**Wales Township Policy No. 003**

Adopted by Majority Vote of the

 **Wales Township Board on 9-7-2021**

**AMENDED 2-17-2023**

**General Compensation Policies and Procedures**

Health Insurances will not be paid or co-paid by the Township. However, Payroll deductions will be made for those employees paying their own insurances under governmental employee rates. Wales Township adheres to current Federal, State, and Social Security payroll withholding guidelines and requirements.

The Township offers a deferred compensation incentive package to all employees. An amount equivalent to 3% of the employee’s gross wages of each pay period will be paid by township funds and deposited into each employee’s account. Employees may request to contribute additional funds to be deducted from their wages by submitting requests to the Township Clerk.

Meals and lodging mentioned for all employees is equivalent to the current National Per Diem Rate per National General Services Administration. Mileage is equivalent to Current Federal Mileage Rate.

***Deputy Clerk, Deputy Treasurer, Administrative Assistant and Aide***

The hourly rate of pay for Deputy Clerk and Deputy Treasurer Staff is determined by the Board of Trustees. These positions are paid for annual board recognized paid holidays and office closures listed in Policy #004. Days off must be pre-approved, in order to maintain office coverage. (except in justifiable emergencies)

New hire Deputies will hire in at $15.00 an hour with 16 hours of work per week and be reviewed by their department officer for pay raises and that officer will bring it to the attention of the Board.

New hire Administrative Assistants and Aides will hire at $15.00 an hour with a performance review within the first 90 days. Administrative Assistant will work 24 hours a week.

Township Board pre-approved seminars and training tuitions, mileage, meals, and lodging are paid directly or reimbursed by Township. Deputy Clerk, Deputy Treasurer, Administrative Assistants and Aides are paid at hourly wage for time of the training involved, including travel time. Employee shall reimburse the Township for any loss of money due to a seminar or training missed. Emergency excusal shall be considered.

***Clerical Substitutes***

Shall it become necessary to cover a clerical staff member in absence of limited duration, or other additional help of a limited nature, a normally vacant temporary position is established by the Township Board at a rate of pay of $15.00 per hour. This position may be filled by the Township Supervisor at time of need, but must be approved by a majority vote of the Township Board at its next meeting in order to remain in continuance or on long term hiring.

***Building Dept. (Inspectors)***

Tuitions for single-day certification training for building, mechanical, plumbing, and electrical Inspectors will be paid by the Township directly or through reimbursement. However, multiple-day and/or overnight trainings to be paid by the Township, need prior Board approval. Meals, mileage, and lodging (with necessary prior Board approval) shall be pre-paid or reimbursed. Board consideration of reduced township financial responsibility for seminars/training/certification shall be taken if Inspector is employed through other municipalities/companies within the same employment capacity.

Building, mechanical, plumbing, and electrical inspectors shall be paid at a rate of $20/hr*.* plus mileage for court and Zoning Board Appeals hearings appearances*.*

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| **Telephone Allowances** | **Previous** | **Current** |
| Building | $40/mo. | $60/mo. (*Dec., 2019)* |
| Electrical | $25/mo. | $35/mo. |

***Planning Commission, Zoning Board of Appeals, Election Workers, and Board of Review***

For Board approved seminars, trainings, food, lodging, and mileage; members, board appointed alternates, and recording secretaries of their respective boards will be paid for directly or reimbursed*.* Attendees shall be paid wages of $50.00/day for attending. Meetings must be pre-approved by Board of Trustees in order to guarantee reimbursement. Employee shall reimburse the Township for any loss of money due to a meeting or training missed. Emergency excusal shall be considered.

***Assessor***

Annual Michigan Assessor certification shall be paid by township. Board consideration of reduced township financial responsibility for certification shall be taken if Assessor is employed through other municipalities within the same employment capacity.

***Wages (Appointed Boards & Employees)***

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| **Position** | **Prior Wage 1/2/18** | **Current Wage** |
| Zoning Administrator | $ 4,000.00 annual | $ 5,000.00 annual |
| Building Official | $ 2,600.00 annual | $ 3,900.00 annual |
| Mechanical Inspector \* |  | 80% of Permit Fees |
| Electrical Inspector \* |  | 80% of Permit Fees |
| Plumbing Inspector\* |  | 80% of Permit Fees |
| Ordinance Enforcement Officer | $ 2,750.00 annual | $ 3,000.00 annual |
| Hall Janitorial (contractual-weekly) | $ 40.00/ cleaning | $ 50.00/cleaning |
| Recording Secretary-Twp. Board | $ 50.00/ mtg. | $ 75.00/ mtg. |
| Recording Secretary-Planning Comm. | $100.00/mtg. $125.00/ Sp. Mtg. | $100.00/mtg. $150.00/Hearing |
| Planning Commission Members/Chair |  | $ 50.00/mtg., $ 60.00/mtg. |
| Assessor | $ 26,978.00 annual | $ 26.978.00 annual |
| Board of Review Members |  | $125.00/mtg. |
| Zoning Board of Appeals Member/Chair\* |  | $50.00/mtg., $60.00/mtg. |
| Zoning Board of Appeals Recording Sec.\* |  | $ 100.00/mtg. $150.00/hearing |
| Election Worker/Chair |  | $15/hr. $20/hr. |
| Parks Committee/Chair  |  | $35/mtg., $45/mtg. |

*\*as established within policy # 2 regarding inspector permit fees retention.*