Thursday July 18, 2019

- Week 3- Wednesday July 24, 2019 (???No Training session this week or Camp)
 - Thursday July 25, 2019
 - Friday July 26, 2019 (Professionals Day Conference)

- Week 4 -Tuesday July 30, 2019
 - Wednesday July 31, 2019
 - Thursday August 1, 2019

- Week 5- Tuesday August 6, 2019
 - Wednesday August 7, 2019
 - Thursday August 8, 2019

- Week 6 –Last Official Work Week Tuesday August 13, 2019
 - Wednesday August 14, 20
 - Thursday August 15, 2019

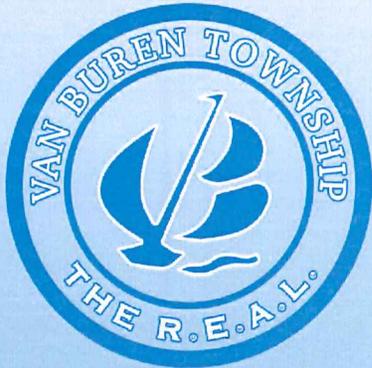
REVEALING EXCEPTIONALLY AMAZING LEADERS

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"VAN BUREN CHARTER TOWNSHIP SUMMERYOUTH PROGRAM."

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Van Buren Charter Township will provide job opportunities to eligible youth ages 16-18 earning \$10.50 hourly.
(9) Open positions to be filled

The six week program is designed to provide youth participants with the opportunity to develop marketable skills in a REAL work environment. Students will work in dual roles starting in 2019 as Community Ambassadors (CA's) and Camp Counselors in Training (CIT's) during the three (3) day work week. Students are guaranteed 20 hours a week.

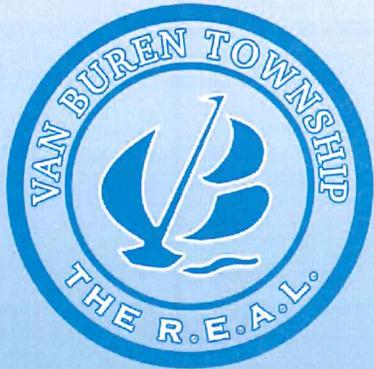
Job Description Community Ambassador and Camp Counselor in Training

Under the general supervision of the Human Resource Director or their designee, the employee (student) will be responsible for performing all duties of both the community ambassador and camp counselor, not one or the other. The following describes the general nature of work to be performed and it's not to be construed as an exhaustive list of job duties.

- Assistance in performing yard work, blight removal, light maintenance, trash to curb clean up throughout Van Buren's residential areas including subdivisions and manufactured home communities.
- Assist in supervision of children during hours of camp on designated days.
- Attend meetings as necessary.
- Assist with any problems that may arise in the field or at camp as needed.
- Perform other related duties as assigned by the Director or his/her designee.
- Demonstrate regular and predictable attendance throughout the six weeks. July 9th – August 15th

REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



"VAN BUREN CHARTER TOWNSHIP SUMMERYOUTH PROGRAM."

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Van Buren Charter Township will provide job opportunities to eligible youth ages 16-18 earning \$12.50 hourly.
(3) Open positions to be filled

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Job Description Community Ambassador and Camp Counselor in Training Team Leaders

Under the general supervision of the Human Resource Director or their designee, the employee (student) will be responsible for performing all duties of both the community ambassador and camp counselor, not one or the other in a leader role assisting the managers daily. The following describes the general nature of work to be performed and it's not to be construed as an exhaustive list of job duties.

This position is reserved for students who have shown leadership skills within the program from the prior years.

- Assistance in performing yard work, blight removal, light maintenance, trash to curb clean up throughout Van Buren's residential areas including subdivisions and manufactured home communities.
- Assist in supervision of children during hours of camp on designated days.
- Attend meetings as necessary.
- Assist with any problems that may arise in the field or at camp as needed.
- Perform other related duties as assigned by the Director or his/her designee.

REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



"VAN BUREN CHARTER TOWNSHIP SUMMERYOUTH PROGRAM."

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Van Buren Charter Township will provide job opportunities to eligible students ages 19-26 earning \$17.50 hourly. 20 hours a week. (3) Open Positions to be filled.

The six week program is designed to provide youth participants with the opportunity to develop marketable skills in a REAL work environment..

Youth Community Manager

Under the general supervision of the Human Resource Director or their designee, the employee (student) will be responsible for performing all duties as assigned. The following describes the general nature of work to be performed and it's not to be construed as an exhaustive list of job duties.

- Must have a degree or currently enrolled in an approved degree program in child development and psychology, education or communication. A history of teaching in middle or high schools is a plus.
- Must be at least 21 years of age with a valid license and CDL designation plus a clean driving record. The manager oversees the REAL program and activities with community outreach. Students assists with yard work for citizens within the area as well as in the Parks and Recreation summer camps as assigned. This work helps the students flourish by proving much needed assistance to those that are in serious need or just having fun for the summer. The manager will also be responsible for transporting the students to each site.
- Manager will be responsible for scheduling each weeks appointments with the citizens and camp leads and providing feedback to Director. Attendance throughout the entire six week program is a must. July 9-August 15

REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



"VAN BUREN CHARTER TOWNSHIP SUMMERYOUTH PROGRAM."

"All labor that uplifts humanity has dignity and importance and should be undertaken with painstaking excellence."

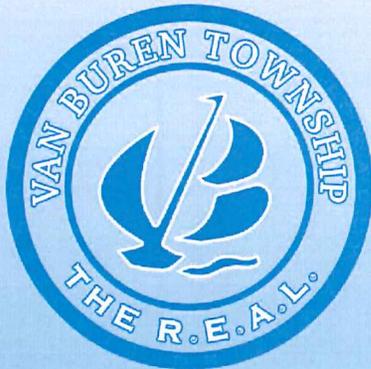
Van Buren Charter Township will provide job opportunities to eligible students ages 19-26 earning \$21.50 hourly. 20 hours a week. (1) Open Position to be filled.

The six week program is designed to provide youth participants with the opportunity to develop marketable skills in a REAL work environment..

Groundskeeper

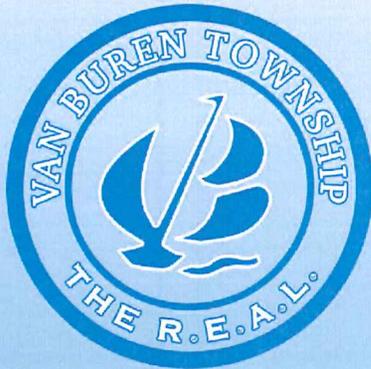
Under the general supervision of the Human Resource Director or their designee, the employee will be responsible for performing all duties as assigned. The following describes the general nature of work to be performed and it's not to be construed as an exhaustive list of job duties.

- Must be at least 21 years of age with a valid license and CDL designation plus a clean driving record. The groundskeeper oversees the REAL program in relations to teaching the students how to properly maintain yards and landscape. The employee will also be responsible for transporting all equipment and power tools to the work sites.
- Must be able to maintain grounds of work site properties using hands, power tools or equipment. Worker will typically help and instruct students on mowing, trimming, planting digging and some mulch laying. Attendance throughout the entire six week program is a must. July 9-August 15



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AS FACILITATORS OF THE VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH JOB PROGRAM, VAN BUREN CHARTER TOWNSHIP AGREES TO:

- Perform a Pre-assignment inspection of any and all work-sites
- Provide appropriate Adult supervision over 18 years of age
- Provide coaching and problem resolution to participant
- Ensure timely payroll
- Not have the participant work overtime for any reason
- Provide a minimum 30-minute break after 5 hours of work
- Review all written job descriptions
- Provide sufficient tools and equipment to safely complete tasks of no expense to participant

BY VOLUNTARILY PARTICIPATING IN THE VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH JOB PROGRAM, PARTICIPANTS ARE REQUIRED TO:

- Display acceptable work habits
- Have reliable transportation
- Provide proper employment documentation from school
- Have the ability to acquire and apply basic work skills
- Follow all rules set forth by Van Buren Charter Township Management
- Demonstrate regular and consistent attendance throughout the entire six-weeks



Van Buren Charter Township will provide all necessary and reasonable safety and work training for program participants. We will review and evaluate the participants work habits and task accomplishments closely to give them the maximum work experience possible. This will include morning coffee breaks for discussion for prior day's accomplishments and schedule for the current day's work activity. "Lunch and Learn" sessions will be conducted every week by local corporations, mentors and speakers as training in areas of leadership and community outreach, as well as introductions to careers in Corporate America.

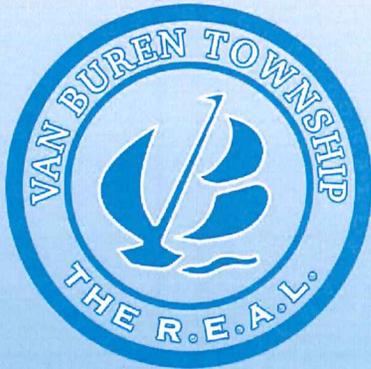
Habits such as coming to work early is good training for real work employment, as being on time can be viewed as being late. We will account for all time and attendance. We encourage all participants to incorporate timeliness in their toolbox of success.

In both private, as well as public sector, you experience an environment that consists of employees in Management and employees that are part of a union. This program will give participants a glimpse into how that dynamic works in a positive manner.

Van Buren Charter Township will comply with all applicable laws regarding displacement of currently employed workers, and refrain from involving participants in any lobbying, political, religious or union activities.

REVEALING EXCEPTIONALLY AMAZING LEADERS

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Program Design

Morning Coffee Breaks

Each morning the students and youth manager will go over the prior day's work accomplishments. This time will be used to give constructive feedback and review the current day's assignments.

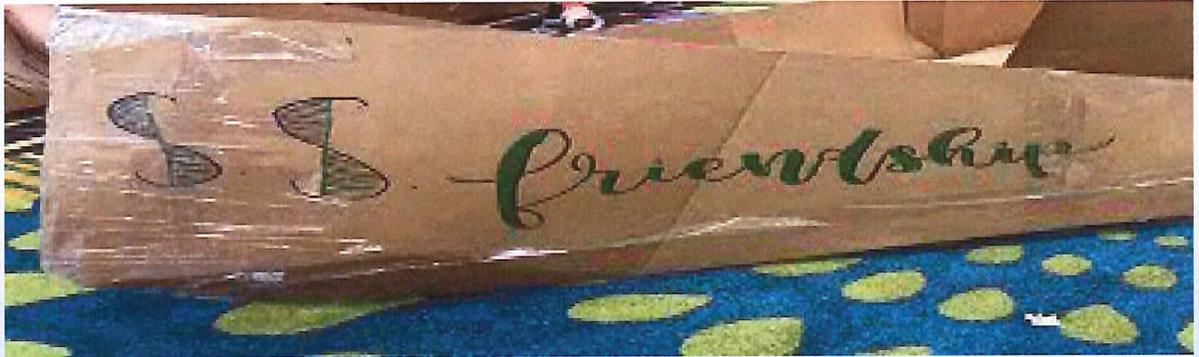
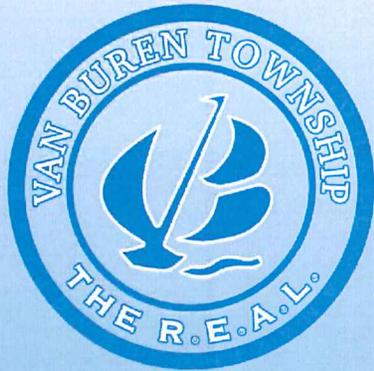
Lunch and Learn Sessions

Students will experience what it is like to go to workshop conferences to enhance their knowledge of the job. These sessions are 60- minute luncheons given once every week, where they will visit different organizations. The process will allow students to learn about corporate careers and the skills needed to thrive and stand out in the workforce.



REVEALING EXCEPTIONALLY AMAZING LEADERS

R.E.A.L



"VAN BUREN CHARTER TOWNSHIP SUMMER YOUTH PROGRAM."

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Charter Township of Van Buren

Agenda Item: _____

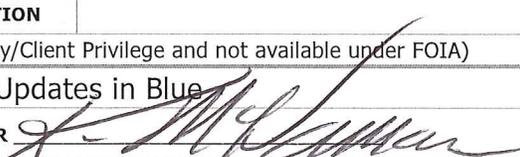
Work Study: July 1, 2019
Board Meeting Date: July 2, 2019

REQUEST FOR BOARD ACTION

	Consent Agenda	New Business X	Unfinished Business	Public Hearing
ITEM (SUBJECT)	Update Policy and Procedure Manual			
DEPARTMENT	Supervisor Office			
PRESENTER	Nicole Sumpter, Human Resource Director			
PHONE NUMBER	734.699.8900 ext. 9293			
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Dan Selman			

Agenda topic

ACTION REQUESTED:	
<p>Discuss updates to the following sections of the Policy and Procedures manual Section 1.20 Part-Time employees, Section 4.07 Other Unpaid Leaves, Section 7.09 Social Media-Acceptable and Section 7.11 Drug-Free Workplace Policy. Add K. Social Media Policies to appendix once resolution is approved. Section 7.23 Dress Code (facial hair grooming)</p>	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
<p>From November 2018 to April 2019 two new laws that directly affect workplaces have been implemented which require our policies to be updated according Michigan State laws. Paid Medical Leave Act (PMLA) and Proposal 1 Legalization of Marijuana.</p> <p>In addition a new Social Media Policy will be introduced for approval in the near future for the Township.</p>	

BUDGET IMPLICATION	Three employees are eligible for the Paid Leave (1) Seniors (1) Parks (1) Recreation
IMPLEMENTATION NEXT STEP	Approve updates
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	N/A
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	Updates in Blue
APPROVAL OF SUPERVISOR	



GRETCHEN WHITMER
GOVERNOR

Michigan Department of Licensing and Regulatory Affairs

Wage and Hour Division

PO Box 30476

Lansing, MI 48909-7976

REQUIRED POSTER

GENERAL REQUIREMENTS – PAID MEDICAL LEAVE ACT*



ORLENE HAWKS
DIRECTOR

Coverage

The Paid Medical Leave Act, 2018 Public Act 338, as amended by 2018 Public Act 369, effective March 29, 2019, covers employers who employ 50 or more individuals. The act covers individuals engaged in service to an employer in the business of the employer and from whom an employer is required to withhold for federal income tax purposes. **An eligible employee does not include executive, administrative, and professional overtime exempt employees, employees covered by a private collective bargaining agreement that is in effect, employees of the United States government, another state, or a political subdivision of another state, individuals whose primary work location is not in this state, individuals 16-19 years of age being paid the youth training wage in accordance with the Improved Workforce Opportunity Wage Act, temporary employees as described in the Michigan Employment Security Act, variable hour employees as defined by 26 CFR 54.4980H-1, employees covered by the Railway Labor Act and Railroad Unemployment Insurance Act, individuals employed by an employer for 25 weeks or fewer in a calendar year for a job scheduled for 25 weeks or fewer, individuals who worked, on average, fewer than 25 hours per week during the immediately preceding calendar year.** (See section 2 of The Paid Medical Leave Act, 2018 Public Act 338.)

Paid Medical Leave Accrual

Paid medical leave accrual begins on March 29, 2019, or upon commencement of the employee's employment, whichever is later. Paid medical leave is accrued at a rate of 1 hour for every 35 actual hours worked; however, an employer is not required to allow accrual of over 1 hour in a calendar week or more than 40 hours in a benefit year. **A benefit year is any consecutive 12-month period used by an employer to calculate an eligible employee's benefits. Employees can carry over up to 40 hours of unused accrued paid medical leave from one benefit year to the next; however, employers are not required to allow employees to use more than 40 hours in a single benefit year. An employer may provide the total amount of paid medical leave all at once by providing at least 40 hours at the beginning of the benefit year or on the date that the individual becomes eligible during the benefit year on a prorated basis.** If an employer adopts this practice, it does not have to permit employees to carry over unused leave to the next benefit year. (See section 3 of the Paid Medical Leave Act, 2018 Public Act 338.)

Paid Medical Leave Usage

An employee may use paid medical leave as it is accrued except an employer may require an employee to wait until the 90th calendar day after commencing employment before using accrued paid medical leave. **Paid medical leave must be used in 1-hour increments unless the employer has a different increment policy set forth in writing in an employee handbook or other employee benefit document.** Employees must follow the employer's usual and customary notice, procedural, and documentation requirements for requesting leave. The employee must be allowed at least 3 days to provide documentation. Employees may take paid medical leave for any of the following:

- Physical or mental illness, injury, or health condition of the employee or his or her family member
- Medical diagnosis, care, or treatment of the employee or employee's family member
- Preventative care of the employee or his or her family member
- Closure of the employee's primary workplace by order of a public official due to a public health emergency
- The care of his or her child whose school or place of care has been closed by order of a public official due to a public health emergency
- The employee's or his or her family member's exposure to a communicable disease that would jeopardize the health of others as determined by health authorities or a health care provider

For domestic violence and sexual assault situations, employees may use paid medical leave for any of the following:

- Medical care or psychological or other counseling
- Receiving services from a victim services organization
- Relocation and obtaining legal services
- Participation in civil or criminal proceedings related to or resulting from the domestic violence or sexual assault

Employee Rights

An employee may file a complaint with the Department of Licensing and Regulatory Affairs within 6 months of the alleged violation. LARA shall investigate a complaint and attempt mediation, where appropriate.

Penalties

If informal resolution is unsuccessful and a violation found, payment of paid medical leave improperly withheld will be requested and penalties may be imposed. An employer who fails to provide paid medical leave is subject to an administrative fine of not more than \$1,000.00. An employer who willingly violates the posting requirement is subject to an administrative fine of not more than \$100.00 for each separate violation.

***For precise language of the statute, see Public Act 338 of 2018, as amended**

LARA is an equal opportunity employer/program.

Auxiliary aids, services and other reasonable accommodations are available, upon request, to individuals with disabilities.

www.michigan.gov/wagehour • Toll Free 1-855-4MI-WAGE (1-855-464-9243)

WHD 9911 (Revised • 1/2019)

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- I. Social Security number privacy policy
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1.19 Full-Time Employees

An employee who has completed their first 90 days of employment and who regularly works at least 30 hours per week is considered a full-time employee. If you were a full-time employee and have been on an approved leave of absence, upon return you will be considered a full-time employee provided you return to work on a full-time basis and as agreed in the provisions of your leave.

1.20 Part-Time Employees

An employee who generally is scheduled to work 29 hours per week or less is considered a part-time employee. If you are a part-time employee, please understand that you are not-eligible for benefits described in this Manual under other leaves, ~~except as granted on occasion or~~ to the extent required by provision of state and federal laws or as otherwise provided herein.

1.21 Driver's License and Driving Record

At the time you are considered for employment with the Township your driving record will be reviewed as part of the background check. An employee who operates a Township vehicle must have a valid driver's license for the type of vehicle to be operated and keep the license(s) with them at all times while driving. All CDL drivers must comply with all applicable D.O.T. regulations.

Your personal driving record is a reflection of your overall driving habits. Motor Vehicle Records will be ordered periodically to assess driving. An unfavorable record will result in the loss of company vehicle driving privileges or employment depending on the type of violation.

Compensation

The goal of Van Buren Charter Township's compensation program is to attract potential employees, meet the needs of all current employees and encourage well-performing employees to stay with our organization. With this in mind, our compensation program is built to balance both employee and Van Buren Charter Township needs.

2.01 Wage and Salary Policies

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and child labor standards affecting full-time and part-time workers in the private sector and in Federal, State, and local governments.

4.07 Other Unpaid Leaves

Occasionally, for medical, personal, or other reasons, you may need to be temporarily released from the duties of your job with Van Buren Charter Township. It is the policy of Van Buren Charter Township to allow its eligible employees to apply for and be considered for certain specific leaves of absence beyond that which is required by law. The decision to allow for such leaves of absence shall be in the discretion of the Township, and may be granted or denied at-will.

Failure to return to work as scheduled from such an approved leave of absence or to inform your director of an acceptable reason for not returning as scheduled will be considered a voluntary resignation of employment.

All requests for leaves of absence shall be submitted in writing to your director. Each request shall provide sufficient detail such as, the expected duration of the leave, and the relationship of family members, if applicable.

Effective March 2019 the Paid Medical Leave Act (PMLA) will allow eligible part-time employees to receive 40 hours annually paid leave time January 1st of each year. The paid leave must be used for medical illnesses or injuries for themselves or a family member. After three (3) days absence due to such illness or injury, upon the Township's request, an employee shall provide to the Township a statement for a doctor verifying illness. Further, the Township may, at its expense, require an employee on Paid Medical Leave to undergo examination and test by medical personnel of its choice, regardless of the length of the absence.

4.08 Time Off

Unpaid time off will only be permitted after all banked time off has been exhausted. All time includes, vacation, sick, personal, PTO or comp time. An employee who violates this policy will be subject to disciplinary action up to and including termination of employment.

4.09 Return to Work

Employees returning from leaves of absence in excess of six weeks will be subject to a drug screen. Employees returning from a work related injury may be subject to physical examination and drug screen to determine ability to return to unrestricted job duty. Employees who wish to return to work with restrictions that affect their ability to perform the essential functions of their job must seek an accommodation under the Americans with Disabilities Act, and a determination will be made as to whether or not the accommodation constitutes an undue hardship to the Township. When the physician has released employee to light duty a list of all restriction that apply must be given in writing. No verbal will be accepted from employee or physician.

7.06 Travel Expenses

Employees may be reimbursed for expenses incurred when traveling on township-related business such as attendance at training seminars. Travel expenses include parking fees and meals. Documentation of the expense must be provided and the employee shall be reimbursed at the IRS prevailing approved rates which become effective January 1st of each year.

7.07 Mileage

Employees may be reimbursed for mileage incurred when using personal vehicles in the performance of township-related business. Documentation of the purpose for which mileage was incurred must be provided and the employee shall be reimbursed at the prevailing approved mileage reimbursement rate.

7.08 Computers, Electronic Mail, and Voice Mail Usage Policy

Van Buren Charter Township makes every effort to provide the best available technology to those performing services for Van Buren Charter Township. In this regard, Van Buren Charter Township has installed, at substantial expense, equipment such as computers, electronic mail, and voice mail. This policy is to advise those who use our township equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by Van Buren Charter Township's employees with the use of Van Buren Charter Township's equipment. This policy also sets forth policies on the proper use of the computer, voice mail, and electronic mail systems provided by Van Buren Charter Township.

Van Buren Charter Township property, including computers, iPads, electronic mail and voice mail, should only be used for conducting township business. Incidental and occasional personal use of township computers and our voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other township-related information and messages subject to FOIA laws.

7.09 Social Media- Acceptable Use

Social Media should be reserved for personal devices only with exception given to township departments that use this method as a way to promote throughout the community. Van Buren Charter Township may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment

[Add Social Media Resolution once approved.](#)



SOCIAL MEDIA POLICY

Effective: Month ##, YEAR

www.vanburen-mi.org

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SOCIAL MEDIA DESCRIPTION

PURPOSE

TOWNSHIP PERSONNEL POLICY

ELECTED OFFICIAL POLICY

PUBLIC COMMENTARY POLICY

FREEDOM OF INFORMATION ACT (FOIA)

SOCIAL MEDIA AUDIT

PRIVACY AWARENESS

COPYRIGHT USE

SOCIAL MEDIA POLICY

Social Media Description

Social Media commonly refers to the use of the Internet through websites and applications to share information, provide content and to participate in social networking. Social media refers to any web-based technology that enables and facilitates communication and/or networking through the Internet and/or cellular networks. Social media platforms include, but are not limited to: Facebook, Instagram, Pinterest, Twitter, Blogs, YouTube, Websites, Email, eNewsletters, LinkedIn, and Forums, etc.

Purpose of Township Operated Social Media

The Charter Township of Van Buren uses social media platforms, including any other web-based digital or third party social media outlets, for the purpose of engaging the public to: disseminate pertinent and factual information; promote Township events and services; streamline communications between the public and relevant Township staff; and promote transparency of official Township activities.

Township operated sites are not intended for the use of political promotion or activity.

Township Personnel Use of Social Media Policy

The only Township employees (including designated third-party contractors) permitted to maintain official social media accounts must be expressly authorized by the Township Supervisor or his or her designee, excluding the Treasurer and Clerk's official social media accounts. Township employees may comment on social media postings, but will do so only as a private citizen and not in an official capacity. Views expressed by Township employees are their personal views alone. Any disclosure of confidential information related to Township business is strictly prohibited. Employees must adhere to the terms of use for public commentary. Failure to do so may result in disciplinary action.

Employees needing clarification for acceptable use of Township operated social media sites should refer to the Human Resources Director or designated Social Media Manager.

The Social Media Policy does not supersede other standing policies or procedures of the Township.

Elected and Appointed Officials

Charter Township of Van Buren staff does not create or operate elected and/or appointed officials' social networking sites

Charter Township of Van Buren social networking sites are intended to share official Township business, information and events, not opinions of elected and appointed officials

If an elected official wishes to have specific information shared on one of Township's official social networking sites, that request must be submitted to the Supervisor's designee for review and subsequent posting if the request abides by the social media policy; as determined by his or her designee.

PUBLIC COMMENTARY POLICY

Opening the commentary feature to the public per post will be determined at the discretion of the designated account manager. When activated, it is intended to provide an open forum for discussion by

the public. Comments will be regularly monitored by the designated account manager of a social media account. Comments deemed to be inappropriate will be promptly removed. These include, but are not limited to the following:

- The use of obscene, threatening, discriminatory, or sexual in nature.
- Personal attacks or harassment on individuals or groups that contains offensive content or language which targets racial, ethnic, religious groups, gender, sexual orientation, or disability status.
- Disclosure of information which is confidential by law or regulation.
- Comments advocating for illegal activity or post violating copyrighted or trademarked material.
- Endorsement or opposition of any persons campaigning for political or elective office.
- Posting any content that is directed to, or names any employee of the Charter Township of Van Buren
- Spamming, trolling, or making duplicative comments by the user or multiple users.
- Sharing discredited news or information proven to be nonfactual.
- Soliciting for products, services, or commercial entities.

Township operated sites are intended to provide an open, respectful forum for the public for the exchange of communications, inquiries and ideas. If a user is unable to meet these standards he or she may be blocked or banned from posting in the future. If an individual wishes to appeal a ban or block from Van Buren Township's social media sites, an appeal can be made to the Supervisor's Office.

Disclaimer

Van Buren Township does not agree with or endorse every comment that individuals post on social media sites operated by the Township. Our goal is to share and exchange information with those interested in topics relating to the community and our policy is to accept the majority of comments made to our page. These posted comments and images do not necessarily represent the views of the Township and its employees

FREEDOM OF INFORMATION ACT (FOIA)

Township generated content posted in third party social media or networking sites becomes a part of the public domain upon posting. With limited exception, such content is therefore subject to FOIA requests on Township operated social media sites. Social media FOIA requests will be submitted to the Clerk's Office and abide by the Township's FOIA policy.

PHOTOGRAPHY

Participants, volunteers and/or attendees entering into a Van Buren Township event or program, should be aware that they are entering an area where photography, audio, and video recording may occur. By entering the event premises, participants consent to the release of this content for publication, exhibition, or reproduction to be used for news, web casts, promotional purposes, telecasts, advertising, inclusion on websites, social media, or any other purpose by the Township and its affiliates and representatives. Images, photos and/or videos may be used to promote similar Van Buren Township events in the future.

Participants, volunteers and attendees release Van Buren Township, its officers and employees, and each and all persons involved from any liability connected with the taking, recording, digitizing, or publication and use of interviews, photographs, computer images, video and/or or sound recordings. By entering the event premises, participants, volunteers and attendees waive all rights participants, volunteers and attendees may have to any claims for payment or royalties in connection with any use, exhibition,

streaming, web casting, televising, or other publication of these materials, regardless of the purpose or sponsoring of such use, exhibiting, broadcasting, web casting, or other publication irrespective of whether a fee for admission or sponsorship is charged.

Participants, volunteers and attendees also waive any right to inspect or approve any photo, video, or audio recording taken by Van Buren Township or the person or entity designated to do so by Van Buren Township. You have been fully informed of your consent, waiver of liability, and release before entering the event. The Charter Township of Van Buren reserves the right to use any photograph/video taken at any public space, township event or meeting, without the expressed written permission of those included within the photograph/video. The Township may use the photograph/video in publications or other media material produced, used, or contracted by the Charter Township of Van Buren including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, social sites, etc.

Any person desiring not to have his/her photo taken and used as described above, must so notify the Cable Department at ybtconnect@vanburen-mi.org.

Social Media Audit

A periodic social media audit may be conducted to assess Van Buren Township's social presence and performance, as well as social media marketing campaigns and overall plan. The purpose of the audit is to identify what is working, what is not working and what needs improvement to optimize Van Buren Township's social media effectiveness in communicating with the public.

Copyright Use

Materials obtained from pages on social networking sites may or may not be the property of the page owner. Employees must not assume materials obtained from the Intranet are in the public domain and must follow the process outlined for obtaining copyright use. When materials are posted on behalf of other entities, posted material must: have obtained copyright releases for all such material from the creators or indemnification from the entity for which the material is to be posted; obtained releases for each image of a person who may have a potential claim to such a right or indemnification from the entity for which the material is to be posted.

7.10 Township-Issued Cell Phones

The township may issue cell phones to employees whose jobs require them to make calls while away from work or require them to be accessible for work-related matters. Voicemail must be set up and calls must be returned in a timely fashion.

Cell phones issued by the township are township property. Employees must comply with township requests to make their township-issued cell phones available for any reason, including upgrades, replacement, or inspection. Employees who leave the township for any reason must turn in their township-issued cell phones.

7.11 Drug-Free Workplace Policy

Van Buren Charter Township is a community in which responsibilities and freedoms are governed by policies and codes of behavior, including penalties for violations of these standards as stated in your manual. Van Buren Charter Township has a standard of conduct, which prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by employees on Van Buren Charter Township's site and/or client sites or as a part of Van Buren Charter Township's activities. Van Buren Charter Township will impose disciplinary sanctions on employees ranging from educational and rehabilitation efforts up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct. Each situation will be looked at on a case-by-case basis. See your Personal Service Agreement, Collective Bargaining Agreement or Salaried Policies and Procedures Manual.

It is the goal of Van Buren Charter Township to maintain a drug-free workplace. To that end and in the spirit of the Drug-Free Workplace Act of 1988, Van Buren Charter Township has adopted the following policies:

- The unlawful manufacture, possession, distribution, or use of controlled substances is prohibited in the workplace including medical **recreational** marijuana, except as otherwise provided by state law.
- Employees who violate this prohibition are subject to corrective or disciplinary action as deemed appropriate up to and including termination.
- As an ongoing condition of employment, employees are required to abide by this prohibition and to notify, in writing and within five (5) days of the violation, her/his Director of any criminal drug statute conviction they receive.
- If an employee receives such a conviction, Van Buren Charter Township shall take appropriate personnel action against the employee up to and including termination.
- Van Buren Charter Township provides information about drug counseling and treatment.

7.23 DRESS CODE (Updated 10/8/2018)

Proper grooming and attire have a positive impact on the workplace. The Township expects employees to be well groomed and professional in appearance when coming to work or engaged in work-related tasks with customers, clients, and colleagues. Dress and grooming of employees shall be clean, neat, and in a manner appropriate to their assignment in accordance with the following standards:

- Personnel are expected to dress in a manner that projects a professional image.
- Style of clothing for males and females should always reflect a professional atmosphere and should not be a distraction to other employees.
- Employees' hair should be neatly combed, clean and appropriately styled. It should not be a distraction to other employees.
- Employees' may wear beards, goatees and mustaches that are neatly trimmed and no more than ½ inch long. Facial hair must be well kept. Goatees and beards must be kept trimmed above the neckline (above the Adam's apple). Sideburns may not pass earlobes.
- Employees shall not wear visible body piercing jewelry except earrings in the ear.
- Management has established a casual Friday. Jeans are worn only on casual Fridays when the dress code is relaxed. Jeans must be clean and free of rips, tears and excessive fraying. However, employees should take into consideration their work activities for that day which includes client meetings both in and out of the office when deciding to participate.
- Certain staff members may be required to meet special dress such as wearing uniforms or protective clothing, depending on the nature of their job. Uniforms and protective clothing may be required by certain positions and will be provided to the employee by the Township. Uniforms should be neat and size appropriate. Proper work shoes and boots are required. No Gym Shoes. Employees should only wear hats or t-shirts with the Van Buren Charter Township logo.
- Appropriate clothing and footwear should be worn when working outside however, please do not wear those items in the Township Hall during office hours.
- In all cases, clothing should be clean, wrinkle free, and not tight or revealing.
- The townships administration preferred attire is business professional and is always required when officially representing the township at meetings or other functions.
- The township recognizes the importance of individually held religious beliefs to persons within its workforce. The township will reasonably accommodate a staff member's religious beliefs in terms of workplace attire unless the accommodation creates an undue hardship. Accommodation of religious beliefs in terms of attire may be difficult in light of

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 07/01/19

Board Meeting: 07/02/19

Consent Agenda _____

New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To discuss the change order of the Multi-Purpose Room and Recreation Desk and Waiting Area project to include Township Hall wide painting and flooring.
DEPARTMENT	Planning & Economic Development
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Staff from Cross Renovations Elizabeth Renaud – Executive Assistant to the Public Services Director

Agenda topic

ACTION REQUESTED	
To discuss the change order of the Multi-Purpose Room and Recreation Desk and Waiting Area project to include Township Hall wide painting and flooring. Building and Grounds will be recommending that the project receive a change order to include to include Township Hall wide painting and flooring. The expense will be paid with Building and Grounds Capital Outlay (Account #101-265-970-000.)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	Capital Outlay (B&G)
IMPLEMENTATION NEXT STEP	If approved, the project will be started.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	







34133 Schoolcraft Road
Livonia, MI 48150
Phone: (734) 286-2244
Fax: (734) 943-6212

Date: 06-26-19
Project Name: Van Buren Township Hall Flooring & Painting
Address:

Submitted To: Charter Township Of Van Buren
ATTN: Matthew R. Best

Cross Renovation, Inc. is pleased to offer the following quotation for your review and consideration on the above referenced project:

Scope of Work Painting

- Removal Of Existing Wall Coverings & Prep walls as indicted
- Prep & Paint walls as indicated
- Prep & Paint Doors & Frames as indicated
- Miscellaneous Removal & Reinstall of existing wall hung items as indicated

Painting Base Bid- \$69,350.00

Scope Of Work Flooring

- Remove existing VCT flooring & 4" cove base
- Furnish & install new 4" cove base & transition strips at door locations
- Furnish & install new LVT flooring throughout as indicated
- Dumpsters

Flooring Base Bid- \$109,663.00

Alternate-1 (Logo In Floor) (ADD) **\$6,000.00**

Exclusions:

Payment Terms:

- Net 30

Acceptance

Cross Renovation (Print)

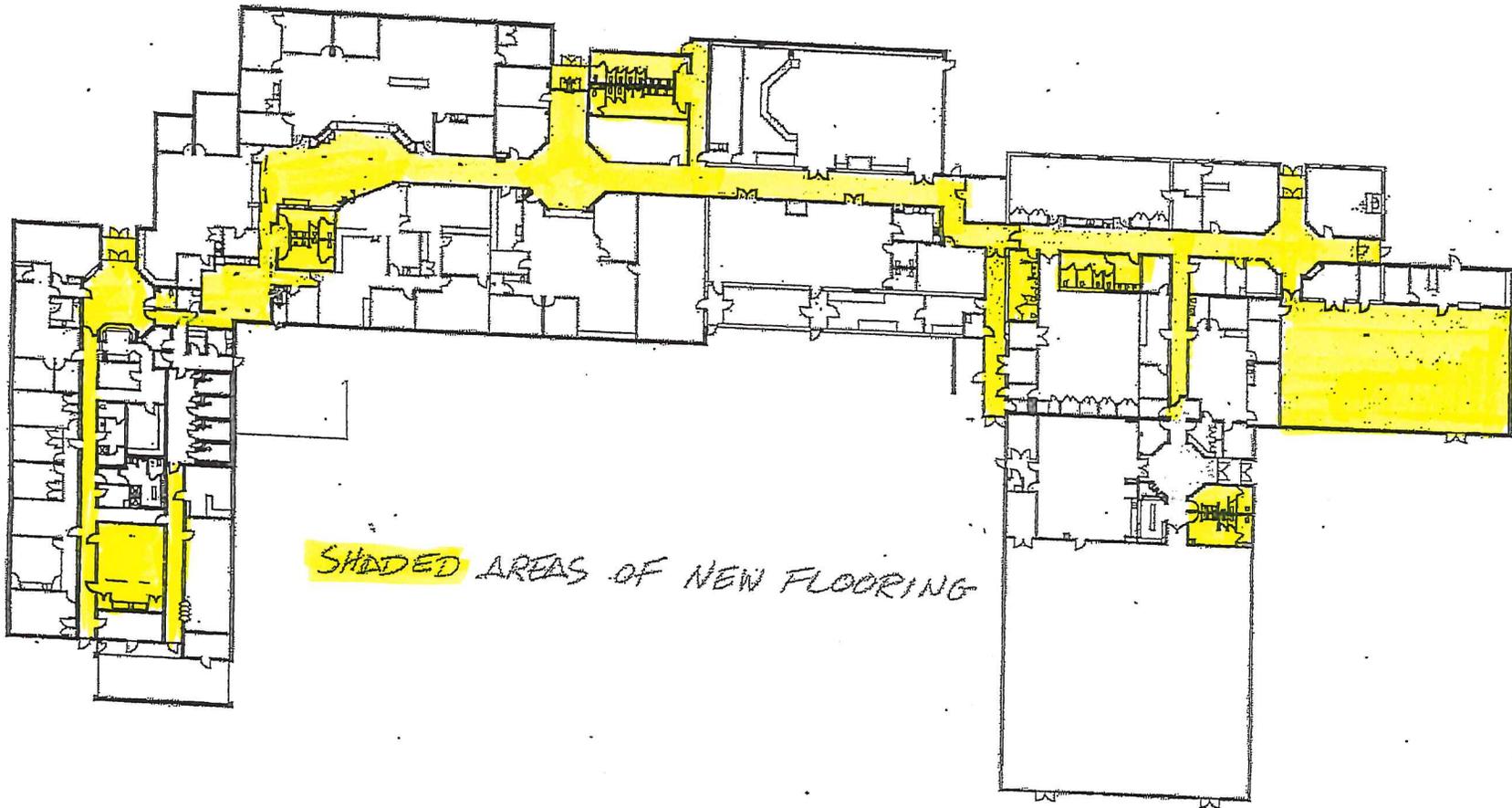
Customer (Print)

Cross Renovation (Signature)

Customer (Signature)

Date

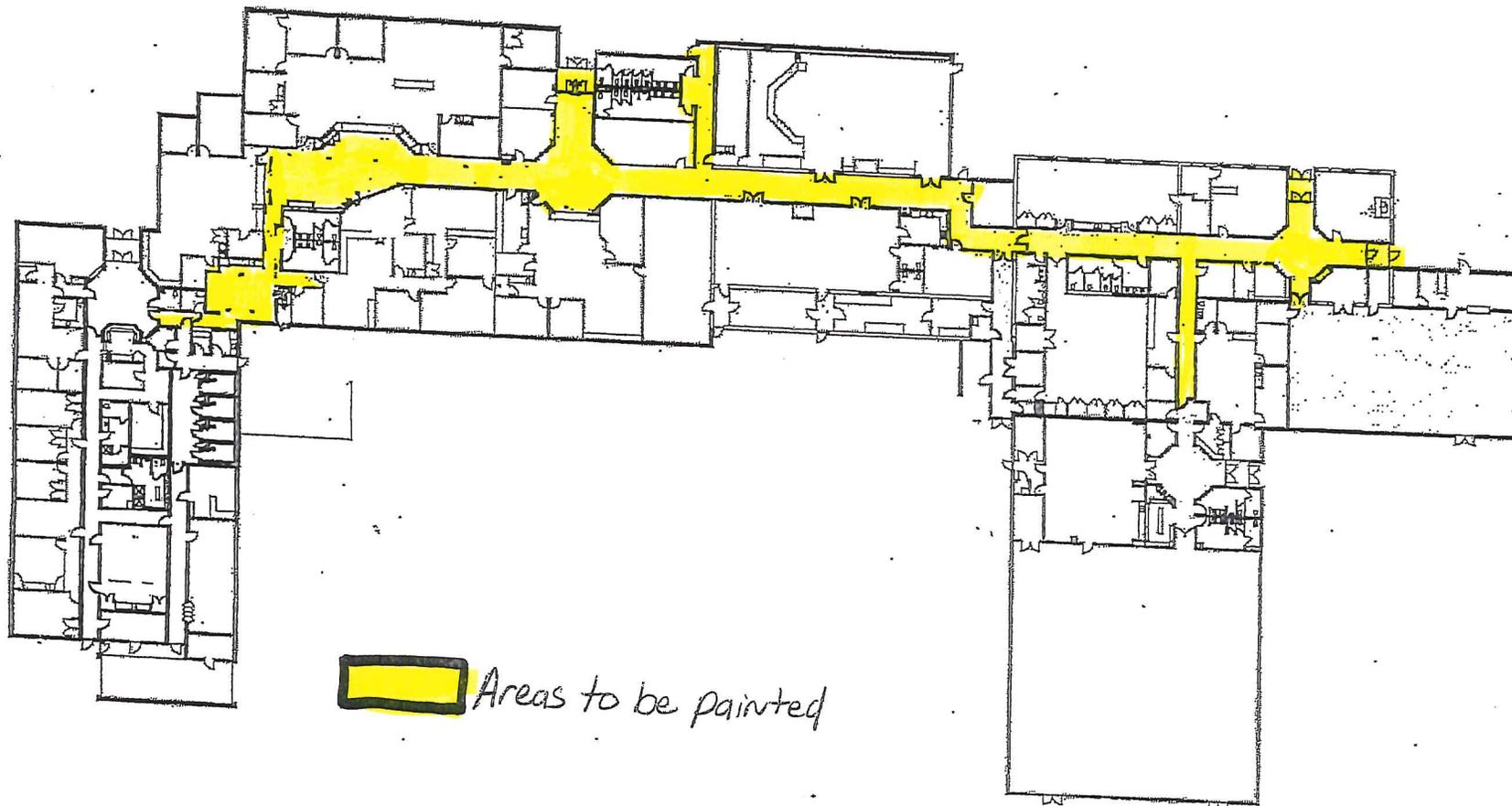
Date



SHADED AREAS OF NEW FLOORING

VAN BUREN TOWNSHIP MUNICIPAL CENTER





 Areas to be painted

VAN BUREN TOWNSHIP MUNICIPAL CENTER 

Charter Township of Van Buren

REQUEST FOR BOARD ACTION

Agenda Item: _____

Work Study Date: 07/01/19

Board Meeting: 07/02/19

Consent Agenda _____

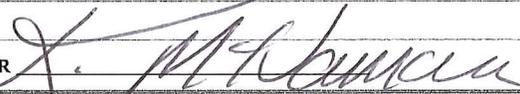
New Business X

Unfinished Business: _____

Public Hearing _____

ITEM (SUBJECT)	To approve the selection of Davenport Brothers Construction Company, Inc., for the design/build renovation of the Board Room at Township Hall.
DEPARTMENT	Planning & Economic Development
PRESENTER(S)	Matthew R. Best, Director of Public Services
PHONE NUMBER	(734) 699-8913
INDIVIDUALS IN ATTENDANCE (OTHER THAN PRESENTER)	Staff from Davenport Brothers Construction Company, Inc. Elizabeth Renaud – Executive Assistant to the Director of Public Services

Agenda topic

ACTION REQUESTED	
To approve the selection of Davenport Brothers Construction Company, Inc., for the design/build renovation of the Board Room at Township Hall. Building and Grounds recommends Davenport Brothers Construction Company, Inc. in the amount of \$97,000 for the design/build renovation of the Board Room at Township Hall per the Scope of Service. The expense will be paid with Building and Grounds Capital Outlay (Account #101-265-970-000.)	
BACKGROUND – (SUPPORTING AND REFERENCE DATA, INCLUDE ATTACHMENTS)	
See attachments.	
BUDGET IMPLICATION	\$97,000 – Capital Outlay (B&G)
IMPLEMENTATION NEXT STEP	If approved, the project will be started.
DEPARTMENT RECOMMENDATION	Approval
COMMITTEE/COMMISSION RECOMMENDATION	
ATTORNEY RECOMMENDATION	
(May be subject to Attorney/Client Privilege and not available under FOIA)	
ADDITIONAL REMARKS	
APPROVAL OF SUPERVISOR	



Township Hall/Board Room Renovation

This Request for Bids is for a firm to provide renovation/construction services for the Charter Township of Van Buren Board Room Renovation Project.

Your response to this request should include the following information:

1. Name and address of firm.
2. Resumes of key personnel to be assigned to this project.
3. A one-page narrative as to firm's interest, particular abilities and qualifications related to this project. Include reference contact information.
4. A brief narrative response describing the work effort your firm would perform to complete the project.
5. **Prepare full color renderings for all proposed renovated spaces for Township approval.**
6. Completed Bid Sheet
7. Any other information/alternates your firm wants to provide.

The firm selected will be tasked with the renovation of the Van Buren Township Board Room. This work shall reflect the attached proposed scope of work.

As part of this response, you may provide an alternate quote for any additional items your firm wishes to offer to the scope of this effort.

The firm selected should anticipate participating in meetings, presenting their proposed work to the staff and Township Board.

Please contact Matthew R. Best, Director of Public Services at 734-699-8913 if you have any questions.

A mandatory pre-bid meeting will be held on June 19th 2019 at 10 am at Van Buren Township Hall.

Predesign description of scope of work

General Comments:

- Scope description below is intended as an overview of the scope and may not expressly describe all supporting scope of work necessary to achieve the overall scope of work.
- Cut/patch all existing adjacent surfaces as necessary for scope indicated in this scope description.
- Protect all existing surfaces, furniture and equipment to remain.
- Prepare all existing surfaces to receive new finishes/millwork indicated in the scope.
- Coordinate all finishes with Interior Designer/Furniture Supplier (American Interiors.)
- **Prepare full color renderings for all proposed renovated spaces for Township approval.**
- Attend one Board of Trustees Meeting for discussion of Project Design
- A mandatory pre-bid meeting will be held on June 19th 2019 at 10 am at Van Buren Township Hall.
- Bids must be received Van Buren Township by 12:00 p.m. on June 24th, 2019
- Bids must be in a sealed envelope and addressed to:

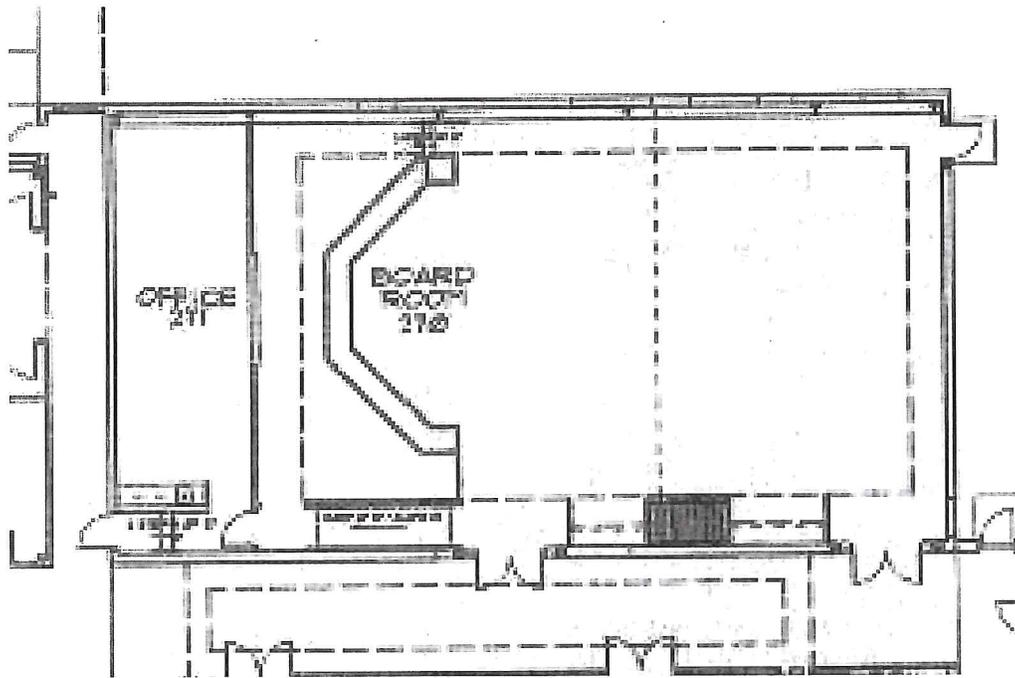
Matthew R. Best, M.S.
Director
Department of Public Services
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Board Room:

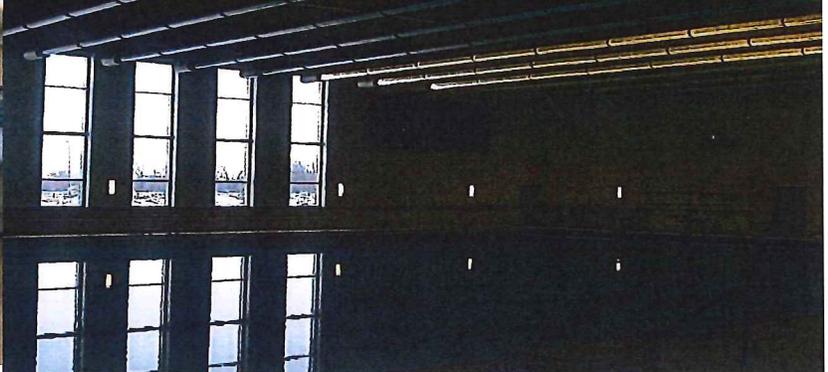
- Remove existing carpet.
- Provide new carpet, wall base and wall finishes within area of Board Room.
- Remove existing ceiling pads and replace with new pads.
- Remove and replace existing lighting with LED lighting.
- Utilize existing power and data outlets within Board Room.
- Provide new storage closet at location of coat hanging area. Provide (3) double doors for closet. Paint all walls.
- Paint all walls, doors and frames.
- Protect existing Township Logo on wall.
- Repair/restore/refinish existing Board Table.
- ALTERNATE #1: Design and provide a new logo and accent finishes for the west wall of the Board Room.
- ALTERNATE #2: Demolish existing and provide new Board Table. The final shape of the Board Table is subject to change per design meetings with Owner.

Trustee Office:

- Remove existing carpet.
- Provide new carpet, wall base and wall finishes within area of Trustees Office.
- Remove existing ceiling pads and replace with new pads.
- Remove and replace existing lighting with LED lighting.
- Utilize existing power and data outlets within Trustee Office.

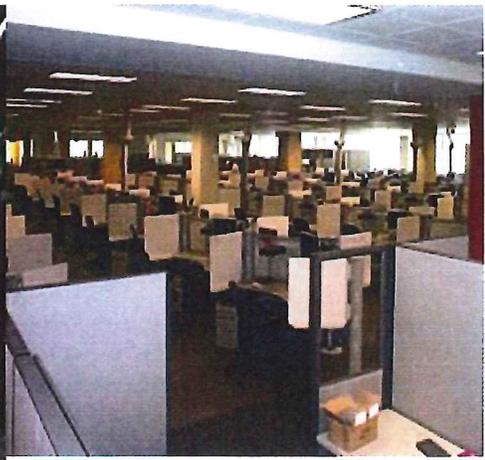


Firm	Bid
Davenport Brothers Construction Company, Inc.	\$ 97,000.00
Cross Renovations	\$ 125,000.00
Allied Building Services	No Bid



Davenport Bros. CONSTRUCTION COMPANY, INC.

Unparalleled Building Experience Since 1979



MIOSHA  **40** YEARS
Keeping Michigan Workers
Safe and Healthy



301 Industrial Road, Belleville, MI 48111,
www.davenportbrothers.com

6/24/19

Matthew R. Best, M.S.
Director
Department of Public Services
Charter Township of Van Buren
46425 Tyler Road
Van Buren Township, MI 48111

Township Hall/Board Room Renovation

Dear, Matt

Davenport Bothers Construction would like to thank the township for the opportunity to submit a proposal to the Township for The Design and the construction requirements to renovate the existing board room and Trustee office. We fell that this board room is a focal point for the township and is seen by many outside of the community. Davenport Brothers Construction is currently working on the following project's and has a vested interest in continuing a relationship with the township departments, staff and employees. We are currently in the construction of the Quirk Park Splash pad project for the township. We are also working in the community at Owen and McBride Middle schools for VanBuren School District for the renovation of both the school's media centers. Davenport Brothers Construction has always taken an interest in what the community and Vanburen township is constructing and has always tried to provide the township and community the best possible pricing we can offer. Not always can we be low bidder due to we are bound to subcontractors pricing. But we do are best to give a completeive price. Below you will find a scope of work and a cost for the renovation of the Board Room and the Trustee office. As you review our scope, we have taken an attempt to upgrade the Board room with a more upscale material that what it currently has. This may put our pricing beyond your budget if so, forget the cost proposed and lets site down and work out a budget for the rooms.

I believe we have the best possible team to bring forth to the Township, starting with myself with over 38 years of construction background, Joe Davenport with over 20 Years of field and project management skills, Wayde Hoppe Design who is a local Architect and Designer and I know will take the township best interest into account. I have also consulted with a local electrical contractor Bill Osier from Osier Electrical that will work with the team to provide electrical needs and design alternatives. In an addition to above I have consulted with the local flooring contractor Dave Stamper from Friends Fine Floor Covering who I feel will offer you the best product at a completeive cost. The rest Davenport Brothers Construction provide full time staff members who are skilled at their job, this makes the project schedule go quicker cause we have full control of work getting completed and not rely on a subcontractor.

Again, thank you for the opportunity and here is my scope of work and costs

PROJECT UNDERSTANDING:

You would like to prepare a design for the interior remodel of the existing 3,000 square foot board room and trustee's room. The work will include new finishes, design for the renovation of the board room table, possible design for the replacement of the board room table, new light fixtures, and new closet enclosure. The renovation needs to be coordinated with other work being conducted elsewhere in the building.

SCOPE OF BASIC SERVICES:

Davenport Brothers Construction proposes to provide Professional Architectural Services as follows:
Pre-Design

Measuring: Davenport Brothers Construction will measure the effected portion of the existing building and document the approximate dimensions on a base plan.

Assistance in Securing Approvals: Davenport Brothers Construction will assist the Client in securing approval from the Board of Trustees by submitting drawings and by representing the client at public hearings if required.

Preliminary Design: Davenport Brothers Construction will prepare a proposed schematic design. The schematic design will include a floor plan, interior elevations and a color board.

Preliminary Digital Model: Davenport Brothers Construction will prepare a preliminary color digital model of the proposed renovation.

Construction Documents

Architectural Working Drawings: Davenport Brothers Construction will then prepare architectural working drawings to be used for permitting, and construction. These documents will include a large-scale plan, reflected ceiling plan, door and hardware schedules, interior elevations, board table design, color and material schedules and room finish schedules.

Electrical Schematic Drawings: Davenport Brothers Construction will prepare electrical schematic drawings to be used for permitting, and construction. These documents will include interior lighting, details, and notes.

All of the above architectural and design will be coordinated with the township and certain subcontractors to achieve the townships budget.

Once design is complete will have a lump sum cost and preceded to construction project management that will include the following:

1. Project Coordination
2. Demolition of existing materials
3. Existing Material protection
4. Building material debris removal to waste containers and to haul off site to landfill
5. Existing Carpet Removal
6. Existing Ceiling Tile Removal
7. Existing Electrical lighting and Misc. Electrical Removal

Once Demolition is Complete

1. Provide a new storage closet at location of coat hanging area. Provide (3) double doors for closet. Paint all walls. And paint all doors
2. Provide Labor and Material to Paint all walls, doors and frames.

3. Provide labor and material to paint existing chair railing
4. Provide labor and material to change existing 2x4 lay in ceiling to a 2x2 lay in ceiling grid by using a USG Eclipse Illusion Acoustical Panel
5. Provide Labor and Material to install new 2x4 LED Light Fixtures Swish center basket troffer warm ceiling lights
6. Provide labor and material to install new 24" x 24" commercial grade carpet like Shaw Ecologix or match the existing 24" x 24" carpet tiles that township currently has in their facility
7. Provide Labor to Protect existing Township Logo on wall.
8. Repair/restore/refinish existing Board Table.
 - a) Add Laminated base top on table top
 - b) Add drop wood edges

Trustee Office:

1. Remove existing carpet.
2. Provide new carpet, wall base and wall finish within area of Trustees Office.
3. Remove existing ceiling pads and replace with new pads.
4. Remove and replace existing lighting with LED lighting.
5. Utilize existing power and data outlets within Trustee Office.

Total Cost for Above Scope; \$ 97,000.00

ALTERNATE #1: Design and provide a new logo and accent finishes for the west wall of the Board Room.
We can not price this item this is not enough information of size type of material
Compensation for Logo Design and Additional Services rendered shall be based on the hourly rate of \$180.00 per hour.

ALTERNATE #2: Demolish existing and provide new Board Table. The final shape of the Board Table is subject to change per design meetings with Owner.
A budget for a completely new board room table complete add \$28,000.00 to above proposal amount

Adders:

If you want to put Corian on existing table top add \$7,800.00

If you want premium Corian add \$13,000.00

If you want reface the board room table with panel molding add \$11,000.00

If you want to put raised wainscot on the front of the board table add \$20,000.00

If you want to rework the back panel to a different color add \$6,500.00

If you want to change the chair rail and add Corian to face of rail add 27.00 per foot

If you want to Match the podium to match board room table \$2,900.00

If you want a completely new podium add \$4,200.00

Price Quote

Base Bid	\$97,000.00
Total Cost:	\$97,000.00

Alternate Price Quote

Alternate #1	0.00
Alternate #2	\$28,000.00
Total Alternate Cost:	\$28,000.00

USG ECLIPSE™ ILLUSION™ & PEDESTALS™ ACOUSTICAL PANELS

CLIMAPLUS™ PERFORMANCE



USG Eclipse™ Pedestals™ IV Panels
with ClimaPlus™ Performance/
USG Donn® Brand Centricitee™ DXT™
Acoustical Suspension System

TO ORDER SAMPLES, GO TO USG.COM OR CGCINC.COM



Flat White
050

FEATURES AND BENEFITS

- A variety of face scores creates the illusion of a smaller-scaled ceiling system without compromising accessibility.
- Solid NRC performance of up to 0.70 meets general office acoustical needs for sound absorption.
- Balanced Acoustics. High-HRC and High-CAC.
- ClimaPlus™ 30-year limited system warranty against visible sag, mold and mildew.

APPLICATIONS

- Boutiques
- Schools
- Reception lobbies
- Transportation terminals

SUBSTRATE

- Wet-formed mineral fiber

Fine-Textured Panel

USG ECLIPSE™ ILLUSION™ & PEDESTALS™ ACOUSTICAL PANELS

CLIMAPLUS™ PERFORMANCE

ORDER SAMPLES/LITERATURE
USG: sampllit@usg.com
fax: 888 874-2348 | usg.com
CGC: contact Sales Representative

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cgcdesignstudio.com

TECHNICAL SERVICES
800 USG.4YOU (874-4968)



PRODUCT CERTIFIED
FOR LOW CHEMICAL
EMISSIONS:
ULCOM/GG
UL2818



30 YEAR LIMITED SYSTEM
WARRANTY
• No Visible Sag
• Mold/Mildew Protection



UL Classified

Edge	Panel Size	Fire Rating	Item No.	NRC	CAC Min.	LR ²	Color	Grid Options	VOC Emissions	Anti-Mold & Mildew	Recycled Content ¹	Panel Cost
USG ECLIPSE™ ILLUSION™ TWO/24 PANELS	SLT ³	Class A	78785	0.70	35	0.84	White	A	Low		79%	\$\$
	ILT ⁴		78085	0.70	35	0.84	White	B,C	Low			
USG ECLIPSE™ ILLUSION™ FOUR/48 PANELS	SLT ³	Class A	78711	0.70	35	0.84	White	A	Low		79%	\$\$
	ILT ⁴		78011	0.70	35	0.84	White	B,C	Low			
USG ECLIPSE™ PEDESTALS™ I PANELS	PE/SLT ³	Class A	72715	0.65	35	0.84	White	D	Low		79%	\$\$
	PE/ILT ⁴		72015	0.65	35	0.84	White	E,F	Low			
USG ECLIPSE™ PEDESTALS™ IV PANELS	PE/SLT ³	Class A	72716	0.65	35	0.84	White	D	Low		79%	\$\$
	PE/ILT ⁴		72215	0.65	35	0.84	White	E,F	Low			
PATTERNS	USG Eclipse™ Illusion™ Two/24 The look of 2'x2' panels			USG Eclipse™ Illusion™ Four/48 The look of 48"x6" linear strips			USG Eclipse™ Pedestals™ I Triple-step scoring			USG Eclipse™ Pedestals™ IV Triple-step scoring in 12"x12" modules		

Low Emissions (VOC)
Third party (GREENGUARD Gold) certified for low-emitting performance, meets California Department of Public Health's (CDPH) Standard Method v1.1 - 2010 (CA Section 01350). 'Certificates of Compliance' for Low VOC Emissions are available on usg.com and at productguide.ulenvironment.com.

ClimaPlus™ Warranty Performance⁵
Contains a broad-spectrum antimicrobial additive on the face and back of the panel that provides resistance against the growth of mold and mildew. Includes sag-resistance performance.

High Recycled Content
Classified as containing greater than 50% total recycled content. Total recycled content is based on product composition of postconsumer and preconsumer (postindustrial) recycled content per FTC guidelines.

GRID PROFILE OPTIONS

A USG DX ⁴ /DXL™	B USG Centricitee™ DXT™	C USG Identitee ⁴ DXI™	D USG DX ⁴ /DXL™	E USG Centricitee™ DXT™	F USG Identitee ⁴ DXI™

PHYSICAL DATA/ FOOTNOTES

Product literature
Data sheet: SC1846

ASTM E1264 classification
Type III, Form 1, Pattern EIK (USG Eclipse™ Illusion™) or Pattern EI (USG Eclipse™ Pedestals™)

ASTM E84 and CAN/ULC S102 surface-burning characteristics
Class A
Flame spread: 25 or less
Smoke developed: 50 or less

Weight
1.13 lb./sq. ft.

Online tools
usgdesignstudio.com or cgcdesignstudio.com

Thermal resistance
R-2.0

Maximum backloading
See *USG 30-Year Limited System Warranty Commercial Applications* (SC2102).

Maintenance
Can be cleaned easily with a soft brush or vacuum.

Metric sizes available
Contact sales for minimum quantities and lead times.

Notes

- For details, see LEED report tool at usgdesignstudio.com or cgcdesignstudio.com.
- LR values are shown as averages.
- Panels have a 15/16" routing.
- Panels have a 9/16" routing.
- Panel face and back surfaces treated with a proprietary, broad-spectrum antimicrobial additive that inhibits and retards the growth of mold/mildew. For details, see *USG 30-Year Limited System Warranty Commercial Applications* (SC2102) and *ClimaPlus™ Ceilings Certification of Performance* (SC2451).

Notice
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SC1846/rev. 11-16
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550 West Adams Street
Chicago, IL 60661

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Safety First! Follow good safety/industrial hygiene practices during installation. Wear appropriate personal protective equipment. Read SDS and literature before specification and installation.





Put all your savings
into one basket.

SWISH™ LED Center Basket

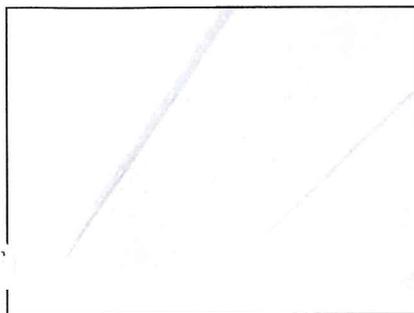


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LIGHTING
RABWEB.COM • 888-722-1000



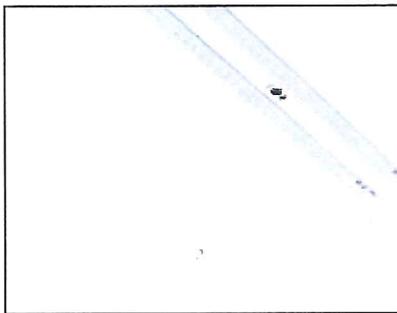
LED Center Basket

- Available in 2x2 (19 & 29W) and 2x4 (39 & 49W)
- Ultra-high efficiency, up to 135 lm/W
- 0-10V dimming standard on all models
- Emergency battery backup available
- Optional occupancy sensor or Lightcloud™ Controller
- Chicago Plenum (CCEA) compliant models
- 100,000-hour LED lifespan



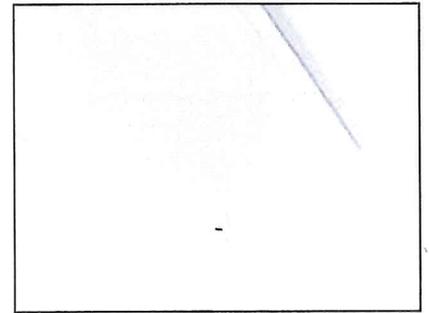
See the difference.

Frosted polycarbonate lens with proprietary diffusion design provides uniform distribution and reduces glare.



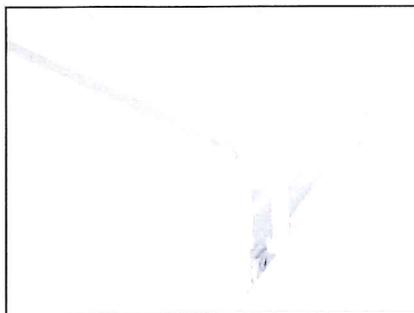
Durable build.

Die-formed 20 gauge, cold-rolled steel with high-reflectance (91%) powder-coated white finish.



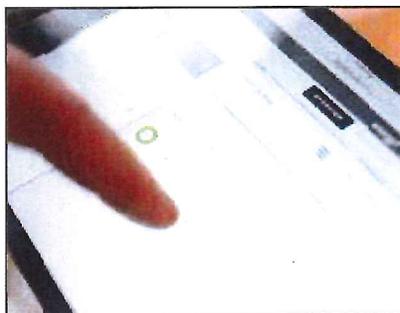
Smart sensing.

Programmable occupancy sensor for multi-level lighting control. Includes manual override from a light switch.



Engineered to a tee.

Standard integral clips secure to T-bars and don't get lost during installation.



Controls made simple.

Optional, factory-installed Lightcloud™ Controller for use with RAB's Lightcloud lighting control system.

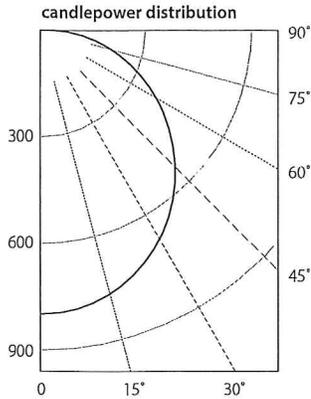


Wide open spaces.

Wide distribution pattern allows for wide spacing and uniform lighting on the work plane.

Photometrics

SWISH2X2-19N/D10: 2x2 - 19W - 4000K - 0-10V Dimming (Photometric Report #RAB01863)



vertical deg.	0.0	22.5	45.0	67.5	90.0
0	797	797	797	797	797
5	793	793	795	797	798
15	762	764	767	772	773
25	705	707	714	721	724
35	625	628	638	649	655
45	524	529	542	558	566
55	408	416	435	458	469
65	288	300	328	358	371
75	163	177	210	243	262
85	48	62	81	89	95
90	2	2	1	2	2

zone	lumens	% fix.
0-30	622	25.3
0-40	1021	41.5
0-60	1832	74.4
0-90	2461	100.0
90-180	0	0.0
0-180	2461	100.0

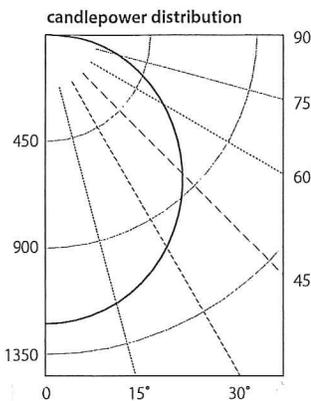
avg. luminance			
angle	0°	45°	90°
45	2161	2235	2334
55	2074	2212	2385
65	1987	2263	2560
75	1837	2366	2952
85	1606	2710	3179

Replaces:
(2) F17 T8 or (2) F24 T5

Efficacy: 126 lm/W

0° - 180°	90° - 270°	Diag.
1.2	1.3	1.4

SWISH2X2-29N/D10: 2x2 - 29W - 4000K - 0-10V Dimming (Photometric Report #RAB01841)



vertical deg.	0.0	22.5	45.0	67.5	90.0
0	1224	1224	1224	1224	1224
5	1216	1216	1219	1222	1223
15	1169	1171	1177	1184	1186
25	1080	1085	1094	1107	1111
35	953	962	976	995	1001
45	799	809	829	855	865
55	625	635	663	701	718
65	438	454	497	543	564
75	252	274	323	373	401
85	74	96	127	138	143
90	4	4	4	3	3

zone	lumens	% fix.
0-30	953	25.3
0-40	1565	41.6
0-60	2804	74.5
0-90	3765	100.0
90-180	0	0.0
0-180	3765	100.0

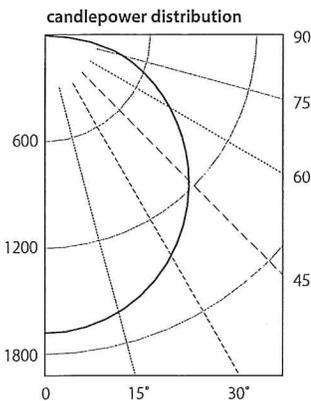
avg. luminance			
angle	0°	45°	90°
45	3310	3434	3583
55	3192	3386	3667
65	3036	3445	3909
75	2852	3655	4538
85	2487	4268	4806

Replaces:
(3) F17 T8 or (3) F14 T5

Efficacy: 129 lm/W

0° - 180°	90° - 270°	Diag.
1.2	1.3	1.4

SWISH2X4-39N/D10: 2x4 - 39W - 4000K - 0-10V Dimming (Photometric Report #RAB01861)



vertical deg.	0.0	22.5	45.0	67.5	90.0
0	1676	1676	1676	1676	1676
5	1645	1655	1677	1682	1681
15	1589	1598	1621	1629	1632
25	1477	1489	1513	1526	1531
35	1316	1330	1357	1375	1383
45	1111	1128	1157	1187	1196
55	877	895	932	973	989
65	616	640	696	751	770
75	355	391	454	508	533
85	106	147	185	203	203
90	6	7	5	6	6

zone	lumens	% fix.
0-30	1310	25.1
0-40	2156	41.3
0-60	3884	74.3
0-90	5227	100.0
90-180	0	0.0
0-180	5227	100.0

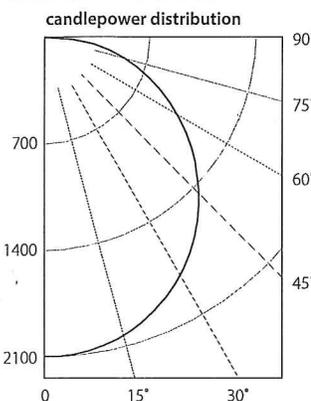
avg. luminance			
angle	0°	45°	90°
45	2246	2339	2418
55	2186	2323	2465
65	2084	2354	2605
75	1961	2508	2944
85	1739	3035	3330

Replaces:
(2) F32 T8 or (2) F28 T5

Efficacy: 135 lm/W

0° - 180°	90° - 270°	Diag.
1.2	1.3	1.4

SWISH2X4-49N/D10: 2x4 - 49W - 4000K - 0-10V Dimming (Photometric Report #RAB01859)



vertical deg.	0.0	22.5	45.0	67.5	90.0
0	2086	2086	2086	2086	2086
5	2049	2061	2087	2095	2093
15	1978	1990	2019	2029	2033
25	1839	1854	1885	1900	1906
35	1637	1658	1693	1713	1724
45	1387	1407	1447	1478	1492
55	1098	1118	1167	1214	1237
65	776	802	873	938	960
75	448	485	562	632	666
85	135	183	238	256	260
90	7	8	6	5	5

zone	lumens	% fix.
0-30	1631	25.0
0-40	2686	41.2
0-60	4843	74.2
0-90	6523	100.0
90-180	0	0.0
0-180	6523	100.0

avg. luminance			
angle	0°	45°	90°
45	2804	2926	3017
55	2737	2909	3083
65	2625	2953	3248
75	2475	3104	3679
85	2475	3104	3679

Replaces:
(3) F32 T8 or (3) F28 T5

Efficacy: 134 lm/W

0° - 180°	90° - 270°	Diag.
1.2	1.3	1.4

Specifications

UL Listing: Suitable for damp locations

IC Rating: Suitable for direct contact with insulation

CEA: CCEA-compliant models available. City of Chicago Environmental Air Luminaire Requirements used in Environmental Air Space per the electrical code specification of the City of Chicago.

LEDs: Long-life, high-efficiency surface mount LEDs

Lifespan: 100,000-hour LED lifespan based on IES LM-80 results and TM-21 calculations

Drivers: Class 2, Constant Current, 100-277V, 50/60Hz, THD <15%, Power Factor >90%

19W: 0.16A @ 120V; 0.10A @ 208V; 0.09A @ 240V; 0.08A @ 277V

29W: 0.24A @ 120V; 0.15A @ 208V; 0.13A @ 240V; 0.11A @ 277V

39W: 0.33A @ 120V; 0.20A @ 208V; 0.17A @ 240V; 0.15A @ 277V

49W: 0.41A @ 120V; 0.24A @ 208V; 0.21A @ 240V; 0.18A @ 277V

Dimming: 0 - 10V dimmable driver, standard

4000K	2 x 2 SWISH		2 x 4 SWISH	
	19W	29W	39W	49W
Nominal Watts @120V	19W	29W	39W	49W
Input Watts	20	29	39	49
Output Lumens	2461	3765	5227	6523
Lumens Per Watt	126	129	135	134
Color Accuracy (CRI)	85	85	84	84
3500K				
Input Watts	20	29	39	49
Output Lumens	2376	3528	5051	6331
Lumens Per Watt	121	121	129	129
Color Accuracy (CRI)	84	85	84	84
3000K				
Input Watts	19	29	39	49
Output Lumens	2344	3538	4944	6200
Lumens Per Watt	121	122	127	128
Color Accuracy (CRI)	83	83	83	83

Ambient Temperature: Suitable for use in 40°C ambient temperatures

Housing: Die-formed, 20-gauge, cold-rolled steel

Mounting: Integral T-grid clips make installation easy and secure

Reflector: High-reflectance, powder-coated finish, optimized for uniform distribution

Lens: Snap-in, frosted polycarbonate lens

Color Stability: LED color temperature is warranted to shift no more than 200K in CCT over a 5 year period.

Color Uniformity: RAB's range of CCT (Correlated Color Temperature) follows the guidelines of the American National Standard for Specifications for the Chromaticity of Solid State Lighting (SSL) Products, ANSI C78.377-2015.

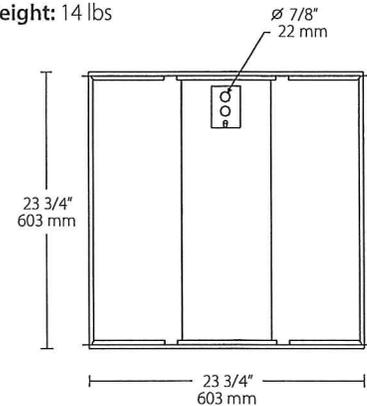
Green Technology: Mercury and UV free. RoHS-compliant components.

IESNA LM-79 & LM-80 Testing: RAB LED luminaires have been tested in accordance with IESNA LM-79 and LM-80, and have received the Department of Energy "Lighting Facts" label.

Dimensions and weight

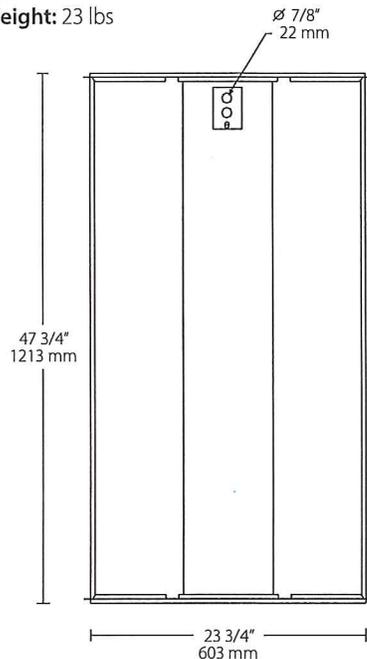
2x2

Weight: 14 lbs



2x4

Weight: 23 lbs



Accessories

Recessed Drywall Mounting Kits

RMKPANEL2X2 - 2x2 Kit (shown)

RMKPANEL2X4 - 2x4 Kit

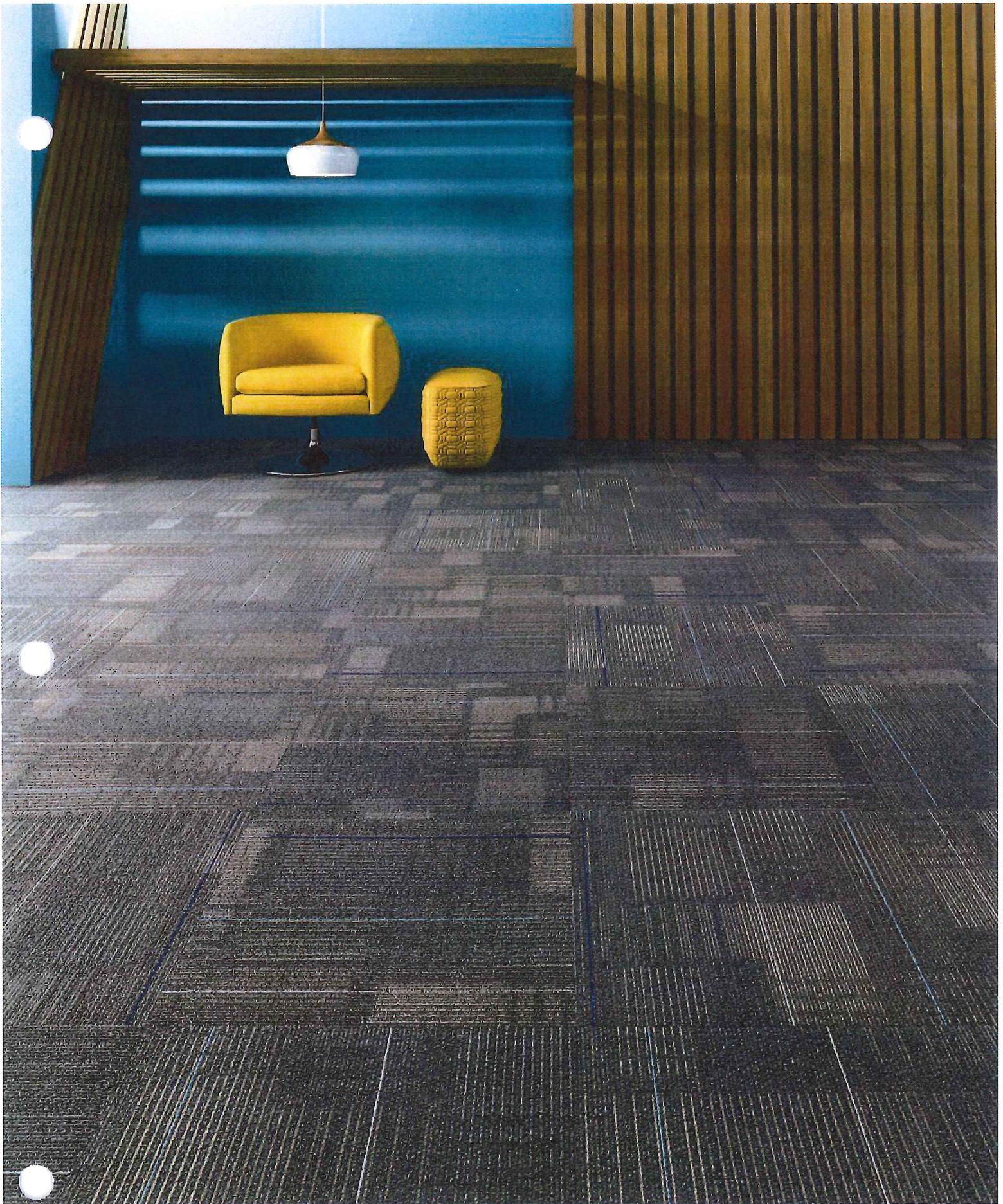
Surface Mount Kits

SMKPANEL2X2 - 2x2 Kit (shown)

SMKPANEL2X4 - 2x4 Kit

Ordering information

Product Family	Size	Wattage	Color Temp.	Driver	Options	Chicago Plenum
SWISH	2X2 2' x 2' 2X4 2' x 4'	19 19W (2x2) 29 29W (2x2) 39 39W (2x4) 49 49W (2x4)	N 4000K YN 3500K Y 3000K	/D10 0-10V Dimming, 120-277V	/E2 Emergency Battery Backup /LC Lightcloud Controller /MVS Occupancy Sensor /MVS/E2 Occupancy Sensor + Emergency Battery Backup	/CP



Style: 5T233 diffuse 24x24 EcoLogix | Color: 75597 passy