

# Doyle Township Board



## Policies and Organization

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RULES AND REGULATIONS  
FOR Doyle TOWNSHIP BOARD

**1. MEETINGS**

- A. **Regular Meetings:** The Doyle Township Board will hold regular meetings on the second Wednesday of each month. These meetings will be held at the Doyle Township Hall and will start at 4:30 p.m. unless otherwise designated.
- B. **Change in Schedule:** Any changes in the regular meetings schedule, including time or place, may be made by a majority vote of the Doyle Township Board, such change to be recorded in the minutes of the meeting in which the change is made. Persons who were scheduled to appear on the agenda of a meeting that has been changed will be advised directly of this change via telephone or letter.
- C. **Special or Emergency Meetings:** A special meeting of the Doyle Township Board shall be held at a time fixed by the board at a meeting or when the supervisor considers it necessary. Upon call of the supervisor, the township clerk shall give notice of the time and place of the meeting to each member, either in person or by leaving a written notice at the member's address. A special meeting of the township board shall be called by the township clerk upon receiving a written request for the meeting signed by a majority of the township board members. The township board shall not transact business at a special meeting unless the business was stated

in the notice of the meeting. However, if all the members of the board are present at a special meeting, business that might lawfully come before a regular meeting of the board may be transacted at the special meeting. The reason for the special meeting along with the date, time, and place shall be posted at least 18 hours prior to meeting.

- D. Moderator: The supervisor, if present, shall be the moderator of a regular or special meeting of the township board. If the supervisor is not present, the township clerk shall be the moderator of the meeting.
- E. Public Notice of Meetings: The Clerk shall give public notice of the regular schedule of time and place in one newspaper circulated in the township and by posting the schedule on the outside bulletin board at the township hall.
- F. The Doyle Township Board shall hold all meetings with open doors and all persons may attend its meetings.
- G. Executive or Closed Sessions: The following reasons are permissible under MCL 15.268 for Closed Sessions at Regularly Scheduled or Special Township Board Meetings:
  - 1. To consider the dismissal, suspension or disciplining of, or to hear complaints or charges brought against, or to consider a periodic personnel evaluation of a public officer, employee, staff member, or individual agent, if the named person requests a closed hearing. A person requesting a closed hearing may rescind the request at any time, in which case the matter at issue shall be considered after the rescission only in open session.
  - 2. For strategy and negotiation sessions connected with the negotiation of a collective bargaining agreement if either negotiating party requests a closed hearing.
  - 3. To consider the purchase or lease of real property up to the time an option to purchase or lease of that real property is obtained.
  - 4. To consult with its attorney regarding trial or settlement strategy in connection with specific pending litigation, but only if an open meeting would have a detrimental financial effect on the litigating or settlement position of the public body.
  - 5. To review and consider the contents of an application for employment or appointment for public office if the candidate requests that the application remain confidential. However, except as otherwise provided in this subdivision, all interviews by a public body for employment or appointment to a public office shall be held in an open meeting.

6. To consider material exempt from discussion or disclosure by state or federal law.
7. Except for 1 & 2, Executive sessions will only be held with a 2/3 roll call vote.
8. Open Meetings: The Doyle Township Board will comply with the Open Meetings Act (Act #267 of 1976) in all respects.

## **2. QUORUM**

- A. Majority: A majority of the Board members shall constitute a quorum for the transaction of the ordinary business of the township.
- B. Absence of Quorum: Upon the absence of a quorum, the members present may adjourn the meeting and reschedule when a quorum is possible.

## **3. VOTING**

### **A. Majority Vote:**

All questions which shall arise at the meetings of the Doyle Township Board shall be determined by the votes of a majority of the members present except for:

### **B. Roll Call Votes:** The following issues will be accomplished by a roll call vote:

1. Adopt Ordinance
2. Adopt General Appropriation Act (Adopting the Budget)
3. Setting Salaries
4. Setting Regular Meeting Dates
5. Buy, sell or lease property
6. Ballot language to be placed before the voters at an election
7. Closed Session (2/3 roll call vote is necessary)

## **4. ORGANIZATION**

### **A. Duties of the Supervisor (Statutory)**

- Moderates board and annual meetings
- Chief assessing officer (if certified)

- Secretary to Board of Review
- Township Legal Agent
- Maintain records or supervisor's office
- Responsible for tax allocation board budget
- Develops the township budget
- Appoints some commission members
- May call special meetings
- May appoint a deputy
- 

**B. Duties of the Treasurer (Statutory)**

- Collects real and personal property taxes
- Keeps an account of township receipts & expenditures
- Issues township checks
- Deposits township revenues in approved depositories
- Invests township funds in approved investment vehicles
- Collects delinquent personal property taxes
- Responsible for jeopardy assessments in collecting property tax.
- Collects mobile home specific tax
- Must appoint a deputy
- Must post a surety bond
- 

**C. Duties of the Clerk (Statutory)**

- Maintains custody of all township records
- Maintains general ledger
- Prepares warrants for township checks
- Records and maintains township meeting minutes
- 
- Keeps the township book of oaths
- Responsible for special meeting notices
- Keeps voter registration file and conducts elections
- Keeps township ordinance book
- Prepares financial statements
- Delivers tax certificates to supervisor and county clerk by September 30
- Must appoint a deputy
- Must post a surety bond
- 

**D. Duties of the Trustee (Statutory)**

- Township legislators, required to vote on all issues
- Responsible for townships fiduciary health
- Other duties as assigned by township board

**E. Deputy Treasurer & Deputy Clerk (Mandatory)**

- 
- The deputy clerk and the deputy treasurer shall serve at the pleasure of the clerk and treasurer. The deputy shall take

the oath of office and file the oath with the clerk. In case of absence, death, sickness or other disability of the clerk or treasurer, the deputy shall possess the powers and perform the duties of the office. The deputy clerk or deputy treasurer does not have a vote on the township board. The deputies shall be paid as determined by the township board (see compensation)

- F. **Term of Office:** The term of office of all township officers shall be 4 years. All township officer's terms shall commence at 12 noon on November 20 next following their election and they shall qualify (take the oath of office) before assuming their duties.

## 5. **COMPENSATION**

- A. **Compensation and Expenses:** Compensation and expenses for all Township Board members shall be adopted by roll call vote by the board.

1. Supervisor: \$568.38 per month – April 1<sup>st</sup>, 2005
2. Treasurer: \$596.30 per month – April 1<sup>st</sup>, 2005
3. Clerk: \$596.30 per month – April 1<sup>st</sup>, 2005.
4. Trustees: \$129.43 per meeting – April 1<sup>st</sup>, 2005.
5. Election Inspectors: \$10.00/per hr - April 1<sup>st</sup>, 2005.
6. Board of Review Members: \$200.00 per days of review
7. Assessor: \$759.52 per month
8. Lawn Care: \$10.00 per hour

- B. **Receipt and Vouchers:** Vouchers/claims for reimbursement must be submitted to clerk for payment and must be accompanied by a valid receipt. These reimbursements must be approved by the board.

- B. **Per Diems:** Per diems will be paid only for meetings that are relevant to the education of board members or specific function of township government. This does not include regular monthly board meetings, Schoolcraft County Township Association meetings or meetings held in the evenings within Schoolcraft County. Election Inspectors and Board of Review Members will also be reimbursed at this fee schedule for any necessary training.

- C. **Pension, Medicare:** Elected members of the Doyle Township Board will have a Pension Fund with the township and other employees may be included in the pension plan if their annual salary is more than \$1000.00, and if the Township Board makes that part of their job benefits at the time of hire or as a new benefit. All employees hired after 1986 will pay .0145 Medicare withholdings from their salary. The township will therefore pay the entire 2.9% of Medicare withholdings. Those hire before 1986 are exempt from the Medicare withholdings. Election workers are

exempt from all withholdings. All other positions with the township are considered contract labor (independent contractors) and each is responsible for payment of their withholdings.

- D. **Mileage & Lodging Reimbursements:** Mileage is paid to elected board members at the rate of \$0.37.5 per mile. This is only paid for those meetings and/or functions directly related to township government. This does not include regular monthly board meetings or meetings held in Schoolcraft County. Lodging shall have prior board approval
- E. **Gifts:** Township funds will not be used for the purchase of gifts for any member of the board, employee of the township, independent contractors, etc.
- F. **Purchasing Policy:** Any purchase of equipment or supplies will be shall have the prior approval of the Doyle Township Board. This policy will include both elected board members and the Doyle Township Volunteer Fire Department.
- G. **Copes of Rules, Regulations & Policies:** All board members will be issued a copy of this document for their records. If any changes are made to this original document, the amendments shall be recorded in the monthly minutes and the changes shall be made with the amended date included. All elected board members shall be furnished a copy of the amended portion at the following month's regular board meeting.

## 6. **CONDUCT OF MEETINGS**

- A. **Order of the Regular Monthly Meetings:**
- Call to Order
  - Brief Public Comment on Non-Agenda Items
  - Approval of Minutes
  - Treasurer's Report
  - Fire Department Report
  - Unfinished Business
  - New Business
  - Correspondence & Communications
  - Public Comment
  - Pay all Due Bills & Wages
  - Adjourn Meeting
- B. **Public Participation Policy:** The Doyle Township Board adopted the following policy on public participation on May 18, 2004;

### NOTICE ON PUBLIC PARTICIPATION

Welcome to Doyle Township. We are pleased that you are expressing your interest in township government issues by attending our meetings. We are very interested in hearing your views on any item on our meeting agenda, or any issue of concern to you that is within the scope of authority of your township government. To facilitate quality discussion and input, please observe the following rules on public participation that have been adopted by the Doyle Township Board.

You may address the board on any non-agenda item early in the board meeting under the agenda item entitled, "Brief Public Comment on Non-Agenda Items".

- A. Following board discussion on an agenda action item, but prior to any vote being taken, the supervisor or moderator will invite comments related to that agenda item from the public. The supervisor will in turn, recognize every person who wishes to speak.
- B. If you wish to address the board on a non-agenda item and you cannot limit your presentation, as required under "Brief Public Comment on Non-Agenda Items", you can address the board for an extended period of time near the conclusion of the meeting under the business item "Public Comment".
- C. When addressing the board, persons shall observe rules of common courtesy and respect for all participants of our meeting. Personal attacks against a Board member or township employee unrelated to the Board member's or employee's performance of duties shall not be permitted. Board members or employees may request a closed hearing to hear complaints related to the performance of their official duties.
- D. Board members may question speakers, but are not obligated to answer questions or make statements or commitments in response to issues raised by the public. In general, such issues will be referred to the Supervisor for investigation, study and recommendation or designated as future agenda items.

E. If you desire to meet with any board member following the meeting, please do not hesitate to make your wishes known.

C. **Equal Opportunity:** Doyle Township is an equal opportunity employer that supports and subscribed to a policy of nondiscrimination in all aspects of employment. The Township will not discriminate on the basis of race, color, religion, national origin, sex, age, height, weight, marital status, disability, or any other reason prohibited by applicable laws. Under Michigan Law, an employee may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable that employee to perform the job. Employees with a disability who feel accommodation is needed to perform their job must notify Doyle Township in writing of the need for accommodation within 182 days after the date the employee knew or reasonable should have known that an accommodation was needed.

D. **Sexual Harassment Policy:** It is clearly and unequivocally understood that the Doyle Township Board prohibits sexual harassment of and by its employees, officers, board members and committee members in any form. Sexual harassment is an infringement of an employee's right to work in an environment free from sexual pressure of any kind.

Sexual Harassment is defined as

(1) Sexual contact or threat of sexual contact or coercion for the purpose of sexual contact which is not freely entered into and mutually agreeable to both parties;

(2) The continual or repeated abuse of a sexual nature including, but not limited to, graphic commentaries on the victim's body, sexually degrading words used to describe the person, propositions of a sexual nature, or the display of sexually offensive pictures and objects; or

(3) The threat or insinuation that the lack of sexual submission will adversely affect the victim's employment, wages, or other conditions which affect the victim's livelihood.

Allegations of sexual harassment shall be fully investigated, and corrective or disciplinary action taken as warranted.

The provisions of this policy shall be applicable to every office, agency, department, instrumentality and employee of Thompson Township.

The bringing of a complaint or allegation of sexual harassment to the Doyle Township Board shall not bar nor preclude the complainant from filing a complaint with the Michigan Civil Rights Commission or initiating a civil suit. It is the Township Board's

desire that instances of sexual harassment are first brought to their attention for action.

E. **FREEDOM OF INFORMATION ACT:** The Doyle Township Board will comply with the Freedom of Information Act (Public Act 442 of 1976). The Doyle Township Clerk will keep on file: Freedom of Information Request Form, Denial Form for FOIA requests, & Notice to Extend Response Time for FOIA request. Doyle Township may charge the following fees in response to a FOIA request: \$0.25 per copy; \$1.00 per computer disk; \$0.25 per envelope; \$0.37 per stamp for mailing or Cost to mail per postmaster (receipt will be provided); Minimum wages will be used if it will take an unreasonable amount of time to collect the documents requested; Mileage at \$0.37.5 per mile. If the anticipated charges will exceed \$50.00, a good faith deposit of one-half of the total charge shall be required. If an individual submits an affidavit that he or she is receiving public assistance or is able to state facts showing inability to pay fees because of indigence, a copy of a public record shall be furnished without charge for the first \$20.00 of the fee. Doyle Township will reply to the request not more than five (5) business days after receipt of request. Under certain circumstances, Doyle Township will notify the requester in writing and extend the time limit by ten (10) days.

**7. TOWNSHIP HALL & PROPERTY:**

**Doyle Township Hall**

**LEASE**

This agreement, made this day, \_\_\_\_\_,  
between the Township of Doyle, hereafter referred to as "Lessor" and  
\_\_\_\_\_ (renter) hereafter referred to as  
"renter, witnesseth:

1. PREMISES: Lessor, in consideration of the rent(s), covenants and agreements of renter herein, specified, hereby \_\_\_\_\_ leases unto renter the entire of the premises known as Doyle Township Hall, (formerly referred to as the Community Building), situated in Gulliver, Michigan, together with any and all furniture, furnishings, appliances, heating and lighting fixtures and cleaning equipment in and about said premises at the commencement of the lease term. (excluding any voting/polling equipment and machinery).
2. Commencing the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock AM/PM and ending the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ o'clock AM/PM.

3. RENTAL: The sum of \$ \_\_\_\_\_ which sum is due and payable in full on or before the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.
4. SECURITY DEPOSIT: Upon execution hereof, renter shall pay Lessor \_\_\_\_\_ as security for payment of the rental(s) due hereunder and full performance of all the renter's covenants, agreements and undertaking herein contained. If renter fully performs renter's covenants, agreements and undertakings herein contained, Lessor shall return said security deposit not later than ten (10) days after expiration of the lease term.
5. UTILITIES: Lessor shall furnish, without additional charge, heat as required by law, hot and cold water, and electricity.
6. CONDITIONS OF PREMISES: Renter accepts said premises in their present condition and shall keep said premises in a clean and sanitary condition; make no alterations or additions thereto; commit no waste thereon; not violate any laws, rules or regulations imposed by public authority; and upon termination of occupancy return said premises and personal property in as good condition as when taken (ordinary wear and tear thereof excepted) and in as clean and sanitary condition as when taken.
7. USE OF PREMISES: Renter covenants that said premises shall be used only for the following purposes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. ASSIGNMENTS, SUBLEASES, ETC: Renter shall not have the right to assign this lease or sublet said premises or any part thereof; and covenant; not to allow any third person or persons to possess, use or enjoy said premises, or any part thereof, unless same is related to renter's use of said premises as set forth in paragraph 7 hereof.
9. REDECORATING: Renter shall not redecorate said premises, or in any way alter or modify the interior or exterior appearance of said premises without lessor's prior written approval.
10. RIGHT OF ENTRY: Lessor, or persons authorized by lessor, shall have the right to enter said premises at reasonable times to examine same, or do such things as lessor reasonably deems necessary for renter safety or building preservation.
11. ANIMALS, ETC: Renter shall not keep or allow entry of any animal or pet of any kind on said premises without lessor's prior written approval.

12. ALCOHOLIC LIQUOR AND BEVERAGES, ETC: Alcoholic liquor or beverages of any kind or nature shall not be possessed, used, sold, consumed, served or furnished in and about said premises except as hereinafter provided.
- a. Renter \_\_\_\_\_ shall, or \_\_\_\_\_ shall not be allowed hereunder to \_\_\_\_\_
  - b. (insert possess, use, sell, consume, serve and or furnish as applicable) \_\_\_\_\_ alcoholic liquor \_\_\_\_\_ beer. \_\_\_\_\_ alcoholic liquor or beer in or about said premises. If renter is allowed to possess, use, sell, consume, serve and or furnish alcoholic liquor or beverages hereunder, renter covenants and agrees to comply with all applicable laws, rules or regulations, including, but not limited to those imposed by the Michigan Liquor Commission or set forth in sub-paragraphs (a) through (f) below; and for each infraction of any such law, rule, or regulation, renter shall pay lessor a penalty of \$ \_\_\_\_\_ forthwith.
  - c. Renter shall comply with any and all licensing requirements of the Michigan Liquor Control Commission.
  - d. Renter shall not allow any person who is less than 21 years of age to sell, furnish and or distribute alcoholic liquor or beverages in or about said premises.
  - e. Renter shall not allow any person who is less than 21 years of age to consume or possess for personal consumption alcoholic liquor or beverages in or about said premises.
  - f. Renter, his/her/its employees, agents or servants, shall not sell, serve, or furnish alcoholic liquor or beverages in or about said premises to any person less than 21 years of age.
  - g. Renter shall not allow any person to remove alcoholic liquor or beverages from the interior portion of said premises, or to possess or consume same other than in the interior portion of said premises.
  - h. Renter shall not allow alcoholic liquor or beverages to be sold, served, furnished and or distributed in or about said premises, during a period each day commencing \_\_\_\_\_ o'clock AM/PM and continuing for a period of eight hours thereafter.
13. RENTER AGREES: to indemnify and save lessor harmless from and against any and all claims, demands, causes of action, of whatsoever kind of nature, which may be asserted against lessor as a consequence of or arising out of the use, possession and or enjoyment of said premises by renter, his/her/its employees, agents, servant, invitees or guests, or arising out of or related to the possession, use, sale, consumption, distribution, service and/or furnishing of alcoholic liquor or beverages in or about said premises.

14. HOUSE RULES: Renter agrees to comply with all house rules as may be posted on said premises or annexed hereto as Exhibit A.

15. NOTICES: All notices by and between said parties shall be in writing, and delivered to the following addresses, respectively, or such other address as the respective party may designate to the other in writing:

Lessor's Address

Doyle Township  
1159N N Gulliver Road  
Gulliver, MI 49840

Renter's Address

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

16. DEFAULT: Without prejudice to lessor's other legal rights, default by renter shall allow lessor to terminate renter's right hereunder forthwith.

17. DEFAULT EXPENSE: Renter agrees to pay and or reimburse lessor for any and all expenses, including attorney fees, reasonably incurred by lessor as a consequence of or arising out of renter's default of any renter's covenants, obligations, and undertaking hereunder.

In witness whereof, the parties hereto have caused these presents to be executed the day and year first above written.

LEASOR:

RENTER:

DOYLE TOWNSHIP

BY \_\_\_\_\_

BY \_\_\_\_\_

RENTER

ITS EMPLOYEE

ITS

## 9. Doyle Township Liquor Inspector Policy

Every year during your employment with the township you will receive a W-2 form before the end of January of the year in which you were employed.

You will receive a copy of our policies.

All supplies and equipment you may need for your position will be approved by the Doyle Township Board.

Wages and expenses are set by the township board and reviewed in March.

Doyle Township Board meetings are held on the second Wednesday of each month at 4; 30 at the Doyle Township Hall.

All meeting are open to the public, any concerns or questions about your position can be addressed at a regular monthly meeting or you can address the board in writing.

This policy was adopted March 1999

### **10. Doyle Township Assessor Policy**

As the Doyle Township Assessor you are enrolled in our township pension plan. The plan is paid for by the township. You can upon leaving our employment receive your pension or have it transfer to another plan.

Every year during your employment with township you will receive a W-2 form before the end of January of the year in which you are employed. Your Social Security withholding for Medicare of 1.45% will be deducted from you wages, unless you were hired before March 31, 1986 in which case, you would be exempt from withholding.

You will receive a copy of our policies.

All supplies or equipment you may need for your position will be approved by the Township Board.

Wages and expenses are set by the Township Board and reviewed in March.

Doyle Township meeting are held on the second Wednesday of each month. Any concerns or questions about your position can be addressed at the regular monthly meeting or you can address the board in writing. Meetings are held at the Doyle Township Hall at 4; 30 pm.

This Policy was adopted March 1999

Doyle Township Board

### **11. Doyle Township Drug/Alcohol Policy**

In continuing to provide for the health and safety of its employees and volunteers, and to ensure the health and safety of others, Doyle Township has established the following drug/alcohol policy.

Copies of this policy shall be distributed to all Doyle Township employees. This policy shall become effective on the date of authorization.

All employees engaged in inappropriate drug/alcohol use are encouraged to identify themselves to the Township Supervisor, or other members of the township board. The township may refer such employee to a rehabilitation program and allow continued employment where appropriate.

When inappropriate drug or alcohol use is suspected, the basis for suspicion shall be documented and provided to the Township Board for determining the proper course of action.

This policy does not contemplate the use of drug screening analysis on a random basis.

Any employee involved in either a job related accident or job related incident which caused or could have resulted in personal injury, or caused property damage, may be subject to drug/alcohol test.

To insure the safety and welfare of others this policy will go into effective on this date.

This policy adopted March 09, 2005

## 12. Doyle Township Social Security Number Privacy Policy

Township of Doyle  
County of Schoolcraft  
Gulliver Mi 49840

### 1. Purpose.

The Township of Doyle is required by the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 et seq., to create a privacy policy concerning the Social Security numbers that it possesses or obtains.

Pursuant to the Act, the privacy policy must at least:

- a. Ensure to the extent practicable the confidentiality of the Social Security numbers.
- b. Prohibit unlawful disclosure of the Social Security numbers.
- c. Limit who has access to information or documents that contain the Social Security numbers
- d. Describe how to properly dispose of documents that contain the Social Security numbers.
- e. Establish penalties for violation of the privacy policy.

f.

This Privacy policy sets forth the Township's policies and procedures regarding how Social Security numbers are obtained, stored, transferred, used disclosed and disposed.

2. Policy.

It is the policy of Doyle Township to protect the confidentiality of Social Security numbers obtained in the ordinary course of the township business from employees, vendors, contractors, customers, or others. No person shall knowingly obtain, store, transfer, use discloses or dispose of a Social Security number that the Township obtains or possesses except in accordance with the Act and this Privacy Policy.

3. Procedure.

- a. Obtaining Social Security Numbers. Social Security numbers should be collected only where required by federal and state law or as otherwise permitted by federal and state law for legitimate reasons consistent with this Privacy Policy.

Legitimate reasons for collecting a Social Security numbers include, but are not limited to:

- Applicants may be required to provide a Social Security number for purposes of a pre-employment background check.
  - Copies of Social Security cards may be obtained for purposes of verifying employee eligibility for employment
  - Social Security numbers may be obtained from creditors or venders for tax reporting purposes.
- b. Public Display. All or more than four sequential digits of the Social Security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, material or computer screens that display all or more that four sequential digits of a Social Security number shall be kept out of public view at all times.
  - c. Accounts Numbers. All or more than four sequential digits of a Social Security number shall not be used as a primary account number for an individual.
  - d. Computer Transmission. All or more than four sequential digits of a Social Security number shall not used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.
  - e. Mailed Documents. Township documents containing all or more than four sequential digits of a Social Security number shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits or requires that a Social Security number appears in the document. Documents containing all or more than four sequential

digits of a Social Security number, that are sent through the mail, shall not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

- f. Freedom of Information Act. Where all or more than a four sequential digits of a Social Security number are contained with in a document subject to release under the Freedom of Information Act the Social Security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed.
- g. Storage. All documents containing Social Security numbers shall be stored in a physically secure manner. Social Security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
- h. Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing Social Security numbers. The department heads having access to records containing Social Security numbers shall determine which other personnel with in their departments have a legitimate reason in the Township's ordinary course of business to have access to such Social Security numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure such records when not in immediate use.
- i. Disposal. Documents containing Social Security numbers will be retained in accordance with the requirements of state and federal laws. At such time as documents containing Social Security numbers maybe disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the Social Security numbers, such as shredding.
- j. Unauthorized Use or Disclosure of Social Security Numbers. The Township shall take reasonable measures to enforce this Privacy Policy and to correct and prevent the reoccurrence of any know violations. Any employee, who knowingly obtains, uses or disclosed Social Security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and /or civil sanctions. The Township will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who knowingly obtains uses or discloses Social Security numbers through the Township for unlawful purposes.

## 12. Doyle Township Employee Policy:

As an employee of Doyle Township you are enrolled in our pension plan, if your gross wages are over \$1000.00. This plan is paid for you by the Township. You can upon leaving our employment receive your pension or have it transfer to another plan.

Every year during your employment with the Township you will receive a W-2 form before the end of January of the year in which you were employed. Your withholding for Medicare of 1.45% will be deducted from your wages.

You will receive a copy of our policies.

All supplies or equipment you may need for your position will be approved by the Doyle Township Board.

Wages and Expenses are set by the Doyle Township Board and reviewed in March.

Doyle Township Board meetings are held on the second Wednesday of each month at 4:30 at the Doyle Township Hall.

All meetings are open to the public. Any concerns or questions about your position can be addressed at a regular monthly meeting or you can address the board in writing.

This Policy was adopted March 1999  
Doyle Township Board

### **13. Doyle Township Board of Review Policy**

At the organizational meeting you will be asked to take an oath of office as a member of the board of review.

Every year during your employment with the township you will receive a W-2 form before the end of January. Your withholding for Medicare of 1.45% will be deducted from all wages.

You will receive a copy of all our policies

Wages and expenses are set by the Township Board and reviewed in March.

Township Board meetings are held on the second Wednesday of each month at 4:30 pm at the township hall. All meetings are open to the public. Any concerns or questions about your position can be addressed at a regular meeting or you can address the board in writing.

This policy was adopted March 1999.  
Doyle Township Board

