

# NORTHFIELD TOWNSHIP BOARD OF TRUSTEES

## SPECIAL MEETING AGENDA

**June 16, 2020 - 7:00 PM**

In an effort to practice social distancing and in accordance with Governor Whitmer's *Stay Home, Stay Safe, Save Lives* Executive Order, the Northfield Township Board of Trustees will hold a virtual board meeting on Tuesday, June 16, 2020 at 7:00 p.m.

Join the virtual board meeting by visiting <https://zoom.us/j/98264021904>  
or dialing (312) 626-6799  
Webinar ID: 982 6402 1904

Public participants will be able to address the board virtually during the public comment period on the agenda.

Visit

[http://www.twp-northfield.org/government/how\\_to\\_join\\_a\\_virtual\\_meeting.php](http://www.twp-northfield.org/government/how_to_join_a_virtual_meeting.php)  
for more information.

- CALL TO ORDER
- INVOCATION / PLEDGE
- ROLL CALL
- CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER RESPONSE TO CALL TO THE PUBLIC
- AGENDA ITEMS
  1. Discuss Wages and Compensation for Part-time Employees +
- 2<sup>nd</sup> CALL TO THE PUBLIC - Any member of the public may address the Board at this time; however, this is not an opportunity for dialogue, or questions and answers. Please keep comments to 3 minutes or less.
- BOARD MEMBER COMMENTS
- ADJOURNMENT

\* Denotes previous backup; + denotes no backup in package

This notice is posted in compliance with PA 267 of 1976 as amended (Open Meetings Act) MCLA 41.72A (2) (3) and the Americans with Disabilities Act. (ADA) individuals with disabilities requiring auxiliary aids or services should contact the Northfield Township Office, (734-449-2880) seven days in advance.

To: Township Board  
 From: Steve Aynes, Township Manager  
 RE: Part Time Employee Compensation  
 Date: June 15, 2020

*Understanding Compensation for Township Officials and Employees* was updated by the Michigan Township Association in September 2016. The following statement describes the two primary approaches by Township Board members in deciding employee compensation.

“... Should the board attempt to pay employees the lowest wages possible, in order to keep personnel costs at a minimum, or should the board attempt to keep employee compensation equitable with the labor market? This issue has no right answer, but townships do need to balance economy with the costs incurred from turnover, lower morale, the possibility of union representation, and an inability to attract and retain good employees.”

There are currently four part time employees at the Township offices. (The Front Desk Clerk has also been a part-time position in the past, but is currently vacant.) Part-time positions and current salaries are shown below:

	<u>Salary Per Hour</u>	<u>Annual Salary</u>
Controller	\$ 47.74	\$ 49,645
Assistant to the Township Manager	\$ 19.79	\$ 30,712
Election Specialist	\$ 18.00	\$ 28,000
Code Enforcement Officer	\$ 26.00	\$ 33,800 (at 25 hrs./wk.)
	\$ 26.00	\$ 27,400 (at 20 hrs./wk.)

Part Time Employees receive Social Security & Workers Compensation insurance as shown in the Employee Handbook (these are “mandated” benefits). The only other benefit provided to Part-time Employees is minimal “paid time off” (PTO time).

- Part Time employees regularly working 20-29 hours a week receive 3 PTO days/year.
- Part Time employees regularly working 30-32 hours a week receive 4 PTO days/year.
- Part Time employees are required to use their PTO days in the year they are earned or forfeit the PTO time. (Full-time employees may accumulate up to two (2) times the amount of their annual PTO accrual.)

- Part Time employees forfeit any unused PTO days if employment is terminated for any reason. (At termination of employment, regular full-time employees will receive full compensation for accrued PTO days.)

Part-time Employees do not receive the following benefits that are offered to our Full-time Employees, as listed in the Handbook:

- Bereavement Leave
- Holiday Pay (12 ½ days for full-time employees)
- Jury Duty Leave
- Life Insurance, Long-Term Disability, Short-Term Disability
- Medical Insurance and Health Savings Account
- Pension Plan (Township matches 10%)

The Northfield Township Board of Trustees has discussed possible approval of salary increases and/or benefit changes for non-union employees after July 1 of the new Fiscal Year.

While no one is irreplaceable, loss of any of our employees would leave a big hole in the organization.

I recommend that the Board approve changes in compensation to retain existing employees.

# Memo - Wages and Compensation for Part-time Employees

**From:** Marlene Chockley, Supervisor

**Date:** June 16, 2020

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This special meeting was called to discuss wages and compensation for part-time employees. It was triggered by our controller's request to be compensated for benefits for which she is ineligible by the Township's current policy for part-time employees. You all received her communication directly.

Township regular employees receive many benefits. Those amount to 20-48% of their wages, not including paid time off (PTO). The bulk of the highest percentage is due to health insurance. The average cost of benefits is 36% for pension and health and life/disability insurance.

Perhaps because of this, the Township has a history of *preferring* part-time employees in order to avoid paying benefits (pension, health, life, and disability insurance, paid time off and holiday pay). I believe this is discrimination and contributes to low morale and turnover. And turnover is very costly.

I believe in equal pay for equal work. Part of that calculation for equal pay are benefits. It's a matter of fairness.

We must approach compensation for part-time employees objectively and consistently. It must not be pick-and-choose. **To change the compensation package for part-time employees *working half time or more*, we must prepare a resolution to be adopted at a future meeting, hopefully July 14. Recommendations for that resolution are as follows:**

- 1. Pay an appropriate wage—set using local or regional comps.**
- 2. Provide a 10% pension contribution consistent with the current agreement for full-time employees—this will require an amendment to our agreement with MERS.**
- 3. Provide a health insurance buyout paid quarterly based on the fraction of full-time hours worked.**
- 4. Provide PTO based on the fraction of full-time hours worked according to the same schedule as full-time employees.**
- 5. Provide holiday pay based on the fraction of full-time hours worked.**

I insist that an adjustment in Ms. Starbuck's compensation package is reasonable, but this should not be an isolated situation. We must approach this as policy and apply it to all part-time employees. We have 5 part-time staff funded by the general fund—controller, assistant to the township manager, code enforcement, elections specialist, community center assistant, and the front desk receptionist position (currently vacant).

This is a timely subject as we are looking ahead to the 2020-2021 budget and will soon be considering raises for employees. It also highlights the fact that we have not completed the employee handbook regarding PTO, a benefit very important to an employee's quality of life. I hope this discussion serves as an opportunity to correct that in the near future.

I welcome your thoughts.

Marlene Chockley