

GLEN ARBOR TOWNSHIP

ORDINANCE NO. 4-2012

AN ORDINANCE TO ESTABLISH CERTAIN FULL TIME EMPLOYEE POSITIONS WITHIN GLEN ARBOR TOWNSHIP FOR THE GLEN LAKE FIRE DEPARTMENT AND TO PROVIDE FOR THE COMPENSATION AND BENEFITS TO BE PAID TO SAID EMPLOYEES.

PREAMBLE

WHEREAS, Glen Arbor Township, together with Empire Township, are parties to that certain Fire and Rescue Services Contract dated April, 2008 (“Fire Contract”); and

WHEREAS, the Fire Contract provides for the operation of the Glen Lake Fire Department to be funded by both townships in the manner set forth therein; and

WHEREAS, all employees of the Glen Lake Fire Department (“GLFD”) are employees of Glen Arbor Township with the exception of those full time emergency medical service (“EMS”) personnel who are employees of North Flight EMS and whose services are provided to the Glen Lake Fire Department under a contract between said department and North Flight EMS; and

WHEREAS, effective September 1, 2012, said EMS personnel will become full time employees of Glen Arbor Township; and

WHEREAS, Glen Arbor Township desires to provide for the compensation and benefits to be paid to said EMS personnel as well as to other full time employees of the Glen Lake Fire Department.

NOW, THEREFORE,

GLEN ARBOR TOWNSHIP HEREBY ORDAINS:

Section 1. Township Employees.

The EMS personnel assigned to the Glen Lake Fire Department as employees of North Flight EMS, effective September 1, 2012, shall become full time employees of Glen Arbor Township, and shall serve under the direction and supervision of the Chief of

the Glen Lake Fire Department, and shall be subject to and shall comply with all Fire Department and Township policies, including personnel policies, policies regarding the care and use of equipment and buildings belonging to or being used by the Department, and policies regarding the provision of services by the Department.

Section 2. Compensation.

The EMS personnel as well as all full time employees, as defined below, of the GLFD shall receive that compensation for their services as shall be established from time to time by resolution of the Glen Arbor Township board.

All employees who are paid for working more than 36 hours per week for the GLFD shall be deemed to be full time employees of the GLFD. This shall include those employees who work 24 hour shifts on a varied schedule but who average no less than 36 hours per week.

Section 3. Retirement Benefits.

a. retirement plan.

The Township will provide all full time GLFD employees with membership in a private defined contribution retirement plan administered by Burnham & Flower.

b. employer/employee contribution.

The employee may contribute to the retirement plan whatever percentage of gross pay such employee chooses in writing to have regularly contributed to said retirement plan. If the employee chooses to contribute at least one percent (1%) of his or her gross pay to the retirement plan, the Township will make a matching contribution to said plan up to a maximum of two percent (2%).

c. vesting.

Except as provided in e, below, the employee shall not be entitled to receive the benefit of any employee or employer contribution to the retirement plan made on behalf of such employee unless and until said employee shall have been a full time employee of the Fire Department for a period of five (5) years, at which point the employee's and employer's contributions to the retirement plan, as increased or decreased by virtue of such contributions' participation in the retirement plan, shall become fully vested for the benefit of such employee.

An EMS employee whose employment is transferred to the Township shall receive credit for vesting purposes for the number of full years served as a full time employee of North Flight EMS. By way of example, an employee with five (5) or more full years of full time employment with North Flight EMS shall be fully vested in the retirement plan provided for herein, while an employee with two and a half (2-1/2) years of employment shall be credited with two (2) years for vesting purposes.

d. termination of employment before five years.

Upon termination of employment for any reason at any time prior to the employee having reached the five (5) year vesting period, the employee shall be entitled to the return of the contribution made by such employee as such contribution has increased or decreased by virtue of such contribution's participation in the retirement plan. In addition such employee shall be entitled to receive a part of the Township's matching contribution equal in amount to the sum of the Township's matching contribution (as such contribution may have increased or decreased by virtue of such contribution's participation in the retirement plan) multiplied by 20% for each full year served as a full time employee of the Township.

e. transfer of retirement funds.

An EMS employee whose employment is transferred to the Township shall be entitled to transfer to the retirement plan established herein any vested 403(b) retirement funds at North Flight to the retirement plan provided for herein, but such funds shall not be counted as an employee's contribution for purposes of meeting the one percent (1%) mandatory contribution or as an additional contribution for purposes of requiring any match on the part of the Township.

Section 4. Other Employment Benefits.

a. health care benefits.

The Township shall provide all full time employees of the GLFD with a hospitalization plan providing dental and optical benefits for such employees and their spouses and children. The plan shall be that selected by the Township from time to time and shall, subject to budgetary restraints, be reasonably comparable to that plan currently provided to the EMS personnel at North Flight EMS. To participate in such plan, the employee shall pay a portion of the annual premium for such insurance coverage. The portion to be paid by the employee shall be determined from time to time by the township board but shall not exceed 20% of the annual premium for such insurance coverage.

b. short term disability benefits.

The Township shall provide all full time employees of the GLFD with a short term disability benefit plan in an amount and at a cost to be determined from time to time by the Township board.

c. long term disability benefits.

The Township shall provide all full time employees of the GLFD with a long term disability benefit plan in an amount and at a cost to be determined from time to time by the Township board.

d. Accidental death and dismemberment annuity.

If a sufficient number of full time employees are interested in having an accidental death and dismemberment annuity, the Township will arrange for and secure such an annuity plan, but the full cost thereof shall be borne by the employees in the annuity plan.

e. Group life insurance.

The Township shall provide all full time employees of the GLFD with a group life insurance policy in an amount and at a cost to be determined from time to time by the Township board.

f. FSA account.

The Township will establish a Section 125 Flexible Spending Account Plan (a/k/a Cafeteria Plan) for the benefit of the full time employees of the GLFD, into which Plan said employees may contribute funds. Further, the Township may, but is not obligated to, contribute funds from time to time to said plan for the benefit of the full time employees of the GLFD.

g. Personal time off.

All full time employees shall be entitled to personal time off (PTO) (which can include vacation and sick leave) as determined from time to time by the Township and set forth in the Township Personnel Policies.

h. Other benefits.

All full time employees shall be entitled to such other benefits as may be determined from time to time by the Township, and such benefits may be added, deleted and/or modified as deemed necessary by the Township in an effort to meet the goal of recruiting and retaining such full time employees.

Section 5. Effective Date.

This ordinance shall take effect the day following publication in accordance with law.

Adoption of the foregoing ordinance was moved by Thompson and supported by Kelly.
Voting for: Thompson, Kelly, Gretzema, Quick and Soderholm

Voting against: None

The ordinance was declared adopted.

John Soderholm
Township Supervisor

CERTIFICATION

The above is a true copy of Ordinance No. 4-2012 which was duly adopted by the Glen Arbor Township Board of Trustees at a regularly scheduled meeting held on August 21, 2012.

Bonnie Quick
Township Clerk