

**Bay Township  
Payroll Policy  
Adopted and Effective November 10, 2022**

**This Payroll Policy adopted November 10, 2022 cancels out and supersedes any and all previous Bay Township payroll policies**

**Payroll**

**5.18 Payroll**

The township shall comply with Michigan wage and hour laws that regulate the method of payment of wages, the payment of wages upon termination of employment, allowable deductions, income tax withholding and payment of employment taxes, wage garnishments, recordkeeping and maintenance of payroll records.

**5.19 Time sheets/Sign-in Sheets**

Members of all committees, with a meeting per diem, will be required to sign in on a sign in sheet provided at each meeting. Members of committees that are paid on an hourly basis will be required to fill out a time sheet provided for hours worked.

**5.20 Payment on Termination**

An employee who voluntarily terminates employment will be paid all wages earned and due as soon as work is completed and the final amount can be determined. Payment will be made on the next regularly scheduled payday.

**5.21 Deductions and Withholdings**

The township shall comply with federal and state laws regarding income tax and Social Security deductions. All voluntary deductions shall be authorized in writing. The clerk shall be notified at least **10** days prior to the end of the pay period of any changes in voluntary deductions or withholding allowances desired by an employee.

The township shall make appropriate deductions to satisfy any court orders for garnishments or for child or spousal support orders.

**5.22 Payroll Problems**

Employees shall immediately notify the clerk of any problems or errors on their paychecks.

**Personnel Recordkeeping**

**5.23 Personnel Files**

The township clerk shall maintain a permanent personnel record of each township employee. The personnel records shall be kept complete and accurate in compliance with federal and state laws and any applicable general record retention schedules adopted by the State of Michigan.

Each employee's personnel file shall contain the following:

1. Personnel data, including full name, Social Security number, current address, resumé or application submitted.
2. Performance evaluations
3. Tax withholding information

#### **5.24 Employee Access to Personnel File**

Upon request, any employee may examine the contents of his or her personnel file under the direct supervision of the clerk. If an employee demonstrates that he or she is unable to review his or her personnel record at the township, then the township, upon that employee's request, shall mail a copy of the requested record to the employee.

#### **5.25 Employer Access to Personnel Files**

Board members shall be allowed to view any personnel file, when necessary, within the scope of their authority and responsibility. Confidential information contained in a personnel file shall be released to others only with written authorization of the employee.

The contents of an employee's personnel file shall not be removed from the township hall by anyone.

The contents of the employee personnel files shall be considered confidential.

#### **5.26 Release of Personnel Records to a Third Party**

The clerk shall review an employee or former employee's personnel record before releasing information to a third party and, except when the release is ordered in a legal action or arbitration to a party in that legal action or arbitration

When notice is required by law, the clerk shall provide written notice to an employee or former employee of a release of the employee's personnel records.

#### **5.27 Freedom of Information Requests for Personnel Records**

Copies of documents contained in the personnel files that are requested pursuant to the Freedom of Information Act may be released only after information that is exempt from FOIA disclosure that may be contained on the document is redacted (deleted or edited out). The FOIA coordinator may contact the township attorney for advice in responding to a FOIA request involving personnel records.

CERTIFICATE

I, Wendy Simmons, the duly elected and acting Clerk of Bay Township, hereby certify that the aforementioned policy was adopted by the Board of Trustees of Bay Township at a meeting of said Board held on November 10, 2022, at which meeting a quorum was present, by a roll call vote of said members as therein set forth; that said resolution was ordered to take effect November 10, 2022.

A handwritten signature in black ink that reads "Wendy Simmons". The signature is written in a cursive style with a large initial "W" and a long, sweeping underline.

Bay Township Clerk