ORDER OF THE EMERGENCY MANAGER OF THE CITY OF ECORSE

ORDER OF THE EMERGENCY MANAGER OF THE CITY OF ECORSE, COUNTY OF WAYNE, STATE OF MICHIGAN, TO ADMINISTRATIVELY DEVELOP, APPROVE, ADOPT, IMPLEMENT, AND, FROM TIME TO TIME, AMEND AN EMPLOYEE POLICY HANDBOOK.

ORDER No. 093

WHEREAS, under the Local Government Fiscal Responsibility Act, Act 72, Public Acts of Michigan, 1990, as amended ("Act 72") and, for all relevant periods, under the Local Government and School District Fiscal Accountability Act, Act 4, Public Acts of Michigan, 2011, as amended ("Act 4"), as well as any successor Acts and the Contract dated October 30, 2009 and Amended Contract of October 2012 (the "Contract") between the State of Michigan and Joyce A. Parker, Joyce A. Parker has been appointed as the Emergency Financial Manager (the "EFM" or "EM")) of the City of Ecorse, County of Wayne, Michigan (the "City") and charged with the power and authority to take all actions necessary to develop and implement financial and operational plans, to regulate expenditures, investments, ensure compliance with federal, state and local laws, regulations, rules, local laws and make provisions for services for the City of Ecorse, including the power to exercise the authority and responsibilities of the Mayor, as the Chief Administrative Officer of the City, and of the City Council, as the governing body of the City, concerning the adoption and enforcement of resolutions affecting the financial condition of the City as provided in the Home Rule City Act, Act 279, Public Acts of Michigan, 1909, as amended ("Act 279"); and

WHEREAS, pursuant to provisions contained within Public Act 72, including Section 21, an Emergency Financial Manager has the power to authorize and make, approve, or disapprove any appropriation, contract, expenditure, or loan, fill any vacancy in a permanent position by any appointing authority, and create any new employment position, as well as exercise the authority and responsibilities affecting the financial condition of the local government as provided in numerous enumerated Acts and statutes;

WHEREAS, the City of Ecorse has not maintained an updated employee handbook containing the City's expectations of its employees as reflected within clearly articulated employment related policies. Further, that the City of Ecorse has experienced numerous lawsuits about and by the City's employees over the past

decade which has cost the City millions of dollars in judgments and attorney fees and that such an employee handbook would serve to clarify for employees, supervisors, managers and others the uniform standards that will govern all employee relationships with the City.

WHEREAS, developing, adopting, amending, implementing, and maintaining an employee policy manual that clearly sets forth the City's policies and expectations and is capable of being easily and quickly updated through an internal administrative process requiring only the City Administrator's written approval before being promptly distributed to all employees and implemented throughout the City's operations is desirable and necessary to assure a uniformity in the quality and integrity of City services and the City's work environment.

WHEREAS, in the fall of 2012, the City emailed an initial draft of an employee handbook to all union members to review and obtain their feedback. The City received some input from the union membership and has continued to work to develop an employee handbook that works for Ecorse.

WHEREAS, it is necessary that the City of Ecorse have a living, breathing employee handbook that is subject to on-going updates, appropriate amendments, and annual reviews to ensure that such a policy handbook would continue to be a clear statement of the City's standards and expectations for its personnel.

WHEREAS, this **ORDER** is necessary in order for the City of Ecorse to be in full compliance with the law and to carry out the comprehensive duties and responsibilities required of the Emergency Manager as set forth in Public Act 72 of 1990 and, for all relevant periods, Public Act 4 of 2011, and any successor Acts and the Contract between the Local Emergency Financial Assistance Loan Board or other State entity and the Emergency Financial Manager, other laws and, additionally, is considered necessary to implement and maintain the City of Ecorse's financial plan, to ensure the on-going implementation of the Emergency Financial Manager's long range plan for stability, development of internal capacity and the future financial sustainability of the City;

NOW THEREFORE, IT IS HEREBY ORDERED BY THE EMERGENCY FINANCIAL MANAGER OF THE CITY OF ECORSE, PURSUANT TO PUBLIC ACT 72 of 1990 AND ANY AND ALL SUCCESSOR ACTS, AND FOR ALL RELEVANT PERIODS, PUBLIC ACT 4 of 2011, AND ANY SUBSEQUENT ACT, THE CONTRACT AND CONTRACT AMENDMENTS BETWEEN THE STATE AND EMERGENCY (FINANCIAL) MANAGER, AND OTHER LEGAL MANDATES THAT:

1. Effective this date, The Emergency Financial Manager hereby approves and adopts the City of Ecorse Employee Handbook.
2. Pursuant to this ORDER, the City Administrator to develop, approve, adopt, disseminate, implement, and amend City of Ecorse policies, processes, and procedures set forth in an Employee Handbook that, in his sole discretion, reflect the City of Ecorse's expectations and standards to assure uniformity in the quality and integrity of City services, its work environment, and professional relationships.
3. The City Administrator is hereby authorized to review the provisions contained within the Employee Handbook and take all action the City Administrator deems necessary to ensure the Handbook's accuracy, compliance and compatibility with changes in the law, legal, professional, and other expectations, including changes in the implementation model for certain policies and procedures and provide prompt written notification of all Handbook amendments to employees in accordance with this ORDER. At a minimum, the City Administrator shall undertake a review of all Handbook provisions on an annual basis and do all things necessary to maintain an updated policy Handbook.
4. Repeal. All orders of the Emergency Manager, resolutions of the City Council of the City and parts of resolutions, orders or contracts in conflict with this Order are hereby repealed to the extent of such conflict.

IT IS SO ORDERED this 27th day of March, 2013.

Joyce A. Parker
Emergency Financial Manager
City of Ecorse