

Personnel Handbook

Rules, Regulations, Policies and Procedures

Revision Adopted: April 10, 2019

Effective Date: May 1, 2019

POL#2019-010

LENAWEE COUNTY
Investing in *You*



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INTRODUCTION

This document has been prepared to acquaint you with the personnel policies, procedures and fringe benefit programs covering the employees of Lenawee County. Should any of these policies, procedures, and/or benefits be in conflict with the previous policies, procedures, and benefits, including past practice, this document shall take precedence. The policies, procedures, and benefits described herein shall be effective as of **May 1, 2019**.

Nothing contained in this handbook is intended to limit the right of the County Board of Commissioners to direct the County affairs, including the direction of all employees, or to exercise any authority given to them under the law, including, but not limited to, the right to create departments, abolish departments, merge departments, to add to or subtract from the jobs, or to change the duties and content of various jobs. The Lenawee County Board of Commissioners reserves the right to change, make additions to or delete from, the policies, procedures, and benefits described herein at any time. No department head or supervisor has any authority to modify, either verbally or in writing, any policies contained herein nor to create any contract of employment or any guarantee of employment with any employee whether verbally or in writing.

Each County Department Head has the right to establish work rules and regulations which apply to the day to day performance of work in that department only. Such work rules and regulations shall not be inconsistent with the provisions of this handbook. In the event of a conflict, the terms and conditions of this handbook shall prevail. This document contains general provisions, which apply to all County employees, regardless of the departmental requirements. Each employee has an obligation to understand the responsibilities and benefits that come with County employment. If you have any question concerning your responsibilities or benefits, please contact your department head or the Human Resources Coordinator.

The term "he/his" or "she/her" shall refer to a male or female employee whenever it is used in this document.

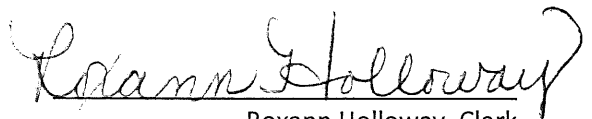
This handbook shall not be construed as a contract.

Adoption

The Personnel Handbook **POL#2019-010** is **HEREBY ADOPTED** by the Lenawee County Board of Commissioners at a regular meeting held Wednesday, April 10, 2019, in the Old County Courthouse, Adrian, Michigan.



David Stimpson, Chair



Roxann Holloway, Clerk

PURPOSE AND INTENT

Purpose

The County of Lenawee is an equal opportunity employer whose policy it is to select personnel and administer all personnel activities and the policies contained in this handbook, without regard to race, color, religion, gender, age, national origin, creed, height, weight, marital status, handicap, sexual orientation, or political affiliation.

Authority

The policies and procedures contained in this document take immediate effect upon the adoption by resolution of the Lenawee County Board of Commissioners. The County Administrator or his designee is hereby designated to interpret and to administer these policies. Policy changes can be made only by resolution of the Lenawee County Board of Commissioners.

Scope

The policies of this document apply to all employees of Lenawee County, including employees of Elected Officials. While collective bargaining agreements provide specific language for the bargaining unit employees, the provisions of this document apply where no conflict exists. Though employees of Elected Officials are covered by this handbook, the rules and policies contained herein do not infringe upon the certain rights within the statutory jurisdiction of the elected officials.

Distribution

The Personnel Handbook for Lenawee County non-union employees including rules, regulations, policies and procedures is available to all employees by logging onto the County's website at www.lenawee.mi.us. A copy may be requested from the Administrator's Office. Questions concerning the handbook can be directed to the County Administrator's Office. The County Administrator, or his designee, is responsible for assuring that all new employees are provided with access to this document and for notifying employees of all changes.

LEAVES OF ABSENCE (with pay)

Vacation, Sick Leave, Personal Days

All full-time employees are eligible to earn accumulated paid leave time (see Accumulated Paid Leave Rate). Regular part-time employees who are regularly scheduled to work 20 hours or more per week are eligible to earn accumulated paid leave time pro-rated to the number of hours worked. Temporary, on-call and seasonal employees are not eligible to earn accumulated paid leave time.

Accumulated paid leave time accrues on a pay period basis at a rate based on the length of service but MAY NOT be taken before being earned. Employees must exhaust accumulated paid leave time for absences prior to being approved for an unpaid leave of absence.

Accumulated paid leave time may be used for vacation, sick leave, personal leave, or to subsidize a sickness & accident or worker's compensation leave (see Fringe Benefits) per the following:

Vacation

If accumulated paid leave time is to be used for vacation, it shall be taken with the approval of the Department Head and in accordance with the departmental vacation policy. Requests for vacation should be made thirty (30) days in advance of the anticipated date. When a thirty (30) day notice is given, an employee will be notified at least twenty (20) days prior to the anticipated vacation day whether the vacation request has been approved or denied. The Department Head will consider the needs of the department prior to granting vacation time.

Sick Leave

An employee absent from work due to illness should notify his Department Head, or designee, not later than one (1) hour after the beginning of the scheduled work day, except in such cases of emergency beyond one's control, and in such cases, as soon as possible. A Department Head has the right to verify the reported sickness of an employee and may require a doctor's verification for absence due to illness.

Personal Leave

If accumulated leave time is used as a personal leave the employee shall notify their Department Head at least one (1) day in advance except in cases of emergency beyond one's control, and in such cases, as soon as possible. The failure of the Department Head to require verification in any one case shall not establish a precedent for any future case.

Medical Leave

Regular full-time and part-time employees absent from work due to the employee's injury or illness may be eligible for medical leave for a period of up to six (6) months, provided proof of disability acceptable to the employer is provided. The employer may require the employee to be examined by an employer-designated health care provider. Medical leave which also qualifies for Family and Medical Leave (FMLA) will be counted against an employee's FMLA eligibility from the first day of such leave. The employer may require medical certification that the employee is fit to return to work. Health, dental and vision insurance will be continued up to the first twenty-six (26) weeks of eligible medical leave. Employees are financially responsible for their share of any insurance premiums due while on medical leave.

Following twenty-six (26) weeks of continuous absence due to medical leave, all insurance benefits will terminate and COBRA insurance coverage will be offered to the employee.

If applicable, the employee will be informed of any available long term disability and/or disability retirement benefits.

Jury Duty

Courts Outside Lenawee County

Leave with pay may be authorized by a Department Head in order that a regular full-time employee serve on required jury duty. In the case where an employee is acting as a witness, on behalf of the County, that employee may also receive time off with pay. Employees must turn in all compensation, minus mileage reimbursement, that is provided through the court system to their Department Head.

Employees should give reasonable advance notice, in writing, to their Department Head of their summons to serve as a possible juror or witness. Employees should also give periodic updates in respect to anticipated jury service completion time.

Lenawee County Court System

Leave with pay may be authorized by a Department Head in order that a regular full-time employee serve on required jury or witness duty in a Lenawee County Court. Employees will neither lose leave time nor will they receive jury pay or mileage unless the work situation warrants special consideration. The employee is expected to report back to work immediately if there is remaining time for a scheduled work day when the day's jury duty/witness duty is completed.

Employees should give reasonable advance notice, in writing, to their Department Head of their summons to serve as a possible juror or witness. Employees should also give periodic updates in respect to anticipated jury service completion time.

Bereavement Leave

In case of death in the "immediate family" a **full-time** employee may be granted a leave of absence with pay up to three (3) working days by the Department Head.

Regular **part-time** employee(s) may be granted a leave with pay of up to three (3) working days by the Department Head provided the funeral takes place during the time they were normally scheduled to work

An "immediate family" member is defined as a:

- Current spouse
- Child
- Parent
- Sister
- Brother
- Step Parent
- Step Child

In case of death in the "family" a full-time employee may be granted a leave of absence with pay for one (1) working day by the Department Head.

Regular part-time employee(s) may be granted a leave with pay for one (1) working day by the Department Head provided the funeral takes place during the time they were normally scheduled to work.

A “family” member is defined as a:

- Parent of current spouse
- Son-in-law
- Daughter-in-law
- Brother-in-law
- Sister-in-law
- Grandparent
- Grandchild
- Any person residing in your home for at least 6 months and claimed as a dependent on your income tax form.

For either immediate family or family, if the situation warrants an extension, the Department Head may grant up to an additional two (2) working days with pay. Requests for such extensions must be made in writing to the Department Head.

The County may require proof of an employee’s attendance at the funeral. Failure to provide proof of attendance will be grounds for no pay.

OBSERVED HOLIDAYS

All regular full-time employees are eligible for holiday pay as approved by the Lenawee County Board of Commissioners.

All regular part-time employees that qualify are eligible for a paid holiday equal to the amount of time the employee is normally scheduled to work on the day the holiday is observed.

To be eligible for holiday pay an employee must have worked his last scheduled work day prior to and his next scheduled work day after the scheduled holiday OR the employee may choose to use earned paid leave time, with Department Head approval, which will be considered as eligible for payroll purposes. If the employee has insufficient accrued leave to cover the last and next work days the employee shall not receive holiday pay.

Holiday pay is not authorized for employees on an approved “leave of absence”.

All other temporary, on-call, and seasonal employees are not eligible for holiday pay.

The following paid holidays will be observed by the County:

<u>HOLIDAY</u>	<u>DATE OBSERVED</u>
New Year's Day	January 1
President's Day	3 rd Monday in February
Good Friday (1/2 day)	P.M. of Good Friday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Day after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Holidays which fall on a Saturday will be observed on the preceding Friday. Holidays which fall on a Sunday will be observed the following Monday. If Christmas and New Year's Eve fall on a Friday, the holidays will be observed on the preceding Thursday with Christmas and New Year's observed on Friday. If Christmas and New Year's Day fall on a Monday, Christmas Eve and New Year's Eve will be observed on the preceding Friday.

Holidays are paid at the employee's straight time rate of pay.

COMPENSATION

Initial Salaries

The Lenawee County Board of Commissioners has established a pay plan for County positions as classifications with a set range of pay. The rates and pay established in the pay plan are for regular full-time employees and represent the total salary compensation for each job classification.

The Lenawee County Board of Commissioners has also established a pay plan for County positions as classifications with a set range of pay for part-time, temporary, on-call, and seasonal employees that represent the hourly equivalent of the job classification they perform.

Step Increases

The beginning rate for a new employee will normally be the minimum rate in the pay range established for the position. However, a Department Head, at his discretion and with the prior approval of the County Administrator, may hire a new employee at a higher rate than the minimum in the pay rate in unusual situations to:

- 1) Meet difficult recruiting problems.
- 2) Give recognition for markedly superior qualifications

- 3) Give credit for extensive past service

An employee shall move through the pay range as identified in the appropriate pay grade.

Each move to the next successive pay step will be initiated based on the employee's anniversary date of their current position. Changes in pay through the pay range steps are not made automatically. All pay changes must be initiated by completion of a "Personnel Action Form" and signed both by the Department Head and the employee. Length of service in the position and satisfactory job performance will determine progression through the pay ranges.

Position Change

When an employee has changed a new position classification, either within the same County department or in a different County department, the employee will be placed in the new classification range so as to receive at least a one-step increase in pay. The employee will proceed through the range intervals with the date of promotion as the anniversary date.

Overtime

It is the policy of Lenawee County that overtime is to be held to the minimum consistent with efficient and cost effective operation while maintaining the provision of service to the public. Work assignments will be made in such a way so as to avoid overtime whenever possible. When overtime is unavoidable, the following shall apply:

- 1) Regular full-time employees shall normally be given preference in overtime assignments. In all cases, however, overtime assignments shall be made in such a way that the functions of County service will be most effectively completed.
- 2) Overtime will only be performed at the direction and approval of the Department Head or his authorized designee.
- 3) Employees shall be compensated for overtime by payment of 1.5 times the regular straight hourly rate for all time worked over eight (8) hours in one day or forty (40) hours in one week. All time worked up to eight (8) hours in one day or forty (40) hours in one week will be compensated at the regular straight hourly rate of pay.
- 4) Payment of overtime pay for any hour shall exclude that hour from consideration for overtime pay on any other basis, thereby eliminating any duplication of overtime pay.
- 5) Exempt employees in positions classified into elected, executive, administrative and professional categories will not receive overtime compensation (as defined by the Fair Labor Standards Act and state wage and hours law; MI Reg. Sec. 408.726).

For a complete list of EXEMPT County positions please contact the County Administrator's Office.

DISCIPLINARY ACTION

General Policy

Depending on the severity of the offense, Lenawee County subscribes to a policy of progressive discipline for non-probationary employees, as determined by management. It is the intention of Lenawee County to utilize disciplinary actions in a constructive manner with the goal of motivating the employee toward proper conduct in the future. Discharge or discipline will be administered for just cause. Under normal circumstances, progressive discipline will proceed as follows:

Verbal reprimand is a verbal notice to an employee that their behavior or performance must be improved or corrected. The verbal reprimand will also define the improvement or corrective action required and inform the employee that failure to comply with the verbal warning will result in more serious action. The Department Head shall record the date and subject of the verbal reprimand and shall place a confirmation of the verbal reprimand in the employee's personnel file.

Written reprimand is a written notice to an employee that their behavior or performance must be improved or corrected. Such notice shall contain a statement of the cause for the action, improvement or corrective action required of the employee, time frames for such action, and possible consequences if the employee fails to comply. Written reprimands shall be placed in the employee's personnel file.

Unpaid suspensions (one to three days off) may be issued to employees whose performance and/or behavior fails to respond to written reprimands. Written records of unpaid suspensions shall be placed in the employee's personnel file.

Termination is the removal of an employee from employment with the County. Employees who have been terminated are not eligible for rehire with Lenawee County. Termination is effective immediately and all fringe benefits will cease on the date of termination. Any unused accumulated leave time will be paid in its entirety based on the date of termination.

Dispute Resolution

For purposes of administering the provisions of this handbook, an employee claiming a violation of this Handbook and/or County policy or procedure must process an appeal through the dispute resolution procedure, hereinafter set forth.

The dispute resolution appeal procedure is as follows:

Step 1 – An employee who claims a violation of any policy or procedure under this handbook must submit their written appeal within three (3) working days of its occurrence and in the following sequence:

- 1) Immediate supervisor

- 2) Department Head
- 3) County Administrator
- 4) Lenawee County Personnel Committee of the Board of Commissioners

The appeal must be signed by the employee. The immediate supervisor shall, within ten (10) working days after receipt of the written appeal, give the decision in writing.

Unresolved appeals shall proceed to Step 2.

Step 2 – Should an employee appeal the decision of their immediate supervisor, said appeal shall be at each of the progressive steps (as outlined above). Any response to a written appeal shall be completed within ten (10) working days except for the final step to the Lenawee County Personnel Committee of the Board of Commissioners. That appeal shall be heard at the next regularly scheduled Personnel Committee meeting after ten (10) working days. The Lenawee County Personnel Committee shall have the power to affirm or overthrow decisions made in the preceding steps with final approval of the Board of Commissioners.

Failure to receive a decision from the employer within the stated time limit shall entitle the employee to appeal to the next step. Failure to receive an answer from the employee within the stated time period shall end the appeal procedure.

Appeal Based Upon Termination of Employment

Employees who have been terminated through the dispute resolution procedure, provided for elsewhere in this handbook, must process their appeal through impartial arbitration as a final resolution of the appeal or further claims under this handbook are waived.

Such employee must first submit their appeal through the dispute resolution procedure, including the Lenawee County Personnel Committee of the Board of Commissioners. If the appeal is not satisfactorily resolved in any of the preceding steps, the employee or the County Board of Commissioners shall submit the unresolved appeal to binding arbitration. The arbitrators shall be selected through the processes of the American Arbitration Association. Failure to submit a claim to arbitration will terminate the claim and further action of any kind based on the claim will be deemed waived.

The employee may be represented by counsel and shall be entitled to due process as established in the procedures of the American Arbitration Association. The decision of the arbitrator shall be binding on the employee and on the Lenawee County Board of Commissioners. The cost of the arbitration shall be paid one-half by Lenawee County and one-half by the employee.

DEFINITION OF EMPLOYEE

Elected Official

Elected officials are:

- Judges
- Commissioners
- Clerk
- Treasurer
- Sheriff
- Register of Deeds
- Prosecuting Attorney
- Drain Commissioner

These officials are elected by the voters of the County to serve their designated terms. Elected officials carry out duties prescribed in the state constitution and statutes. In most instances, elected officials participate in the same fringe benefit programs available to regular full-time employees. Accrual of accumulated leave time, sickness and accident coverage and long term disability are not applicable to elected offices.

Deputies of elected officials who become an elected official either through appointment or election shall be paid in full for accumulated leave time and any frozen sick days, if applicable, up to a maximum time allowable upon assuming the elected official's position.

Regular Full-Time Employee

Employees regularly scheduled to work a minimum of thirty-five (35) hours per week (70 hours or more per pay period) on an annual basis shall be considered regular full-time employees and shall be entitled to the benefits listed in this handbook (see Fringe Benefits).

Regular Part-Time Employees

Employees regularly scheduled to work less than thirty-five (35) hours per week (less than 70 hours per pay period) on an annual basis shall be considered regular part-time employees.

Regular part-time employees regularly scheduled to work a minimum of twenty (20) to thirty-five (35) hours per week on an annual basis are eligible for the following benefits:

Accumulated Paid Leave – Regular part-time employees shall be allowed to accrue accumulated paid leave (see Accumulated Paid Leave Rate) pro-rated to the number of hours worked.

County Retirement – Regular part-time employees participate in the retirement benefit plan specific to their date of hire or may specifically chose the defined contribution plan.

Health Insurance – 100% employee contribution

Regular part-time employees scheduled to work nineteen (19) or less hours per week (less than 40 hours per pay period) are not eligible for any accumulated paid leave, holiday pay, or fringe benefits.

Temporary Employee

A temporary employee (an individual who is hired for a limited period of time, not to exceed six (6) months) performs work available on a seasonal basis or temporarily replaces an employee during a scheduled leave shall be entitled to wages only. If a temporary employee is transferred to a regular full-time position, that employee will be eligible for any applicable fringe benefits, accumulated paid leave time, and holiday pay no earlier than the date of transfer except for seniority calculated from the date of original hire if the minimum requirements were met (see Fringe Benefits).

On-Call Employee

In some County departments, due to the nature of the work performed, one or more persons may be hired to be available for work only as needed. Such on-call employees shall be entitled to wages only.

Probationary Employee

All new employees shall have a six (6) month probationary period. All probationary employees are employed “at will” and may be terminated with or without cause at the sole discretion of the Employer. An employee may be terminated at any time for any reason and such termination will not be subject to the dispute resolution procedure. The purpose of the probationary period is to determine:

- Whether the employee meets the requirements of the position; and
- Whether the employee desires to continue employment with the County after having had an opportunity to work at the position for which they were hired.

In most cases, fringe benefit eligibility will commence ninety (90) days after the date of hire, but probationary status for continuation of employment will extend to six (6) months. Upon completion of the probationary period, credited service will commence as of the date of hire.

Part-time and temporary employees regularly scheduled to work 20 hours or more per week who change status to full-time will be eligible to begin health, dental and life insurance coverage effective with the first billing following the change to full-time status provided they have worked the minimum of 90 days.

Accumulated Paid Leave Rate

All employees eligible for paid leave benefits shall accumulate paid leave days per the following schedule:

Length of Service	Rate of Accumulation	Maximum Amount
Less than one (1) year	<u>.6 day per pay period</u> (4 hours & 30 minutes for 75 hour pay period) (4 hours & 48 minutes for 80 hour pay period)	<u>16 days</u> 120 hours/year = 75 hour/PP 128 hours/year = 80 hour/PP

One (1) through five (5) years	<u>.8 day per pay period</u> (6 hours for 75 hour pay period) (6 hours & 24 minutes for 80 hour pay period)	<u>21 days</u> 157.50 hours/year = 75 hour/PP 168 hours/year = 80 hour/PP
Six (6) through ten (10) years	<u>.9 day per pay period</u> (6 hours & 45 minutes for 75 hour pay period) (7 hours, 12 minutes for 80 hour pay period)	<u>24 days</u> 180 hours/year = 75 hour/PP 192 hours/year = 80 hour/PP
Eleven (11) or more years	<u>1 day per pay period</u> (7 hours & 30 minutes for 75 hour pay period) (8 hours for 80 hour pay period)	<u>26 days</u> 195 hours/year = 75 hour/PP 208 hours/year = 80 hour/PP

Payment in lieu of time off is not permitted.

Paid leave will not be allowed to accumulate beyond the maximum permitted in any given year.

Employees are responsible to monitor accrued paid leave time and request time off in advance to avoid forfeiture of earned paid leave time. Department Heads shall make all reasonable accommodation to avoid forfeiture of paid leave time.

Payment of unused leave time, up to the maximum amount, shall be paid upon termination in the last paycheck issued to an employee for all leave time remaining. If the remaining leave time is 150 or less hours (up to 18.75 days for an 80 hour pay period; up to 20 days for a 75 hour pay period), leave time will be paid in one check. Any remaining leave time at termination of more than 150 hours, not to exceed the maximum, will be divided into two pay periods upon the request of the employee.

EMPLOYMENT

Recruitment

It is the policy of Lenawee County to carry on such recruitment programs as necessary to seek out and secure the most qualified individuals to apply for County positions at all levels of County service.

Employees will be selected on the basis of job qualifications for the vacancy.

All vacant positions will be publicly posted on the website. Other forms of posting may include distribution of notices to County buildings and outside agencies. Job postings may also be placed in local newspaper publications, professional magazines and large metropolitan newspapers outside the immediate County area.

Eligibility

Competition for employment in Lenawee County shall be open to all applicants who are citizens of the United States or aliens eligible for U.S. employment (as administered by the Immigration and Naturalization Service in the U.S. Department of Justice) and who meet the requirements of the position for which the application is made.

Non-Discrimination

It is the County philosophy and policy to treat employees and applicants for employment without regard to race, color, gender, religion, national origin, age, handicap, height, marital status, familial status, weight, sexual orientation or political affiliation as required by law. Discrimination against any employee or applicant based on any of these conditions will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination.

Equal Employment Opportunity

It is the policy of the Lenawee County Board of Commissioners to provide equal employment opportunities to qualified persons without regard to race, creed, color, gender, age, religion, national origin, marital status, height, weight, familial status, disability, sexual orientation or political affiliation and required by law.

Nepotism

Effective with full time and regular part-time employees hired, promoted or transferred after April 30, 2019, employees related to a 3rd degree by blood, marriage or adoption, may not be in a supervisor/subordinate relationship.

Third degree relationship extends to grandparent/grandchildren in a direct line and to aunt/uncle/niece/nephew in an extended family.

This section should not be interpreted in any way as an obstacle to members of the same family being employed by the County of Lenawee. It is the supervisor/subordinate relationship by close family members that is to be avoided.

FRINGE BENEFITS

Government Mandated

Social Security/Medicare

The Social Security program is legislated by the federal Social Security Act and is designed to protect workers from loss of income caused by retirement, disability, or death. The Medicare program provides both medical and hospital insurance. Social Security is financed by taxes collected from both employers and employees. The Social Security tax is also known as FICA (Federal Insurance Contributions Act).

Unemployment

Unemployment compensation is regulated by the Federal Unemployment Tax Act (FUTA) and jointly administered by federal and state authorities. Under FUTA, the individual states are free to set their own limits on weekly benefit amounts, unemployment tax rates, taxable wage bases, and unemployment eligibility and disqualification requirements. Unemployment benefits are financed by a tax on a certain portion of wages paid to employees; this “taxable wage base” varies from state to state. Questions concerning the administration of unemployment compensation in Michigan should be addressed to the State of Michigan Unemployment Agency.

Worker’s Compensation

Work related injuries are covered through the County’s worker’s compensation insurance policy. All employees must adhere to the following procedures in order to be eligible for worker’s compensation benefits:

1. An “INCIDENT REPORT” must be completed by the employee and their supervisor for any work related injury. A copy of the “INCIDENT REPORT” should be forwarded to the County Administrator’s Office within five (5) days of the injury.
2. Any initial medical treatment that may be necessary must be authorized by an employee’s supervisor. An “ORDER FOR MEDICAL TREATMENT” form must be completed prior to seeking medical attention.
3. Worksphere Occupational Medicine - 5449 Occidental Hwy – Tecumseh, MI 49286 – (517) 423-3901 is the County’s designated medical provider for worker’s compensation claims. Every effort should be made to go to Worksphere Occupational Medicine when seeking initial medical treatment for work related injuries. The “ORDER FOR MEDICAL TREATMENT” form must be taken with you to Worksphere Occupational Medicine.
4. Any medical billings for work related injuries should be submitted to the County Administrator’s Office for processing through the County’s worker’s compensation carrier. An employee and/or medical provider should **NOT** submit medical billings for work related injuries to the County’s health insurance carrier, Blue Cross Blue Shield of Michigan.

Lost wages due to a work related injury are partially covered through worker’s compensation beginning on the seventh (7th) consecutive day of absence from work. Following fourteen (14) consecutive day’s absence from work, worker’s compensation will partially reimburse for lost wages retroactive to the first (1st) day of lost wages.

Lost wages that are ineligible for coverage by worker’s compensation insurance can be paid through accumulated paid leave that an employee may have accrued.

**FAILURE TO FOLLOW THE PROCEDURES FOR FILING WORKER’S COMPENSATION CLAIMS
CAN RESULT IN DELAYED PAYMENTS AND/OR POSSIBLE NON-PAYMENT OF BENEFITS**

County Sponsored Group Coverage

Health Insurance

Health insurance is available to eligible regular full-time employees and eligible dependents.

Health insurance coverage for eligible employees, including eligible dependent coverage, will begin following the completion of ninety (90) days of employment.

Lenawee County may require the employee to contribute a portion of the costs associated with the selected plan through payroll deduction. Employee contributions may vary depending on selected plan.

Detailed information on current plans offered and required employee contributions may be obtained in the County Administrator's Office.

Lenawee County shall not pay an additional health insurance premium and shall not pay a Health Insurance Waiver on an employee's behalf if the employee's spouse is already afforded health insurance coverage by Lenawee County.

Health Insurance Waiver – Cash compensation in lieu of health insurance coverage with proof from employee to employer of alternative health insurance coverage (to be included in employee's personnel file). Cash compensation will be paid to an eligible regular full-time employee on the following scale:

One person policy:	\$28.85 per pay period	(\$750.00 annually)
Two person policy:	\$43.27 per pay period	(\$1,125.00 annually)
Family policy:	\$57.70 per pay period	(\$1,500.00 annually)

Lenawee County will offer to regular part-time employees and eligible dependents group hospitalization and medical insurance coverage (100% of the monthly premium, to be payable by the employee through payroll deduction, will be equally split and deducted from the first two pay checks of the month).

If elected, health insurance coverage for regular part-time employees, including eligible dependent coverage, will begin following ninety (90) days of employment.

Detailed information on current plans offered and required employee contributions may be obtained in the County Administrator's Office.

Lenawee County does not offer any group hospitalization or medical insurance coverage to a part-time regular (less than 19 hours/week), temporary, on-call or seasonal employee.

Retirement

Lenawee County employees continuing under the defined benefit retirement plan are covered as outlined below.

Lenawee County Retirement Plan	
Description	Benefit
Normal retirement	Age 62 with 8 years of service (effective 01/01/2001) or Employee's age plus years of service "Rule of 85" (effective 01/01/1999)
Retirement benefit formula (annual)	2.0% X yrs svc X avg highest 60 consecutive months earnings
Vesting	(closed)
Mandatory retirement	None
Early retirement (reduced benefit)	55 years of age with 10 years of service
Early retirement reduction	Effective 01/01/2002 .56% x # months preceding 62 nd birthday, Max: 24 months (13.44%) .28% x # months preceding 60 th birthday, Max: 60 months (17%)
Deferred retirement	8 or more years: 62-regular 10 or more years: 55-reduced
Disability retirement	Total & permanent disability w/10 or more years; Worker's compensation offset. Does not apply to opt-out.
Death benefit	Survivor's annuity (50%) for spouse and/or dependent children
Maximum Service Credit	None
Compensation Cap	None
Optional forms of payment	Modified cash refund; optional reduced survivor's benefits
Member contributions	10% of gross pay (pre-tax)

Eligible employees hired JANUARY 1, 2001 and AFTER, or opting out of the defined benefit retirement plan, shall be enrolled in the Lenawee County Board of Commissioners Defined Contribution 401(a) Money Purchase plan with a mandatory employer/member contribution as set by the Board of Commissioners.

For more information on either plan, please refer to your summary plan description and benefit statements.

Dental Insurance

Lenawee County will provide regular full-time employees, and eligible dependents, with group dental insurance (Delta Dental) for Class I and Class II dental benefits at a 50% basis to a maximum of \$1,000 per person per year. Dental insurance coverage for eligible full-time employees, including eligible dependent coverage, will begin the first of the month following the completion of ninety (90) days of employment.

A regular part-time, temporary, on-call or seasonal employee is not eligible for any dental insurance coverage.

Vision Insurance

Lenawee County shall offer vision coverage to all regular full-time employees and eligible dependents covered by this Agreement. The coverage is optional. Employee must elect coverage during new hire enrollment or regular annual open enrollment. Monthly premium cost will be shared 50/50 between employee and employer. Rates subject to change with Blue Cross Blue Shield of Michigan contract renewal.

Life Insurance

Regular full-time employees are covered by a term life insurance and Accidental Death and Dismemberment policy of 1 x annual salary rounded to the next highest thousandth, not to exceed \$50,000. There is no dependent coverage. Life Insurance and Accidental Death & Dismemberment coverage for eligible full-time employees will begin following the completion of ninety (90) days of employment.

A regular part-time, temporary, on-call or seasonal employee is not eligible for any life insurance benefit or accidental death & dismemberment coverage.

Sickness & Accident Insurance (Short Term Disability)

All regular full-time employees are covered under a sickness & accident insurance which will pay benefits based on the first day of an accident or hospitalization and the fifteenth (15th) day of sickness. The benefits payable to an eligible employee shall be equal to 65% of the gross weekly pay, not to exceed \$500 per week. The maximum duration for sickness & accident benefits is 26 weeks for each illness or accident, or the length of an employee's seniority, whichever is less. Sickness & Accident Insurance coverage for eligible full-time employees will begin following the completion of ninety (90) days of employment.

Forms to apply for sickness & accident benefits are available in the County Administrator's Office. The forms must be properly completed by the employee and the employee's physician and returned to the County Administrator's Office as soon as possible.

Accumulated paid leave days are required to be used before any unpaid leave, this includes any elimination period before sickness & accident benefits begin. Once the sickness & accident benefit begins, the employee may choose to use their accumulated paid leave days in conjunction with this benefit if leave time is available and the employee selects this option under the following restrictions:

1. Accumulated paid leave days continue to accumulate while an employee is using them; however, an employee who is not working and is not using accumulated paid leave time does not accumulate additional leave time, nor is the employee given credit for holidays during the time of absence.

2. An employee who is receiving only sickness & accident benefits does not accumulate leave time.
3. Employees who are receiving sickness & accident benefits and who have sufficient leave time accumulated may, at their option, use leave time to supplement the sickness and accident benefit at their normal straight-time weekly wage. When so used, accumulated paid leave accumulates on a pro-rated basis according to the accumulated leave time used; except that it does not accumulate when the leave time being used is being drawn from the frozen-sick leave bank in effect for certain employees.
4. Employees who are supplementing sickness & accident benefits with accumulated paid leave are eligible for holiday pay at the same pro-rated basis the accumulated leave time is being used.

A regular part-time, temporary, on-call or seasonal employee is not eligible for any Sickness & Accident (short term disability) insurance.

Long Term Disability

Lenawee County will provide eligible regular full-time employees with Long Term Disability coverage. Maximum benefit period of:

<u>Age at Disability</u>	<u>Maximum Benefit Period</u>
Less than Age 65	5 years
65 – 69	To age 70 (but not less than 1 year)
70 and Over	1 year

Detailed information on the Long Term Disability coverage may be obtained from the County Administrator’s Office.

A regular part-time, temporary, on-call or seasonal employee is not eligible for any long term disability insurance.

Life, Accidental Death & Dismemberment, Short Term Disability and Long Term Disability certificates can be found at www.lenawee.mi.us > Human Resources.

Married County Employees and Their Benefits

County employees married to one another must be covered under one subscriber for group health, vision and dental insurance. Insurance benefit coverages provided will not change. Life insurance, Accidental Death & Dismemberment, Short Term Disability and Long Term Disability may be continued under individual policies.

County employees married to one another must designate who will be listed as a subscriber for health, vision and dental insurance. Spouses not designated as subscribers may be carried under the subscriber’s policy and will not be assessed a premium contribution through payroll deduction.

As long as County insurance coverage remains in effect, County employees married to one another will be ineligible for the health incentive “buy-out”.

Termination of Benefits

Upon termination of employment, for any reason, benefits will cease as follows:

- Health Insurance – Midnight of employee’s last date on payroll.
- Dental Insurance – End of the month of the employee’s last date on payroll.
- Life, Accidental Death & Dismemberment, Short Term Disability and Long Term Disability – Midnight of employee’s last date on payroll.
- In the event of an employee death while employed by the County, the employer sponsored health insurance will continue for 30 days from the date of employee’s death.

**ALL COUNTY SPONSORED GROUP COVERAGE PROGRAMS
ARE SUBJECT TO CHANGE PER ACTION
BY THE COUNTY BOARD OF COMMISSIONERS**

County Sponsored Optional Coverage

457 Deferred Compensation

County employees may elect to contribute a portion of their earnings toward their own tax deferred retirement account through payroll deduction. For a list of approved deferred compensation (“457”) programs contact the County Administrator’s Office.

HARASSMENT

Statement Prohibiting Harassment

As it is the right of every employee to work in a non-hostile environment, it is the policy of Lenawee County that its employees shall be free from harassment of any kind. Violations of this policy, the Anti-Harassment Policy, shall subject the violator to discipline up to and including termination of employment.

The Anti-Harassment Policy is available in the employment section of the county website. Each employee is required to read and acknowledge the policy.

EEO Complaint Form, Harassment/Discrimination Questionnaire and Third Party Questionnaire are available at www.lenawee.mi.us > Human Resources.

HOURS OF WORK

Working Hours

Work hours for most County departments are from 8:00 A.M. to 4:30 P.M. (daily) Monday – Friday. The normal work week for a majority of employees consists of seven and one-half (7 ½) hours of work each day or thirty-seven and one-half (37 ½) hours of work per week.

Some departments, due to the nature of their work and/or funding requirements, work an alternate schedule, including but not limited to longer shifts and a shorter work week.

Breaks

Employees will be granted two (2) paid fifteen (15) minute breaks during the full workday. Breaks are allowed twice daily and shall be scheduled by your Department Head or supervisor. These breaks cannot be taken as part of the lunch period or at the beginning or close of the work day. Work breaks are not the “right of the employee”. They are granted by the County in the expectation that the relief will help enable the employee to operate at top efficiency throughout the entire work day. If an employee abuses the privilege the Department Head, or supervisor, may deny an employee break privileges for a temporary or indefinite period.

Lunch Period

Employees working a full day are allowed an unpaid one (1) hour lunch break. The actual time scheduled for the lunch break will be determined by the Department Head to allow for the continuous smooth operation of the department functions.

Some employees, pending the length of the workday, are entitled to a unpaid one-half (1/2) hour lunch break. The actual time scheduled for the lunch break will be determined by the Department Head to allow for the continuous smooth operation of the department functions.

Tardiness

The County expects its employees to be at work at the appointed starting time each day. The employer understands that there may be reasons for not being able to do that which are beyond the control of the employee. However, an employee who is tardy on more than four percent (4%) of the scheduled work days during a sixty (60) day period will be subject to disciplinary action.

Generally an employee guilty of violating the above rule will receive the disciplinary action of a *written warning* for a first or second violation. The employee will receive an *unpaid disciplinary lay-off* for up to three (3) days for the third offense. An employee who has received a disciplinary lay-off for the third offense will be subject to discharge for the fourth offense.

Absenteeism

Employees are expected to report to work each day. An employee who is absent, for any reason, must notify his Department Head or supervisor within one (1) hour of the start of the work period whenever possible. An employee who is absent without a good reason for more than four percent (4%) of the

scheduled work time during a sixty (60) day period will be considered excessively absent and subject to disciplinary action.

An employee guilty of violating the above rule will receive the disciplinary action of a *written warning* for a first violation. The employee will receive an *unpaid disciplinary lay-off* for up to three (3) days for the second offense. An employee who has received a disciplinary lay-off for a further offense will be subject to discharge.

INCOMPATIBLE ACTIVITIES

General Policy

County employees shall not engage in any employment activity or enterprise which is inconsistent, incompatible or in conflict with his duties as a County employee, or with the duties, functions, and responsibilities of the department by which he is employed.

Types of Incompatible Activities

The following activities shall be considered (though not exclusively) inconsistent, incompatible, or in conflict with County employment:

- 1) Any employment, activity, or enterprise which involves the use of private gain or advantage of the County's time, facilities, equipment, supplies, prestige, or influence of a County office or employment unless permitted by law.
- 2) The receipt or acceptance by any employee of any money, or other consideration, from anyone other than the County for the performance of an act which the employee would be required or expected to render in the regular course of his duties as a County employee.
- 3) The involvement of so much of the employee's time that an activity impairs an employee's attendance or efficiency in the performance of his duties.

The Lenawee County Board of Commissioners Personnel Committee will make the final determination as to whether a specific activity is incompatible.

Political Activities

An employee may become a member of a political party formed or authorized under the election laws of the State, may be a delegate to a political party convention at any level, may become a candidate for nomination and election to any State, district, county, city, village township, school district or other local elective office without first obtaining a leave of absence from his employment. If the employee becomes a candidate for elective office within County government, the employee may request to take a leave of absence without pay when he complies with the candidacy filing requirements, or sixty (60) days before any election relating to that position.

An employee may engage in political activities on behalf of a candidate or issues in connection with partisan or non-partisan elections, providing said campaign activities are conducted outside of

scheduled work time. Any employee that may engage in political activities on behalf of a candidate or issues in connection with partisan or non-partisan elections:

- 1) Will not be allowed to use County materials, equipment or letterhead to assist in campaigns,
- 2) Will not be allowed to use County affiliation to aid campaigns, and
- 3) Will not be allowed to distribute literature or solicit signatures or money on County time.

An employee who is elected to an office within County government shall resign or may be granted a leave of absence from his employment during his elected term.

Any employee or an elected or appointed official may not personally, or through an agent, coerce, attempt to coerce, or command another employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for the benefit of a person seeking or holding elected office, or for the purpose of furthering or defeating a proposed law, ballot question, or other measure that may be submitted to a vote of the electors.

Employees whose political activities are subject to restrictions imposed by laws or regulations imposed by laws or regulations of the federal or state government shall comply with those restrictions.

LEAVES OF ABSENCE (without pay)

Absence Without Leave

Any employee who is absent from his scheduled work period whether for part of a day, all day, or a longer period, without the employee having notified his supervisor or Department Head, shall be considered absent without leave. Such action may be grounds of disciplinary action up to and including dismissal. Absence without leave for three (3) successive scheduled work periods will be considered cause for automatic termination of employment and separation from County service unless it was impossible for the employee to notify the Employer of the absence.

Medical Leave (Family Medical Leave Act of 1993)

Key provisions of the Family Medical Leave Act are:

Eligibility - Employees who have worked at least one (1) year and have worked a minimum of 1,250 hours over the past twelve (12) months.

Coverage – Provides up to twelve (12) weeks of unpaid, job protected leave for certain family and medical reasons (as listed below):

- To care for employee's child after birth or legal adoption
- To care for employee's spouse, son, daughter, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform the employee's job

Advanced Notice and Medical Certification – Employees must ordinarily provide thirty (30) days advance notice when the leave is “foreseeable”. Medical certification to support a request for leave because of a serious health condition may be required.

Job Benefits and Protection – Under the FMLA, an employee’s health coverage is maintained. Upon return from the FMLA, most employees are required to be restored to their original or equivalent positions with equivalent pay and benefits.

County policy requires that accumulated paid leave be substituted for unpaid leave taken under the FMLA (i.e., accumulated paid leave plus unpaid leave = 12 weeks). Short term disability leave is counted toward leave allowed under the Family Medical Leave Act. Short term disability or other leave resulting from the employee’s having a serious medical condition is counted against leave allowed under the Family Medical Leave Act (FMLA).

Personal Leave of Absence

Regular full-time employees may be granted up to thirty (30) calendar days for a leave of absence for personal reasons provided the employee has completed at least six (6) months of service with the County. Request for a personal leave must be made in writing to the Department Head no less than thirty (30) days before the beginning of the requested leave. The Department Head may consider seniority, work schedules, and department operations relative to the request but, in any event, will make a decision on the request for personal leave of absence and respond in writing to the employee no later than twenty (20) days prior to the start of the requested leave.

Accumulated paid leave shall not accrue during the duration of a personal leave of absence; however, insurance premiums (health, dental, and life) for the employee will be paid for the duration of the leave, not to exceed thirty (30) days.

Military Leave

An employee who enters active military service in the Armed Forces of the United States or the National Guard, under the provisions of selective service by call to active duty or by voluntary entrance, shall be entitled to a leave of absence without pay for the period of time required to fulfill the military obligation. The leave and right to restoration to an employee’s former position shall automatically terminate if the employee voluntarily remains in the military service beyond the minimum term of service.

An employee with a service status in the Armed Forces of the United States or who has membership in the National Guard, who is called upon to participate in reserve training sessions, shall be permitted to either use paid leave or take a leave without pay for this purpose.

DRESS CODE, WORK AREA RULES and PERSONAL CONDUCT

Introduction

The basic rule of thumb for attire, work area and conduct is to present to the public and co-workers a clean, professional and respectful image and attitude. All county employees are representatives of county government as a whole and should, at all times, present a positive image.

Department heads will address instances where an employee's attire, workspace or appearance does not comport to the guidelines in this section. **Employees may be sent home, without pay, to correct their attire or appearance.** Repeated violations will subject the employee to disciplinary action.

Dress Code

This is a general dress code for all county employees interacting with the public in an office environment. Departments with employees who perform physical labor or who work outside may have standards that better suit the work environment for their employees. Any department head may adopt a more specific dress code as necessary for an employee's role in the county. In all cases, the basic rule of thumb, that clothing be clean and professional in appearance, applies.

General Dress Code:

1. Business casual
2. Suits, sports coat or blazer when appropriate
3. Dress shirts and pants, Docker style pants
4. Dresses and skirts
5. Capris or skorts
6. Sleeveless tops which are not revealing (women only)
7. Leggings and tights are permitted only when a covering top, skirt or dress falls to mid-thigh
8. Appropriate footwear
9. All clothing must be free from holes, tears or stains

Prohibited Attire:

1. Blue jeans or cargo pants
2. T-shirts
3. Clothing with logos that may be considered offensive or objectionable
4. Sweat shirts or jogging suits
5. Short shorts, mini-skirts, low cut tops, halter tops or any attire, top or bottom, that is overly revealing
6. Slippers, flip-flops or similar footwear

Department heads may institute a casual attire day, such as casual Friday, and permit employees to wear blue jeans, sweatshirts and similar attire. Even though casual, an employee's attire should be clean, tasteful and not create a distraction for either customers or co-workers.

Work Area Rules

The purpose of guidelines for work areas is to promote an office area that is clean, efficient and easily maintained. Excessive clutter makes it difficult for employees to stay organized and is harder for maintenance to clean. In extreme cases, clutter can limit available office space and create an unhealthy environment.

1. Limit personal items to no more than six per work area and occupy no more than 10% of their personal work surface
2. Individual employees should limit plants to one plant in a small, no more than six inch, pot, not to exceed 24 inches in height or length
3. Employees should refrain from displaying items that are political, offensive or distasteful
4. Candles and other open flame devices are prohibited
5. Personal heaters or refrigerators are prohibited. If these items are found in county offices the Building and Grounds Department will contact the department head to report the prohibited item. If found again, they will be confiscated.
6. Candle warmers and scent diffusers are restricted to daily use during business hours. They must be unplugged from electrical outlets at the end of each day. If these items are found in a non-compliant state the Building and Grounds Department will contact the department head to report the problem. If found to be non-compliant a second time, they will be confiscated.
7. Damage to County property or equipment due to abuse, misuse or neglect on the part of an employee may be grounds for disciplinary action.

Personal Conduct

Employees should conduct themselves, at all times, in a professional and respectful manner. Personal appearance and hygiene is important to presenting a professional image.

1. Employees are expected to be neat and clean in their appearance
2. Hair and facial hair must be clean and trimmed
3. While we respect an individual's desire to express their personality, employees are representatives of the county and should maintain a professional image

INFORMATION TECHNOLOGY & SECURITY

Employees are provided with equipment, computers, phones and other office equipment, to perform their required duties. Devices, software and services provided by the County are the property of the County and no use of these devices, software or services should be construed as personal or private. Use of any of these items for personal gain is prohibited.

All employees are subject to the Information Technology & Information Security Policy. Each employee is required to read and acknowledge the policy.

ALCOHOL AND DRUGS

Alcohol

The consumption of alcohol is forbidden on County premises. Employees may not consume alcoholic beverages while on duty. Employees shall not report to work under the influence of alcohol or after consuming alcohol.

Illegal Drugs

Illegal drugs are not permitted on County premises. An employee in possession of an illegal substance while on duty is subject to disciplinary action.

Prescription or Other Legal Drugs

An employee may not work if their judgement or motor coordination is impaired. Use of marijuana or its derivatives is forbidden on County premises. Employees may not consume marijuana or its derivatives while on duty. Employees shall not report to work under the influence of marijuana or its derivatives or after using marijuana or its derivatives.

MISCELLANEOUS

Weather Emergency

Lenawee County does not expect employees to put themselves in danger in hazardous weather conditions. Should an employee be unable to make it to work due to a weather emergency, the employee shall use accumulated paid leave or, if no paid leave is available, take the day as unpaid leave.

Closed Circuit Television (CCTV) Use

Lenawee County may use CCTV to monitor Lenawee County buildings, both interior and exterior, and parking lots.

No Smoking on County Property

Smoking is prohibited at all times inside County buildings.

Animals

Animals, other than service dogs, are not permitted in County buildings.

Confidential Information

County employees are exposed daily to a great deal of confidential information. None of this information, including the method or procedure for handling a specific matter or case, should be repeated or discussed with anyone not connected with the government of Lenawee County. It should be discussed with other County employees only as necessary for the processing of official business.

Confidential information may include, but not be limited to, the following:

- a) Personal problems of any citizen in their relationship to the County,
- b) Programs under study but not promulgated,
- c) Future actions of the County which could bring about profit taking at the expense of the County,
- d) Any information discussed in a closed meeting which was appropriately convened as covered under the "Open Meetings Act" (Michigan Public Act No. 267 of 1976).

Discussing confidential information displays poor judgment and undermines the confidence of the people in County government. Such action could lead to disciplinary action.

Conflict of Interest

No employee shall directly or indirectly maintain any outside business or financial interest or engage in any business or financial activity which conflicts with the interest of the County or which interferes with his ability to discharge his duties authorized by the Lenawee County Board of Commissioners. Such conflict of interest may be subject to disciplinary action.

County Parking Stickers

County parking stickers are required for County employees who park in the downtown lots (Judicial Building, Old County Courthouse and Annex). County employees that do not use the County downtown lots, but conduct business in these County buildings, may procure a County parking sticker at their request by contacting the County Administrator's Office.

Reviewing Personnel Records

An employee, or former employee, who wishes to review his personnel file must make written request to the County Administrator or his designee. An employee may request to see his/her file at reasonable intervals. Employees may not remove any portion of his personnel file from the County Administrator's Office. Copies of the contents will be made, at the request of the employee, during his review of the file. The employer may charge a fee for providing a copy of all or part of the information contained in an employee's personnel file.

Personnel Records

Due to various state and federal reporting requirements and maintenance of fringe benefits, it is important that personnel records contain accurate and up-to-date information. Any changes must be reported to the County Administrator's Office in less than thirty (30) days of the event. Failure to do so could mean a lack of proper fringe benefits coverage until the annual open enrollment period.

Potentially affected personal information includes:

- An employee's payroll deduction for withholding tax,
- An employee's change of name,
- An employee's change in dependent coverage,
- An employee's change in marital status,
- An employee's change of address and/or telephone number,

- An employee's change of beneficiary (required for some fringe benefits),
- Any other personal information to ensure that employee data is accurate at all times.

Mileage Reimbursement

Employees required to use their personal vehicle for County business shall be advised of this requirement prior to employment and are entitled to mileage reimbursement at the rate established by the Lenawee County Board of commissioners. County employees are required to show proof of current insurance coverage. They are also required to read and acknowledge the Motor Vehicle Usage Policy.

Meal Reimbursement

Reimbursement for meals within the County, unless specifically authorized by a department head, is prohibited. Expenses incurred for out-of-county meals while on County business may be submitted through departmental travel expense vouchers, subject to the Accounts Payable Policy. Employees will be reimbursed for the actual cost of the meal, sales tax and customary tip up to the maximum per meal amount. Tips beyond customary amounts will not be reimbursed. Expenses for meals above the maximum amount will not be reimbursed. Employees utilizing County funds in excess of these guidelines will be subject to disciplinary action and excess funds will be reclaimed through payroll deduction.

Safety and Health

Lenawee County is in compliance with the Michigan Right-To-Know Law which covers hazardous substances and chemicals. The Occupational Safety and Health (OSH) Act covers all private and public sector employers and employees and is administered by the Occupational Safety and Health Administration (OSHA).

All employees will be trained in the handling of such chemicals/substances. Each department head has a list of such substances/chemicals located in their department. A central file of substances/chemicals is kept in the County Administrator's Office and at the County Sheriff's Department. Contact the County Administrator's Office for further information.

Physical Examination

All new employees may be required to take and successfully pass a physical examination to determine their physical capability to perform the duties required of their assigned position. Such physical examination shall be administered and designated by the County. If an employee disagrees with the findings, he/she may get a second opinion from a second physician of his/her choice at his/her expense. If a disagreement still persists, a third physician may be chosen by mutual agreement between the two doctors (the employee's doctor and the County's doctor). The cost of the third physician shall be evenly shared between the County and the employee.

Tuition Reimbursement

Please contact the Administrator's Office for information regarding the current Tuition Reimbursement Policy and a Tuition Reimbursement forms. The Tuition Reimbursement Policy can also be found at www.lenawee.mi.us > Human Resources > Employee Information.

PAYROLL PROCEDURES

Payroll Period/Payroll Check

Lenawee County employees are paid bi-weekly after completion of the pay period. Each payroll check is for a two (2) week period beginning on Friday and ending on Thursday, fourteen (14) calendar days later. Payroll is distributed by mandatory direct deposit on the Thursday following the preceding Thursday of the last week of the pay period.

Time Sheets

Time sheets are to be completed by each employee by the end of each pay period. The number of hours worked and the number of hours not worked but to be paid (i.e., holiday, leave time, bereavement, etc...) and hours not worked with no pay are to be indicated appropriately on the time sheet. Time sheets must be signed and submitted to the Department Head for review and signature. An employee will not be paid if the time sheet is not properly submitted.

Payroll Deductions

Mandatory deductions from an employee's pay include Federal and State withholding taxes, FICA, City tax (if applicable), retirement fund contributions (if applicable), health and vision insurance contributions (if applicable), and wages garnishments (if applicable) as ordered from a judicial or government agency.

Optional deductions from payroll checks may include the following, when requested, per proper procedure:

- Deferred compensation (Government 457 plan)
- United States savings bond (Series E)
- United Way
- Salvation Army
- Fringe benefit premiums (applicable only to certain part-time employees)
- Health Savings Account contribution

Questions concerning mandatory or optional deductions should be directed to the County Administrator's Office or the Payroll Department.

SEPARATION

Resignations

Employees who plan to resign voluntarily must notify the County of their intention in a letter to their Department Head with a copy sent to the County Administrator's Office. Employees will submit their letter of resignation at least two (2) weeks before the effective date of resignation. Upon receiving a letter of resignation from the employee the Department Head will complete a "Personnel Action Form" for the employee to sign.

Retirement

Employees who plan to retire from employment shall follow the procedure as outlined above for a voluntary resignation. In addition to the above, an employee who is a participant in the Lenawee County Defined Benefit Retirement Plan and is planning on retiring should make contact with the County Administrator's Office ninety (90) days prior to retirement so proper procedures can be discussed. The necessary retirement paperwork, and continued insurance procedures when applicable, will be reviewed at that time. *Notice of Retirement* benefit forms cannot be completed until after an employee receives his/her last paycheck. The first retirement check will be issued approximately 4-6 weeks after completion of retirement forms.

Layoff and Recall from Layoff

Whenever it becomes necessary for the County to layoff employees, employees will be laid off on a departmental basis and, in part, on their total amount of credited service and their ability to perform their job. Generally speaking, employees with the least amount of credited service would be laid off first and when recall from layoff takes place, employees with the most credited service on layoff will be recalled first. The layoff and recall are subject to the employee's ability to perform the work available. Employees who are on layoff will be subject to a recall up to a maximum of one (1) year.

Employees who are on layoff from Lenawee County shall have their benefits with Lenawee County terminated effective immediately. The employee will be offered the opportunity to continue their medical/dental/vision under the terms and conditions of the Consolidated Omnibus Budget Act of 1985 (COBRA).

Voluntary Layoff

In the event layoffs become necessary, at the discretion of the Elected Official or Department Head, employees in the affected job classification may be offered the option of a voluntary layoff. In the event that more than enough individuals opt for voluntary layoff, the choice of who shall be made by the Elected Official or Department Head. Voluntary layoff shall be for no more than thirty (30) days. The employee who elects voluntary layoff shall not have the right to return to active work for thirty (30) days unless recalled. An employee on voluntary layoff may be recalled at any time.

While on voluntary layoff:

- Paid leave days will not accrue, continue or be paid.
- Medical, dental, vision, life and disability insurances shall continue for 30 days.

If at the end of the 30 day voluntary layoff there is still a need to reduce staffing in the affected job classification, the employee on voluntary layoff may return to work and the Elected Official or Department Head shall determine how to reduce staffing based on the layoff provisions in this section.

The provisions of the Voluntary Layoff section are strictly voluntary and no employee should feel obligated to participate in a voluntary layoff.

Dismissal or Demotion

Any employee may be dismissed or demoted by the Department Head.

Return of County Property

All property belonging to Lenawee County shall be returned to their Department Head prior to an employee receiving their final paycheck.

Continuation of Health Benefits After Termination

Any employee who is on layoff from Lenawee County shall have their benefits with Lenawee County terminated effective immediately. (See C.O.B.R.A.)

Any employee who voluntarily terminates their employment with Lenawee County shall receive payment of unused accumulated paid leave time in the last paycheck issued to that employee. If the remaining leave time is 150 or less hours (up to 18.75 days for an 80 hour pay period; up to 20 days for a 75 hour pay period), leave time will be paid in one check. Any remaining leave time at termination of more than 150 hours, not to exceed the maximum, will be divided into two pay periods upon the request of the employee.

Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.)

Per the C.O.B.R.A. regulations adopted by Congress any employee who is covered by the County's group health and dental insurance policies, and who terminates employment for any reason, shall be given the option to continue in the County's group health and dental plans at their own cost for up to eighteen (18) months after termination. All necessary forms and rates will be provided by the County Administrator's Office.

In addition, any dependent who loses eligibility for coverage (including divorce, marriage, age) may also elect continuation of coverage at one's own cost under the C.O.B.R.A. provision. Detailed information and forms are available from the County Administrator's Office.

Acknowledgement

I have read and understand the content and expectations of the Lenawee County Personnel Handbook.

I acknowledge that I have access to a copy of this policy and agree to abide by the policy as a condition of my employment and my continuing employment with the Lenawee County Government.

I understand that if I have questions, at any time, regarding the Personnel Handbook, I will consult with my immediate supervisor and/or Lenawee Human Resources Coordinator.

Please read the Personnel Handbook carefully to ensure that you understand the information before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____