



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 316
Detroit, Michigan 48226

Phone 313•224•3710
Fax 313•224•1750
www.detroitmi.gov

FRINGE BENEFIT SUMMARY (EXEMPT EMPLOYEES ONLY)

TEMPORARY ADMINISTRATIVE SPECIAL SERVICE EMPLOYEES

Temporary Administrative Employees are eligible for the following benefits:

- **CURRENT SICK LEAVE** – Granted after (3) months of continuous service. (1) day per month, not to exceed (12) days per year.
- **VACATION** – Granted (1) day per pay period, not to exceed (20) days per fiscal year
- **PAID HOLIDAYS** – Granted if paid for 600 straight time hours in the (12) months prior to the holiday.
- **MILEAGE REIMBURSEMENT** - Granted on same basis as regular employees.
- **WORKERS COMPENSATION** – Covered by applicable laws.
- **UNEMPLOYMENT COMPENSATION** - Covered by applicable laws.
- **HOSPITALIZATION** – You are eligible to purchase healthcare benefits for yourself and your dependents under a group rate. **You will be responsible for the full premium, no employer contribution will be applied.** Please review the Health Care Plan Options Booklet for more detailed information.

Temporary Administrative employees are not eligible for the following benefits

- PENSION
- DENTAL
- OPTICAL
- DEATH BENEFITS
- LIFE INSURANCE
- LONG TERM DISABILITY INSURANCE
- LEAVE OF ABSENCE
 - FUNERAL LEAVE
 - RESERVE SICK LEAVE
 - JURY DUTY LEAVE
 - EDUCATION LEAVE
 - PERSONAL LEAVE



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FRINGE BENEFIT SUMMARY (NON-EXEMPT EMPLOYEES ONLY)

TEMPORARY ADMINISTRATIVE SPECIAL SERVICE EMPLOYEES

Temporary Administrative Employees are eligible for the following benefits:

- **CURRENT SICK LEAVE** – Granted upon completion of (3) months of continuous service. (1) day per month, not to exceed (12) days per year.
- **VACATION** – Granted on the following basis:

Terms of Service	Vacation leave Earned
Less than 6 months	None
6 months & (1000 work hours)	5 days
1 year	5 additional days
2-5 years	10 days
6-7 years	11 days
8-9 years	12 days
10-12 years	13 days
13-14 years	14 days
15 years or more	15 days

- **PAID HOLIDAYS** – Granted if paid for 600 straight time hours in the (12) months prior to the holiday
- **OVERTIME** - Granted on same basis as regular employees.
- **MILEAGE REIMBURSEMENT** - Granted on same basis as regular employees.
- **WORKERS COMPENSATION** – Covered by applicable laws.
- **UNEMPLOYMENT COMPENSATION** - Covered by applicable laws.
- **HOSPITALIZATION** – You are eligible to purchase healthcare benefits for yourself and your dependents under a group rate. **You will be responsible for the full premium, no employer contribution will be applied.** Please review the Health Care Plan Options Booklet for more detailed information.

Temporary Administrative employees are not eligible for the following benefits

- PENSION
- DENTAL
- OPTICAL
- DEATH BENEFITS
- LIFE INSURANCE
- LONG TERM DISABILITY INSURANCE
- LEAVE OF ABSENCE
 - FUNERAL LEAVE
 - RESERVE SICK LEAVE
 - JURY DUTY LEAVE
 - EDUCATION LEAVE
 - PERSONAL LEAVE



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Employee Benefits Summary

Administrative Roster (EXEMPT) Employees

The City of Detroit is pleased to provide a comprehensive group insurance program to eligible employees. The program offers employees a variety of benefits including:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Death Benefit and Life Insurance
- Long-Term Disability Insurance (Income Protection Plan)
- Flexible Spending Account (Child/Elder Care, Public Transportation, and Medical Expenses)
- Holidays, Vacation Time, and Sick Time:

Paid Holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve

Vacation Time: Employees earn one (1) day per ten (10) paid days of service. Total vacation days earned in one (1) fiscal year is 20 days.

Sick Time: Employees earn one (1) sick day per month.

For detailed information on benefit coverage, please visit the City Employee Information web page at the following link:

<https://detroitmi.gov/departments/human-resources-department/city-employee-information>

Once this link is accessed, information is available on medical plans and dental coverage for active employees.

NOTE: New employees will receive an email from Benefits (CODbenefitenrollment@detroitmi.gov) within 30 days of hire.



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Employee Benefits Summary Appointive Employees

The City of Detroit is pleased to provide a comprehensive group insurance program to eligible employees. The program offers employees a variety of benefits including:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Death Benefit and Life Insurance
- Long-Term Disability Insurance (Income Protection Plan)
- Flexible Spending Account (Child/Elder Care, Public Transportation, and Medical Expenses)
- Holidays, Vacation Time, and Sick Time:

Paid Holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve

Vacation Time: Employees earn one (1) day per ten (10) paid days of service. Total vacation days earned in one (1) fiscal year is 20 days.

Sick Time: Employees earn one (1) sick day per month.

For detailed information on benefit coverage, please visit the City Employee Information web page at the following link:

<https://detroitmi.gov/departments/human-resources-department/city-employee-information>

Once this link is accessed, information is available on medical plans and dental coverage for active employees.

NOTE: New employees will receive an email from Benefits (CODbenefitenrollment@detroitmi.gov) within 30 days of hire.



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Employee Benefits Summary Non-Union Employees

The City of Detroit is pleased to provide a comprehensive group insurance program to eligible employees. The program offers employees a variety of benefits including:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Death Benefit and Life Insurance
- Long-Term Disability Insurance (Income Protection Plan)
- Flexible Spending Account (Child/Elder Care, Public Transportation, and Medical Expenses)
- Holidays, Vacation Time, and Sick Time:

Paid Holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve

Vacation Time:

<u>Term of Service</u>	<u>Vacation Leave Earned</u>
0 – 6 months	No Vacation
6 months	5 days
1 year	Additional 5 days
2 through 5 years	10 days
6 years	11 days
7 years	12 days
8 years	13 days
9 years	14 days
10 through 12 years	17 days
13 years	18 days
14 years	19 days
15 years or more	20 days

Sick Time: Employees who have completed three (3) months of service shall be granted one (1) day of sick leave for every month on payroll for the entire month having worked 80% of their scheduled hours, not to exceed twelve (12) days in a fiscal year.

For detailed information on benefit coverage, please visit the City Employee Information web page at the following link:

<https://detroitmi.gov/departments/human-resources-department/city-employee-information>



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Once this link is accessed, information is available on medical plans and dental coverage for active employees.

NOTE: Medical benefits generally begin on the 91st day of employ



Human Resources

EMPLOYEE SERVICES

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Employee Benefits Summary Union Employees

The City of Detroit is pleased to provide a comprehensive group insurance program to eligible employees. The program offers employees a variety of benefits including:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Death Benefit and Life Insurance
- Long-Term Disability Insurance (Income Protection Plan)
- Flexible Spending Account (Child/Elder Care, Public Transportation, and Medical Expenses)
- Holidays, Vacation Time, and Sick Time:

Paid Holidays: New Year's Day, MLK Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and New Year's Eve

Vacation Time:

Term of Service

0 – 6 months
6 months and 1000 hours of paid time*
1 year and at least 1600 hours of paid time*
2 through 5 years
6 years
7 years
8 years
9 years
10 through 12 years
13 years
14 years
15 years or more

Exclusive of overtime

Vacation Leave Earned

No Vacation
5 days
Additional 5 days
10 days
11 days
12 days
13 days
14 days
17 days
18 days
19 days
20 days

Sick Time: Employees who have completed three (3) months of service shall be granted one (1) day of sick leave for every month on payroll for the entire month having worked 80% of their scheduled hours, not to exceed twelve (12) days in a fiscal year.

For detailed information on benefit coverage, please visit the City Employee Information web page at the following link:
<https://detroitmi.gov/departments/human-resources-department/city-employee-information>

Once this link is accessed, information is available on medical plans and dental coverage for active employees.

NOTE: New employees will receive an email from Benefits (CODbenefitenrollment@detroitmi.gov) within 30 days of hire.



EXPLANATION OF ON-BOARDING FORMS FOR GENERAL CITY EMPLOYEES

(Please Read Carefully)

Type of Forms	Purpose of Forms
Notice of Certification Form	The Notice of Certification form is to certify a new hire to a civil service position within the City of Detroit.
Employee Demographic Form	The Employee Demographic Form is utilized to obtain personal and emergency contact information in effort to begin your employee file.
W-4 Employee's Withholding Certificate	W-4 form is used to withhold federal taxes.
Employee's Withholding Certificate for City of Detroit Income Tax	Employee's Withholding Certificate for City of Detroit Income Tax is to verify if you reside in the City of Detroit or live outside of the City.
Employee's Michigan Withholding Exemption Certificate	Michigan Withholding Exemption Certificate is used to withhold Michigan State taxes.
General Deduction Mandatory Employee Contribution Form	The City of Detroit employees are required to contribute a percentage of their compensation on each and every payroll to their retirement. This is a MANDATORY contribution, the percentages are: General City Employees 4% Police and Fire Employees 8%
Deduction/Revocation Authority Union Form	The Deduction/Revocation Authority Union Form allows employees to authorize, cancel or opt-out of union dues or service fees. (If applicable to the position)

Benefits Employee Demographic Form	<p>The completion of the Benefits Employee Demographic Form will help add an employee to the Benefit Express enrollment system which you will receive an email from Benefits Administration (codbenefitenrollment@detroitmi.gov) to inform you that you have been added. The email will contain instructions on how to enroll in your health care benefits.</p>
MetLife Form	<p>The MetLife Form is to enroll Life Insurance benefits for yourself, spouse and/or children under the of age 18.</p>
Employment Eligibility Verification I-9 Form	<p>The Employment Eligibility Verification I-9 Form verify that you are authorized to work in the United States.</p>



Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)		Apt. Number	City or Town		State	ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [][][] - [][] - [][][][]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States <i>(See instructions)</i>	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. <i>(See instructions)</i>	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____ OR 2. Form I-94 Admission Number: _____ OR 3. Foreign Passport Number: _____ Country of Issuance: _____</p>	<p>QR Code - Section 1 Do Not Write In This Space</p>

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

Preparer and/or Translator Certification (check one):

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page





Employment Eligibility Verification
Department of Homeland Security
U.S. Citizenship and Immigration Services

USCIS
Form I-9
OMB No. 1615-0047
Expires 10/31/2022

Section 2. Employer or Authorized Representative Review and Verification

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")

Employee Info from Section 1	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A	OR	List B	AND	List C
Identity and Employment Authorization		Identity		Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)		Expiration Date (if any) (mm/dd/yyyy)
Document Title		<div>Additional Information</div> <div>QR Code - Sections 2 & 3 Do Not Write In This Space</div>		
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any) (mm/dd/yyyy)				

Certification: I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): _____ **(See instructions for exemptions)**

Signature of Employer or Authorized Representative		Today's Date (mm/dd/yyyy)		Title of Employer or Authorized Representative	
Last Name of Employer or Authorized Representative		First Name of Employer or Authorized Representative		Employer's Business or Organization Name	
Employer's Business or Organization Address (Street Number and Name)			City or Town		State ZIP Code

Section 3. Reverification and Rehires (To be completed and signed by employer or authorized representative.)

A. New Name (if applicable)			B. Date of Rehire (if applicable)	
Last Name (Family Name)		First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)

C. If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
----------------	-----------------	---------------------------------------

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
--	---------------------------	---

LISTS OF ACCEPTABLE DOCUMENTS

All documents must be UNEXPIRED

Employees may present one selection from List A
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority For persons under age 18 who are unable to present a document listed above: 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 	<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security

Examples of many of these documents appear in the Handbook for Employers (M-274).

Refer to the instructions for more information about acceptable receipts.



City of Detroit

New Employee Orientation



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OUR FLAG AND SEAL



In 1907, David E. Heinman created Detroit's flag. Detroit adopted it in 1948. The flag:

- Commemorates the countries that have controlled the City.
- Consists of four sections.

Flag's Lower Left:

- The Fleur-de-Lis represents France that founded Detroit in 1701.

Flag's Upper Right:

- The gold lions symbolize Great Britain's control of the City from 1760-1796.

Upper Left and Lower Right:

- The thirteen stars and thirteen stripes epitomize the United States' thirteen original colonies.

Center – Seal's Background:

- The seal embodies the 1805 fire that destroyed the City.

Center – Seal's Foreground:

- Two women stand: the left one weeping over the City's destruction; the right one consoling and gesturing to the City's regeneration.

Two Latin phrases adorn the seal:

- *"Speramus Meliora"* - We hope for better things.
- *"Resurget Cineribus"* - It will rise from the ashes.

Congratulations & Welcome

It is an exciting time to join us as we embark on the City's revitalization. You are joining a dedicated team of employees striving to become a world class service provider for Detroit's citizens. Whatever your position, you play an important role in the City's success.



This Manual:

- Supports your success as a City employee.
- Guides you through the new employee orientation process –take notes and reference this as needed.
- Contains a resource of information from the City Charter; City Ordinances; Human Resources Department Rules; Finance Department Directives; and other documents.
- Serves to inform and instruct only.
- May change at any time.
- Does not establish employment conditions or contractual relationships with any one or group of individuals.
- Does not replace or supersede provisions of any document including, but not limited to the City Charter, City Ordinances, and Personnel Department Rules as adopted by the Civil Service Commission.

Our Structure

The Home Rule Act of the State of Michigan established City of Detroit as a municipality. Detroit residents, by popular vote, adopted Detroit's City Charter as the organizational framework for Detroit's city-government.

The Detroit Charter creates two branches of government: the executive, and the legislative.

Executive Branch

The executive branch implements municipal programs, services, and activities of local government.

MAYOR'S ADMINISTRATION



Mike Duggan
MAYOR



Todd A. Bettison
DEPUTY MAYOR



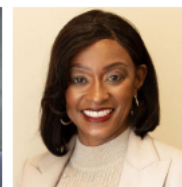
Conrad Mallett
CORPORATION COUNSEL



James E. White
POLICE CHIEF



Charles Simms
**INTERIM FIRE
COMMISSIONER**



Stephanie Washington
CHIEF OF STAFF



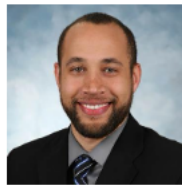
Trisha Stein
CHIEF STRATEGY OFFICER



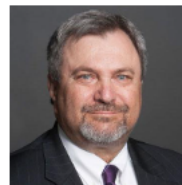
Jay Rising
CHIEF FINANCIAL OFFICER



Sandra Yu Stahl
**DEPUTY CHIEF FINANCIAL
OFFICER / CHIEF
PROCUREMENT OFFICER**



Art Thompson
**CHIEF INFORMATION
OFFICER**



David C. Manardo
**GROUP EXECUTIVE FOR
OPERATIONS**



Gary Brown
**WATER AND SEWERAGE
DIRECTOR**



Raymond Solomon II
**DEPARTMENT OF
NEIGHBORHOODS
DIRECTOR**



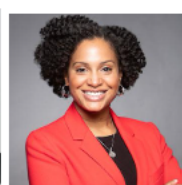
C. Mikel Oglesby
**EXECUTIVE DIRECTOR OF
TRANSIT**



Denise Starr
**HUMAN RESOURCES
DIRECTOR**



Dr. Iris Ware
CHIEF LEARNING OFFICER



Denise Fair Razo
**CHIEF PUBLIC HEALTH
OFFICER**



Donald Rencher
**GROUP EXECUTIVE FOR
HOUSING, PLANNING AND
DEVELOPMENT**



Brad Dick
CHIEF OPERATING OFFICER

Our Structure (continued)

Legislative Branch

City Council's nine-member legislative branch enacts local ordinances regarding citizens' health, safety, and welfare.

MEMBERS



Mary Sheffield
PRESIDENT
CITY COUNCIL PRESIDENT,
DISTRICT 5



James Tate
PRO TEM
CITY COUNCIL PRESIDENT
PRO TEM, DISTRICT 1



Angela Whitfield-
Calloway
CITY COUNCIL DISTRICT 2



Scott Benson
CITY COUNCIL DISTRICT 3



Latisha Johnson
CITY COUNCIL DISTRICT 4



Gabriela Santiago-
Romero
CITY COUNCIL DISTRICT 6



Fred Durhal III
CITY COUNCIL DISTRICT 7



Mary Waters
CITY COUNCIL AT LARGE



Coleman A. Young II
CITY COUNCIL AT LARGE

Judicial Branch

The judicial branch upholds and interprets laws. The Coleman A. Young Municipal Center is unique because it also houses this judicial branch (court system) despite the City Charter having no jurisdiction over the courts.

City Charter

The Charter establishes how City government:

- Operates and delegates its executive and legislative roles.
- Enables the election process.
- Mandates essential programs and services such as decent housing; job opportunities; public transportation; recreational facilities and activities; cultural enrichment –libraries, art and historical museums; clean air and waterways; safe and sanitary drinking water; and an environmentally sound city.

Working for the City

Our Mission

To build Detroit into a vibrant city that provides opportunity for everyone

Our Vision

To provide outstanding, world-class service to City residents.

To become an employer of choice within the City of Detroit and beyond

Our Culture

- To commit to delivering quality and timely service.
- To be open, honest, courteous, respectful and fair in all interactions with internal and external customers.
- To exhibit professionalism and effective teamwork.
- To ensure that employees achieve the City's mission.
- To foster an environment that aligns with the City's core values

Our Core Values

Our values reflect who we are and what we stand for as City of Detroit employees.

1. Collaboration:

We must work together to meet the needs of our residents. This includes cooperating within our respective teams and other departments, along with the Mayor, City Council, Civil Service Commission, and organized labor unions. We recognize that silos only hinder success and that we cannot achieve our goals without each other. We encourage, seek and value stakeholder input.

2. Integrity and Ethics:

We work to build trust with the public and be transparent in all we do. We must operate out of integrity and adhere to the Ethics Ordinance. City employees must adhere to the standards of promoting public confidence and preserve integrity in all interactions.

3. Customer Centered:

We strive to provide excellent customer experiences for all Detroiters who live, work, and visit here. We also serve our internal customers, such as team members, management, and co-workers across all departments. As representatives of Detroit, all employees should go the extra mile when providing services to our internal and external customers.

4. Professionalism and Credibility:

We display responsible and mindful behavior at work. Employees in Detroit are expected to maintain a high level of professionalism. That includes having a positive attitude, demonstrating self-awareness, and maintaining a professional appearance. We must adhere to work rules and workplace policies. Excellence and professionalism are essential pillars in all positions.

5. Accountability:

We take responsibility for our own behavior and remain proactive. We take our positions seriously, not only for attendance but to be punctual and fully present. We seek developmental opportunities to learn, grow and improve. We work to simplify processes, to enhance services and accessibility for Detroiters. We are committed to delivering quality and timely service.

6. Workplace Safety and Security:

The safety of employees and residents is our highest priority. We are committed to following and adhering to all safety rules and policies. Everyone must report potentially hazardous situations and unsafe working conditions immediately. We promote a harassment-free environment. We adhere to our zero-tolerance Workplace Violence policy.

7. Opportunity, Diversity, Inclusion, and Equity:

The goal for all Detroit employees is to be fair and impartial. We embrace diverse ideas, opinions, and experiences. We create and support an accessible work environment that includes and respects differences. We believe accessibility is essential to an inclusive environment and universal participation is a proactive approach to ensuring that everyone has an equitable opportunity in the City of Detroit.

Universal Work Rules

Universal work rules generally apply to all full-time employees. Our work rules reinforce our core values and help make our work environment safe and productive.

Good work habits, including regular attendance and punctuality, are important in all positions.

Our Universal Work Rules address four key areas: Probationary periods; Work Schedules; Attendance and Punctuality; and Disciplinary Action.

Probationary Period:

During your probationary period, your supervisor will observe and report on your ability to perform your assigned duties as per your position. At or before the end of your probationary period, your supervisor will recommend that:

1. You be confirmed as a permanent employee, or
2. Your probation be extended, or
3. You be separated from City employment.

Work Schedules

Your assigned work department will determine your work hours and work days. Contact your supervisor or your Human Resources representative for questions regarding work hours.

Attendance and Punctuality

Attendance and punctuality are extremely important. You may be subject to disciplinary action, including termination, should you fail to maintain acceptable attendance and punctuality.

Disciplinary Action

The City's disciplinary philosophy is that discipline be corrective but progressive in nature. Departments should administer discipline appropriately based upon the offense's circumstances. During the probationary period, the City may terminate your employment for unsatisfactory performance, and/or attendance. Direct questions regarding disciplinary actions to the Human Resources Department.

Other Policies

City policies are a set of principles and guidelines which govern your employment.

These documents ensure a safe, productive, and professional work environment. You may view the City's policies online at <https://detroitmi.gov/departments/human-resources-department/workplace-policies>.

Ethics

The City, through this ordinance, promotes the residents' confidence in public servants; preserves City government integrity; and establishes disclosure standards.

Workplace Violence Prevention

The City actively takes steps to eliminate workplace violence.

Discrimination and Harassment

The City does not tolerate discrimination nor harassment and will take disciplinary action, up to termination for offending employees.

Substance Abuse

The City prohibits using or possessing alcohol, illegal drugs, narcotics or controlled substances, including illegal selling these substances, while on the job in City vehicles or City property. Substance abuse actions may result in disciplinary action, up to and including termination.

Internet Usage:

The City provides guidelines for the use of the internet and other web-based and electronic devices. Employees must adhere to all guidelines and may be subject to monitoring of computer usage.

Computer Workstation Usage

The City supplies workstations to authorized users only unless management approves otherwise. Business partners and vendors, or other authorized users must adhere to the City's Data Security, Identity Management, Internet Usage and Email Usage policies.

Outside Employment

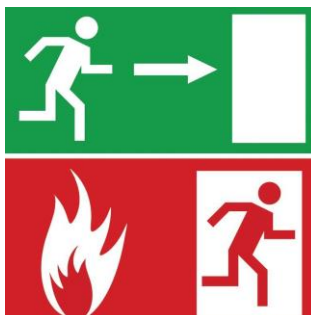
The City must authorize any employment outside of City business. Failure to notify and obtain authorization from a department or agency head regarding outside employment, may lead to disciplinary action, up to and including termination.

[illegible]

Safety

Workplace Safety

The City of Detroit commits to providing a safe work environment for all employees and posts job-specific safety rules in specific areas where needed. Employees must follow all safety rules.



Building Evacuations

The City, through its respective departments shall announce building evacuations. In the event of a building evacuation, employees should take all their personal belongings (purses, cell phones, keys, etc.) with them.

Adverse Weather or Unusual Operating Conditions

The City – all of its departments – in accordance with its service mandates and initiatives, will remain open and operational during periods of adverse weather or other unusual operating conditions. City employees must work as scheduled unless the Mayor or his designee authorizes otherwise.

Adverse Weather Alert



Additional Safety Questions

Employees should direct additional questions regarding workplace safety to their department management or the Human Resources Department.



Accident and Incidents Reporting

The City mandates that an employee entirely and thoroughly complete the Employee Accident or Disability Report in case of a workplace accident and report this within 24 hours to the the Risk Management division.



Building Closures

The City through each of its departments shall inform employees of respective building closures as well as its proper protocol. Media outlets will also announce building closures.



This image shows a single sheet of white paper with horizontal ruling lines, set against a light green background. The top-left corner of the paper features a dark green rectangular label with the word "Notes" written in bold black font. The paper itself has approximately 28 evenly spaced horizontal lines. The entire composition is framed by a thin black border.

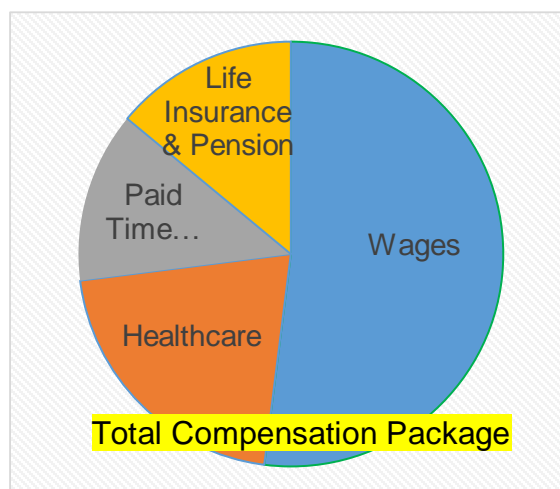
Compensation and Benefits –

The City of Detroit offers competitive wages and a comprehensive compensation package.

Your total compensation includes:

- Wages
- Healthcare
- Life insurance
- Pension
- Paid time off (vacation, sick leave, holidays)
- Employee discount programs

Wages and Insurance



Wages

Union/labor contract negotiations govern wages for collective bargaining agreement positions.

The Human Resources Department with City Council's approval governs wages for non-union positions.

Wage Increases

Salary increases vary depending on job classification.

Contact your manager, union representative or Human Resources Department representative regarding wage increases.

Payments

You may be paid either:

- Weekly, or
- Bi-weekly.

Consult your manager or Human Resources representative for information regarding your payroll period.

Healthcare

If you are a full-time or a certain category of seasonal employee you are eligible for healthcare benefits. Benefits include medical, dental and vision. Coverage may include eligible children and spouses.

If you are a full-time employee, you may select healthcare coverage, life insurance coverage and pension options, upon meeting all eligibility requirements.

If you are a union employee, your healthcare options vary based on:

1. The bargaining unit, and
2. The terms of the bargaining unit's collective agreement.

Life Insurance

You may obtain life and accident insurance at favorable rates through the City's plan. The City contributes an additional premium. Deductions are based on your salary and your selections during enrollment.

Pension

As a City employee, you automatically become a member of a retirement plan.

- Police and Fire Department employees are members of the Police and Fire Retirement System.
- All other employees are a part of the General Retirement System.

You must contribute a percentage of your income for the plan.

The City will automatically deduct mandatory contributions from your earnings.

Should you meet the retirement guidelines at the time of your separation from the City, you will receive a retirement allowance.

Contact the Retirement Systems Department for additional information.

This image shows a single sheet of white paper with horizontal ruling lines, placed against a light green background. The word "Notes" is printed in a large, bold, black font at the top left corner of the page. The paper itself has approximately 28 horizontal lines spaced evenly apart, providing a template for taking notes.

Compensation and Benefits

Paid Time Off

As a City employee, you are eligible to receive vacation, sick and holiday time.

Holidays

You are also eligible to receive paid holidays. Generally, holidays that fall on Saturday are observed on the preceding Friday. Holidays that fall on Sunday are observed on the following Monday.

Vacation

If you are a new City employee, your vacation time accrues based on your position, classification, eligibility guidelines and approval.

Sick Leave

If you are:

- A full-time regular employee, you accumulate eight (8) hours per month, up to a maximum of 12 days per fiscal year.
- A new hire, you are not eligible to use sick leave until you complete three (3) months of continuous service.

Leave of Absence

You may be eligible for a leave of absence depending on circumstances. Contact your Human Resources Representative for questions regarding leaves and paid time off.

Paid Holidays

New Year's Day	Veteran's Day
Martin Luther King Jr.'s Birthday	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve

VACATION ACCRUAL SCHEDULE

Non-Administrative Roster

Length of Service	Earned Vacation
0– 6 Months	No vacation
6 months – 1 year	5 days
1 – 6 years	10 days
6 – 7 years	11 days
8 - 9 years	12 days
10 – 12 years	13 days
13 – 15 years	14 days
15 years or more	15 days

Administrative Roster

Accrual one (1) vacation day for every ten (10) paid days of service. Maximum accrual twenty (20) vacation days during any fiscal year.

Bargaining Unit (Union) Employees

Employees covered by union contracts are subject to the vacation eligibility and terms of the respective bargaining unit and the unit's collective bargaining agreement.

Employee Discount Programs

The City's intranet site houses information on discounts including educational and family-fun activities. Take advantage of these activities and discounts!

[illegible]

The Union and You

The City of Detroit has a longstanding cooperative relationship with various unions that represent our employees.

You may be part of a union under the terms of a collective bargaining agreement depending upon your role and position.

Contact your supervisor, Labor Relations, or Human Resources for questions regarding union eligibility.

The following lists some labor unions and associations that represent City employees:

UNION/ASSOCIATION

DEPARTMENT

AFSCME - Crossing Guards	Police
AFSCME - ESDO	Police
AFSCME - Forestry, Landscape and Paving Foremen	DPW
AFSCME - Motor City Seasonals	GSD/REC
AFSCME - Non-Supervisory	City Wide
AFSCME - Non-Supervisory 312	DDOT
AFSCME - Non-Supervisory 214	DDOT
AFSCME - Supervisory	City Wide
Amalgamated Transit Union (ATU)	DDOT
Assistant Supv. of Streets Mtn. & Const.	City Wide
Association of City of Detroit Supv. (ACODS)	City Wide
Association of Municipal Engineer (AME)	City Wide
Association of Prof. & Techn. Empl (APTE)	City Wide
Bldg. Constr. Trades (Foreman)	City Wide
Bldg. Constr. Trades Tripartite	City Wide
Bldg. Construction Trades	City Wide
Detroit Fire Fighters Association (DFFA)	Fire
Detroit Police Command Officers Assoc.	Police
Detroit Police Lieutenants and Sergeants Assoc.	Police
Detroit Police Officers Association (DPOA)	Police
Detroit Traffic Control Officers Association	Police
DOT Foremen's Association - Chapter 337	DDOT
Emergency Medical Service Officers Assoc.	Fire
IUOE - Detroit Principal Clerks Association, Local 324	City Wide
IUOE - Operating Engineers, Local 324	City Wide
IUOE - Park Management Association, Local 324	GSD
SEIU - Professional & Technical	Police
SEIU Non-Supervisory	City Wide
SEIU Supervisory	City Wide
Senior Accountants, Analysts and Appraisers	City Wide
Supv. Chapter of the DOT Foremen's Assoc.	DDOT
Teamsters	City Wide
UAW Local 2211 (PAA)	Law
UAW Local 306-Unit 6 (Investigators-Police Comm.)	Police
UAW Local 412-Unit 86 (Law Dept Paralegals)	Law



This image shows a single sheet of white paper with horizontal ruling lines, set against a light green background. The word "Notes" is printed in a bold, black font at the top left corner of the page. The paper itself has a slight shadow effect, giving it a three-dimensional appearance as if it's floating or placed on a surface. There are 21 horizontal lines across the page, providing space for writing.

Resources for Success

The following resources will familiarize you with the City of Detroit.
You will receive additional information from your department.

Helpful Websites

Website	Address	Accessibility	Description
City of Detroit's Intranet	http://cityweb	Employees only	Contains information that employees use daily.
City of Detroit's website	www.detroitmi.gov	Anyone with Internet	Contains resources that City residents, employees, and businesses may find useful.
General retirement systems website	www.rscd.org	Anyone with Internet	Contains pension information for employees.



Helpful Contact Information

Office/Department	Telephone Number
Computer/IT Help Desk	(313) 628-HELP (4357)
Employee Assistance Program	(800) 847-7240
Healthcare Benefits	(313) 224-2742 or (855) 224-6200
Human Resources	(313) 224-3710
Labor Relations	(313) 224-3860
Pension	(313) 224-3362 or (800) 339-8344
Workplace Violence Hotline	(313) 224-ZERO (9376)



Policy Acknowledgement

I, _____, acknowledge that I

have reviewed, discussed, understand and agree to abide by the following policies. I also acknowledge that I know how to access electronic copies of these policies:

☐ *Attendance & Corrective Disciplinary Policies*

☐ *Discrimination and Harassment Policy*

☐ *Email Usage*

☐ *Ethics Ordinance*

☐ *Internet Usage Policy*

☐ *Medical Marihuana Policy*

☐ *Outside Employment Policy*

☐ *Substance Abuse Policy*

☐ *Universal Work Rules*

☐ *Violence Prevention in the Workplace Policy*

☐ *Workstation Usage Policy*

Signature: _____ Date _____

New Employee Orientation Department Checklist

A supervisor or manager or the manager's designee may complete this form. Review and check each item, and initial each section upon completion. Maintain a copy of this checklist for your records.

EMPLOYEE INFORMATION

Name: _____

Start date: _____

Position: _____

Manager: _____

DEPARTMENTAL POLICIES

1. Review key policies and practices for your department.

- | | | |
|--|-----------------------------------|--|
| <input type="checkbox"/> Dress Code | <input type="checkbox"/> Overtime | <input type="checkbox"/> Vacation & Holidays |
| <input type="checkbox"/> E-mail and Internet use | <input type="checkbox"/> Safety | <input type="checkbox"/> Visitors |
| <input type="checkbox"/> Emergency Procedures | <input type="checkbox"/> Security | <input type="checkbox"/> Work Schedule |

ADMINISTRATIVE PROCEDURES

2. Review general administrative procedures.

- | | | |
|--|--|--|
| <input type="checkbox"/> Building access cards | <input type="checkbox"/> Keys | <input type="checkbox"/> Picture ID badges |
| <input type="checkbox"/> Business cards, if applicable | <input type="checkbox"/> Mail, incoming and outgoing | <input type="checkbox"/> Purchase requests |
| <input type="checkbox"/> Conference rooms | <input type="checkbox"/> Office/desk/work station | <input type="checkbox"/> Telephone Usage |
| <input type="checkbox"/> Expense reports | <input type="checkbox"/> Office supplies | <input type="checkbox"/> Employee Self-Service |

INTRODUCTIONS AND TOURS

3. Introduce the employee to department staff and key personnel during tour.

4. Guide the employee on a tour of the workplace/facility, including:

- | | | | |
|--|--|---------------------------------------|--|
| <input type="checkbox"/> Bulletin boards | <input type="checkbox"/> Emergency exits | <input type="checkbox"/> Copy Centers | <input type="checkbox"/> Office supplies |
| <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Fax machines | <input type="checkbox"/> Restrooms | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Coffee/vending machines | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Mail rooms | <input type="checkbox"/> Printers |

POSITION INFORMATION OVERVIEW

5. Review job description, standards and performance expectations.

- | | |
|--|---|
| <input type="checkbox"/> Review job schedule and hours | <input type="checkbox"/> Review initial job assignments and training plans |
| <input type="checkbox"/> Provide employee with departmental guidelines | <input type="checkbox"/> Assign a "buddy" /employee(s) to partner with employee and to answer general questions |

COMPUTER & COMMUNICATION INFORMATION

6. Hardware and software overview and demonstration

- | | | |
|---|---|---|
| <input type="checkbox"/> Databases, if applicable | <input type="checkbox"/> Groupwise Email access | <input type="checkbox"/> Voicemail Setup and Access |
| <input type="checkbox"/> Dept. Directory/Contact List | <input type="checkbox"/> Intranet & Internet Access | <input type="checkbox"/> Share drive access |

Employee Signature: _____ Date _____

Designated Approver (please print): _____

Designated Approver Signature: _____ Date _____



Coleman A. Young Municipal Center
2 Woodward Avenue, Suite 308
Detroit, Michigan 48226

Phone 313•224•3725
Fax 313•224•7325
www.detroitmi.gov

June 1, 2022

Jane Doe
12345 City Lane
Detroit, MI 48226

Dear Jane Doe:

Congratulations on your employment offer with the City of Detroit/ (Department Name) in the (Classification) III position. Your effective date of employment is Monday, (Date).

Completing forms in advance is a great start for a successful on-boarding experience. Click on this link for [New Hire Forms to Complete](#). Please complete and sign the following forms via DocuSign.

- Benefit Demographic Form
- Deduction-Revocation Authority
- Metropolitan Life Insurance Form
- Tax Forms
- Employee Demographic Form

The City of Detroit participates in E-Verify. All newly hired employees are queried through this electronic system established by the Department of Homeland Security (DHS) and the Social Security Administration (SSA) to verify your identity and employment eligibility. **On your first day of employment**, you will need to bring original documentation to Human Resources (2 Woodward, Suite 316, Detroit 48226) to verify your eligibility to work in the U.S. *Please refer to the attached document for the appropriate documentation requirements.*

You should also review City policies online at [Workplace-policies](#) prior to on-boarding. Again, welcome to the City of Detroit. If you have any questions, please call 313-224-3725.

Please contact us immediately with any questions you may have particularly if you're unable to begin work on the anticipated start date.

Sincerely,

ES Manager