

LENAWEE COUNTY Personnel Handbook

Non-Union County Employees
Rules, Regulations, Policies and Procedures

Revision Adopted: October, 2003

TABLE OF CONTENTS

INTRODUCTION.....	1
PURPOSE AND INTENT	2
Purpose	2
Authority	2
Scope	2
Distribution	2
LEAVES OF ABSENCE (with pay).....	2
Vacation, Sick Leave, Personal Days	2
Vacation	3
Sick Leave	3
Personal Leave	3
Medical Leave	3
Jury Duty	4
Bereavement Leave	4
OBSERVED HOLIDAYS	5
COMPENSATION	6
Initial Salaries	6
Step Increases	6
Promotion	7
Overtime	7
DISCIPLINARY ACTION.....	8
General Policy	8
Dispute Resolution	9
Appeal Based Upon Termination of Employment.....	9
DEFINITION OF EMPLOYEE	10
Elected Official	10
Regular Full-time Employee	10
Regular Part-time Employees.....	10
Temporary Employee	11
On Call	11
Probationary Employee	11
Accumulated Paid Leave Rate	12
EMPLOYMENT	13
Recruitment	13
Eligibility	13
Non-Discrimination.....	13
Equal Employment Opportunity	13
FRINGE BENEFITS	14
Social Security/Medicare	14
Unemployment.....	14

Worker’s Compensation	14
Health Insurance.....	15
Retirement.....	17
Dental Insurance.....	17
Life Insurance	18
Sickness & Accident Insurance (Short Term Disability).....	18
Long Term Disability	19
Flexible Spending Account (FSA) Section 125.....	19
457 Deferred Compensation	20
HARASSMENT.....	20
Statement Prohibiting Harassment.....	20
HOURS OF WORK.....	22
Working Hours	22
Breaks.....	22
Lunch Period	22
Tardiness	22
Absenteeism.....	23
INCOMPATIBLE ACTIVITIES.....	23
General Policy	23
Types of Incompatible Activities	23
Political Activities.....	24
LEAVES OF ABSENCE (without pay).....	24
Absence Without Leave.....	24
Medical Leave (Family Medical Leave Act of 1993).....	25
Personal Leave of Absence	25
Military Leave.....	26
POLICIES.....	26
Weather Emergency Policy (general).....	26
Weather Emergency Policy (District Court).....	26
Closed Circuit Television (CCTV) Use.....	27
“No Smoking” Policy on County Property.....	27
Animals.....	27
COMPUTER AND COMMUNICATION POLICIES.....	27
Internet Access Policy	27
Lenawee County Software/Hardware Policy.....	28
Lenawee County Telephone and Fax communications policy	30
Lenawee County Wireless Communications policy	31
MISCELLANEOUS.....	32
Alcohol	32
Illegal Drugs.....	32
Confidential Information	32
Conflict of Interest	33
Disciplinary Action for Violation of Above Policies.....	33

LENAWEE COUNTY
NON-UNION PERSONNEL HANDBOOK

County Parking Stickers	33
Reviewing Personnel Records	33
Personnel Records	33
Mileage Reimbursement.....	34
Meal Reimbursement.....	34
Safety and Health	34
Physical Examination.....	34
Tuition Reimbursement.....	34
Tuition Reimbursement - Provision	35
Tuition Reimbursement - Requirement.....	35
Payroll Period/Payroll Check.....	35
Time Sheets	36
Payroll Deductions	36
Direct Deposit	36
SEPARATION	36
Resignations.....	36
Retirement.....	37
Layoff and Recall from Layoff	37
Dismissal or Demotion	37
Return of County Property	37
Continuation of Health Benefits After Termination.....	37
Consolidated Omnibus Budget Reconciliation Act (C.O.B.R.A.).....	38

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 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 November 8, 2000.

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 verbally modify 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. We request that you read this document carefully and keep it at your work station for ready reference.

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

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, sex, age, national origin, creed, height, weight, marital status, handicap, 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, unless already covered by a collective bargaining agreement, including employees of Elected Department Heads. 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**. Elected Officials and Department Heads will be furnished with a copy for departmental use. Employees without internet access may request a copy 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 per pay period basis at a rate based on the length of service BUT may not be taken before being earned. Accumulated paid leave time may be used for vacation, sick leave, personal leave, or to subsidize a sickness & accident claim (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 needing to be 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.

Employees must exhaust accumulated paid leave time for approved absences prior to going on any unpaid leave of absence that may be authorized.

Personal Leave

If accumulated leave time is used as a personal leave the employee shall notify his/her 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 and dental insurance will be continued up to the first twenty-six (26) weeks of eligible medical leave. Employees are required to remit 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.

Employment will be considered terminated. 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. The amount compensated to an employee will be their regular pay plus mileage. 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, or
- ◆ Brother

In the 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 a 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

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.

Leave must be taken within seven (7) days of death.

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 pro-rated amount of paid holiday proportionate to the amount of time normally worked provided the holiday is observed on the employee's regularly scheduled work day.

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.

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:

HOLIDAY	DATE OBSERVED
New Year's Day	January 1
President's Day	3 rd Monday in February
Good Friday (1 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 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 of 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 and represent the hourly equivalent of the job classification they perform.

Step Increases

The beginning rate for a new employee normally will 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 Board of Commissioners, 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

After appointment to the position an employee shall move through the pay range set for his/her position on the following schedule:

- 1) Six months after date of hire the employee moves to the second step in the pay range
- 2) One year after the date of hire the employee moves to the third step in the pay range
- 3) Two years after the date of hire the employee moves to the fourth step in the pay range
- 4) Three years after the date of hire the employee moves to the fifth (last) step in the pay range.
- 5) NOTE: Employees on the "Court" pay scale will progress through the pay ranges over ten steps (8 years).

Each move to the next successive pay step will take place on the employee's anniversary of his/her date of hire with the exception of the six month step which shall take place six months after the date of hire. Employees who change job classifications and continue progressing through the pay scale will normally be assigned a new "date of hire" for purposes of determining pay changes.

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" (Status Change 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.

Promotion

When an employee is promoted to 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 that he will receive at least a one-step increase in pay. Except in the case where an employee is placed at a maximum step for that pay classification, 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 a 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 at 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 laws; MI Reg. Sec. 408.726).

For a complete listing 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 their regular full-time (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. Progressive discipline will proceed as follows:

Verbal reprimand is a verbal notice to an employee that his/her 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 his/her 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 the 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 his/her 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 statutory constitutional duties. In most instances, elected officials participate in the same fringe benefit programs available to regular full-time employees. Accrual of accumulated leave time and sickness and accident coverage are not applicable to these 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 the 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 – Defined benefit plan with required employee contribution if hired **PRIOR** to 01-01-2001. Defined contribution plan with required employee contribution if hired 01-01-2001 or **AFTER**.

Health Insurance – 100% employee contribution

Regular Part-time Employees

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 and shall be entitled to wages only. If a temporary employee is transferred to a regular full-time position, he/she 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

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 he/she was 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.

Coverage for health and dental insurance begins the 1st day of the month after completion of 90 days of employment.

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 a 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 hours work 128 hours/year = 80 hours work
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 hours work 168 hours/year = 80 hours work
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 hours work 192 hours/year = 80 hours work
Eleven (11) or more years	<u>1.0 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 hours work 208 hours/year = 80 hours work

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. Department Heads are not authorized, under any circumstances without prior approval by resolution by the County Board of Commissioners, to deny paid leave requests when such denial

would cause an employee to forfeit earned paid leave time because of the maximum accrual limits.

Payment of unused leave time 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 bulletin board in the Old County Courthouse main entrance. Other forms of posting may include distribution of notices to County buildings, outside agencies, and/or the Internet. For a complete listing of other businesses or agencies that receive County job postings, contact the County Administrator's Office. Job postings may also be placed in local newspaper publications 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, sex, religion, national origin, age, handicap, height, marital status, familial status, or weight 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, sex, age, religion, national origin, marital status, height, weight, familial status, or handicap as required by law.

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. Industrial Medicine, South Occidental Hwy, Tecumseh, MI (517) 423-3901 is the County's designated medical provider for worker's compensation claims. Every effort should be made to go to Industrial Medicine when seeking initial medical treatment for work related injuries. The "ORDER FOR MEDICAL TREATMENT" form must be taken with you to Industrial 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 regular full-time employees and eligible dependents. Eligible employees have the option of choosing one of the following plans offered with Lenawee County through Blue Cross/Blue Shield of Michigan:

BCBS Traditional -

nt

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coverage, and the freedom to choose any doctor or hospital. *Note: Traditional plan is closed to any new hires and employees are not allowed to re-enroll in the Traditional plan after transferring to a PPO plan as of May 1, 2002.*

Community Blue PPO (Plan 1 and Plan 2) – Coverage includes complete hospital, surgical and medical coverage; however, network providers for physician and/or hospital services must be utilized to avoid higher deductibles and/or co-payments. For information regarding available network providers contact Blue Cross Blue Shield of Michigan at 1-800-637-2227 or log-on to www.BCBSM.com.

Health Insurance coverage for eligible employees, including eligible dependent coverage, will begin the first of the month 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 have no obligation to pay an additional health insurance premium on an employee's behalf if the employee's spouse is already afforded health insurance coverage by Lenawee County.

Flexible Benefits Plan: 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/pay
Two person policy: \$43.27/pay
Family policy: \$57.70/pay

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) as defined below:

Community Blue PPO (Plan 1 and Plan 2) - Coverage includes complete hospital, surgical and medical coverage; however, network providers for physician and/or hospital services must be utilized to avoid higher deductibles and/or co-payments. For information regarding available network providers contact Blue Cross Blue Shield of Michigan at 1-800-637-2227 or log-on to www.BCBSM.com.

If elected, health insurance coverage for regular part-time employees, including eligible dependent coverage, will begin the first of the month following the completion of 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 offers the following defined benefit retirement plan for all eligible employees hired **PRIOR to 01/01/2001** who regularly work at least 1,000 hours in a calendar year:

Lenawee County Retirement Plan	
Description	Benefit
Normal retirement	Age 62 and 8 yrs svc (effective 1/1/2001) OR Employee's age plus yrs svc ("Rule of 85"; effective 1/1/99)
Retirement benefit formula (annual)	Effective 4/1/1994: 2% X yrs svc X avg. highest 60 consecutive months
Vesting	8 years
Mandatory retirement	None
Early retirement (reduced benefit)	55 yrs/10 yrs svc
Early retirement reduction	Effective 1/1/2001: .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	Effective 1/1/2001: 8 or more yrs service: 62-regular 10 or more years: 55-reduced
Disability retirement	Total & permanent disability w/10 or more years; Worker's compensation offset
Death benefit	Effective 4/1/1994: Survivor's annuity (50%) for spouse and/or dependent children
Duty connected death benefit	None
Maximum svc credit	Effective 4/1/1994: None
Compensation cap	Effective 4/1/1994: None
Optional forms of payment	Modified cash refund; optional reduced survivor's benefits
Member contributions	Effective 1/1/1999: 4.5% of gross pay

Eligible employees hired **JANUARY 1, 2001 and AFTER** will be enrolled in the defined contribution plan with a mandatory member contribution of 7.5% of gross pay.

Please refer to your summary plan description and annual retirement benefit statement for further information.

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 \$600 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.

Life Insurance

Effective December 15, 2000 Lenawee County will provide *regular full-time* employees with a **1 X annual salary** term life insurance benefit with an accidental death/dismemberment rider; term life insurance coverage **PRIOR** to December 15, 2000 is \$10,000. There is no dependent coverage. Variance in coverage may be found in union agreements. 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 rider.

Sickness & Accident Insurance (Short Term Disability)

All regular full-time employees are covered under a sickness and accident plan which will pay benefits based on the first day of an accident or hospitalization and the fifteenth (15th) day of sickness (**PRIOR** to December 15, 2000 – 8th 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 (**PRIOR** to December 15, 2000 - \$300 per week). The maximum duration for sickness and 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 and accident benefits are available in the County Administrator's Office. The form 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 and accident benefits begin. Once the sickness and 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 and accident benefits is not considered to be using accumulated paid leave and does not accumulate leave time.
3. Employees who are receiving sickness and 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 and accident benefits with accumulated paid leave are eligible for holiday pay at the same pro-rated basis the accumulated leave time is being used.
5. Use of frozen sick days is in conjunction only with sickness and accidents benefits. Use of frozen sick days begins on the date that the employee is eligible to receive sickness and accident benefits.

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

Long Term Disability

The maximum duration for long-term sickness and accident insurance shall be the lesser of:

- five (5) years,
- the length of an employee's seniority,
- or until the employee has established eligibility for a permanent and total disability under Social Security or Worker's Compensation.

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

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

County Sponsored Optional Coverage

Flexible Spending Account (FSA) Section 125

Flexible spending accounts (FSAs) will be offered to eligible County employees effective 1/1/1999. This program, also known as section 125, allows employees, at their option, to defer a portion of their income (tax-exempt) on an annual basis for the following three (3) categories:

- Contributory group health insurance premiums,

- Unreimbursed out-of-pocket health care expenses (includes eye care and orthodontics) or unreimbursed out-of-pocket dental expenses,
- Dependent and child care expenses.

Contact the County Administrator's Office for additional information.

457 Deferred Compensation

County employees may *elect* to contribute a portion of their earnings toward their own tax deferred retirement account. The following deferred compensation ("457") programs are offered through payroll deduction with enrollments accepted on a quarterly basis (January, April, July, and October):

- Lincoln National Life Insurance Company
- National Association of Counties (NACo) Nationwide Retirement Systems (NRS)
- International City/County Management Association (ICMA)
- Gleaner Life Insurance Society
- Hartford Life Insurance Company

Contact the County Administrator's Office for more information.

HARASSMENT

Statement Prohibiting Harassment

Lenawee County prohibits sexual harassment and other forms of discriminatory harassment against any person.

Sexual and/or other discriminatory harassment will not be condoned or permitted.

Sexual harassment is defined as unwanted sexual advances or visual, verbal or physical conduct of a sexual nature where submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or rejection of such conduct by an individual is used as a basis for employment decisions, or such unwelcome sexual conduct interferes with an individual's job performance or creates a hostile or offensive working environment. Sexual harassment is also a violation of union contracts.

Sexual harassment includes: unwanted sexual advances; offers of employment or other benefits in exchange for sexual favors; making, threatening reprisals or retaliation after a negative response to sexual advances/sexually suggestive behavior; visual conduct that includes

leering, sexual gestures, a display of sexually suggestive objects or pictures, cartoons or posters; verbal conduct such as making or using derogatory comments based on sex or sexual comments, sexual epithets, slurs or jokes, verbal sexual advances or propositions; verbal abuse of a sexual nature, verbal commentaries or descriptions about an individual's body, sexually degrading words used to describe an individual's body, sexually degrading words used to describe an individual; suggestive/obscene letters, notes or invitations; physical touching, exposure of body parts, or other behavior of a sexual nature. .

Other discriminatory harassment includes use of actions, words, jokes, comments, physical actions, epithets, slurs, use of cartoons, pictures, posters or other derogatory conduct towards an individual or group based upon sex, race, color, national origin, age, religion, disability, height, weight, marital status, familial status, or other legally protected characteristic.

If you experience or witness sexual or other discriminatory harassment (in the workplace), or retaliation for reporting a complaint of harassment or providing information related to such complaint, report it immediately to your department head. If your department head is unavailable, or you believe it would be inappropriate to contact your department head, you should immediately contact the County Administrator. Any complaints/reports may be made without fear of reprisal or retaliation. Lenawee County will not tolerate adverse treatment of or retaliation against anyone who reports harassment or provides information related to such complaints. You are encouraged to report sexual and/or discriminatory harassment before it becomes severe and pervasive.

If you need immediate protection and/or intervention, your department head or county administrator may take immediate appropriate action based on the circumstances.

All allegations of unlawful discriminatory harassment will be quickly, discretely and impartially investigated. To the extent possible, your confidentiality and that of the witnesses in the alleged harassment will be protected against unnecessary disclosure. All persons participating in the investigation will be advised to maintain the confidentiality of the complaint and investigation. When the investigation is complete, you will be informed of the outcome of the investigation. During the investigation, you will be asked to and should provide a written description of the discriminatory harassment/retaliation about which you complained and identify any witnesses to the complained of conduct. Because verbal complaints to a supervisor of a vague or ambiguous nature may not give the County notice of harassment, you are strongly urged to file a written complaint with your department head and/or County Administrator. A written complaint form is attached to this Policy.

Any supervisor or manager who becomes aware of sexual or other discriminatory harassment must immediately advise their department head or County Administrator so such conduct can be investigated in a timely and confidential manner. Anyone engaged in sexual or other discriminatory harassment/retaliation will be subject to prompt disciplinary action up to and including termination of employment.

The EEOC (Federal) and Michigan Department of Civil Rights (State) are agencies charged with taking and processing complaints of discrimination. There are time limits for filing complaints

which must be met. If you have any questions about the agency's filing procedures and/or time limits, you should contact the agency. You may also bring a civil action for harassment/retaliation.

If you have questions about this Policy and/or sexual or other discriminatory harassment, please contact the County Administrator's Office, 264-4508. The County Administrator's Office serves as the County's Equal Employment Opportunity (EEOC) Office.

EEO Complaint Form, Harassment/Discrimination Questionnaire and Third Party Questionnaire follow at the end of this booklet.

HOURS OF WORK

Working Hours

Work hours for most County departments are from 8 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 (7½) hours of work each day or thirty-seven and one-half (37½) hours of work per week.

Some departments, due to the nature of their work and/or funding requirements, work eight (8) hours each day or forty (40) hours per 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. Generally speaking, 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.

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.

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.

Final determination as to whether a specific activity is incompatible will be made by the Lenawee County Board of Commissioners Personnel Committee.

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 annual leave or take a leave without pay for this purpose.

POLICIES

Weather Emergency Policy (general)

A county-wide weather emergency policy adopted by the Lenawee County Board of Commissioners on January 13, 1999 states "should employees be unable to make it into work due to a weather emergency, the absence will be compensated through the use of accumulated leave days or considered as unpaid leave".

Weather Emergency Policy (District Court)

The District Court policy for weather emergencies follows:

1. Upon order of the Chief Judge, the District Court will be closed to the public. All employees will be expected to report to work, if it can be done safely.
2. Employees unable to report due to the weather emergency must use accumulated leave time or take unpaid leave.
3. Employees who find it necessary to leave early due to bad weather must use accumulated leave time or take unpaid leave for the time missed from work.
4. Any work which is undone due to the inability of employees to report will be made up, to the extent reasonably possible, during the normal course of business. Any work which cannot be reasonably done during the normal course of business will be done during authorized overtime and paid at overtime rates.
5. Although the Court will be officially closed to the public, any member of the public who does manage to appear is to be served as done on a normal business day.
6. The dress code for employees when the Court is closed to the public due to weather emergency is informal/casual.

Closed Circuit Television (CCTV) Use

The county-wide CCTV policy states "Lenawee County will from time to time use CCTV to monitor Lenawee County buildings and parking lots, including but not limited to, inside of buildings, main hallways, by alarm panels, in shipping and receiving areas, storage areas and in departments by written request. The tapes will only be viewed by maintenance staff, department heads, Sheriff's department personnel, Adrian police department personnel, Prosecuting Attorney personnel and all parties, as they shall designate and anyone approved in writing by the County Administrator."

"No Smoking" Policy on County Property

Smoking is prohibited at all time inside County buildings.

A "Clean Air Ordinance" adopted by the Lenawee County Board of Commissioners on December 8, 1999 states "smoking is prohibited beyond ashtrays placed at the entrance ways to the following County buildings:

Judicial Building – Old County Courthouse – Human Services Building

Violators of the "Clean Air Ordinance" are subject to a \$50 fine for the first offense and a \$100 fine for the second offense.

Animals

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

COMPUTER AND COMMUNICATION POLICIES

Internet Access Policy

Purpose

To establish the proper use of Internet access and Electronic Mail (E-mail) provided to employees for use in their jobs by Lenawee County.

Ownership

Internet access and E-mail is provided for the purpose of conducting county business. All electronic communications generated by employees while using this access are the property of Lenawee County and, therefore, are not considered private. Employees must have their Department Head's approval to request Internet and/or an E-mail address.

Employee Responsibilities

The county imposes certain responsibilities and obligations on employees while using Internet access and E-mail provided by the county. The following serves as a guide for employees when using the Internet:

- Employees are expected to protect their individual user Id and passwords from unauthorized use. User Id's and passwords are not to be shared with any other person.
- Employees should be aware that the Internet is not a secure method for transmitting confidential information. Any message sent across the Internet may potentially be accessed by other individuals. Thus, in some cases, e-mail may not be the proper means of communication.
- Employees are expected to demonstrate the same high standards that apply to other forms of county communications. Please note, that e-mails may be subject to disclosure under the Michigan Freedom of Information Act. Employees are expected to demonstrate courtesy and good judgment in their use of the Internet. Employees are prohibited from sending messages containing offensive, abusive, threatening, or other inappropriate language.
- Employees are prohibited from creating a Hostile Work Environment. The "Hostile Environment" occurs when the conduct has the effect of unreasonably interfering with a person's work performance or creates an intimidating, hostile, or offensive work environment. This is an environment where speech or conduct that is "severe or pervasive" enough to create a "hostile or abusive work environment" based on race, religion, sex, national origin, age, disability, veteran status, or, in some jurisdictions, sexual orientation, political affiliation, citizenship status, marital status, or personal appearance, for a reasonable person.
- Employees should be mindful of the record retention requirements under state law.
- Employees are expected to respect the legal protection provided to programs and data by copyright and license.

Monitoring Use

Lenawee County retains the right to review and monitor usage of Internet access and E-mail that it provides for the use by its employees. Department Heads are responsible to monitor their employees use of the Internet access.

Violations

Any violation of this policy may subject the employee to disciplinary action as outlined in the Personnel Handbook.

Rev. 7/25/2003

Lenawee County Software/Hardware Policy

Definitions

For the purposes of this document the term "Lenawee County" refers to the institution and any offices or departments within.

Acceptable use

This section defines the boundaries for the "acceptable use" of Lenawee County's electronic resources, including software, hardware devices, and network systems. Hardware devices, software programs, and network systems purchased and provided by Lenawee County are to

be used only for creating, researching, and processing Lenawee County related materials. By using Lenawee County's hardware, software, and network systems you assume personal responsibility for their appropriate use and agree to comply with this policy and other applicable company policies, as well as city, state, and federal laws and regulations.

Software

All software acquired for or on behalf of Lenawee County, or developed by Lenawee County employees or contract personnel on behalf of Lenawee County, is and shall be deemed Lenawee County property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of Lenawee County software shall be centralized with the data processing department to ensure that all applications conform to Lenawee County software standards and are purchased at the best possible value. All requests for Lenawee County software must be submitted to your department head for approval. The request must then be sent to the data processing department, which will then determine the standard software that best accommodates the desired request.

Licensing

Each employee is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on Lenawee County computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of federal and state law. In addition to violating such laws, unauthorized duplication of software is a violation of Lenawee County's Software/Hardware Policy.

Software standards

For a list of standard software supported please contact Data Processing. Employees needing software other than those programs supported must request such software from the Data Processing department. Each request will be considered on a case-by-case basis in conjunction with the software-purchasing section of this policy. All software installation is prohibited except by written approval from Data Processing.

Hardware

All hardware devices acquired for or on behalf of Lenawee County or developed by Lenawee County employees or contract personnel on behalf of Lenawee County is and shall be deemed property of Lenawee County. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, and agreements.

Purchasing

All purchasing of Lenawee County computer hardware devices shall be centralized with the data processing department to ensure that all equipment conforms to Lenawee County hardware standards and is purchased at the best possible value. All requests for Lenawee County computing hardware devices must be submitted to your department head for approval. The request must then be sent to the data processing department, which will then determine standard hardware that best accommodates the desired request.

Hardware standards

For a list of minimum hardware supported please contact Data Processing. Employees needing computer hardware other than what is supported must request such hardware from data processing department. Each request will be considered on a case-by-case basis in conjunction with the hardware-purchasing section of this policy.

Outside equipment

No outside equipment may be plugged into Lenawee County's network without the Data Processing department's written permission.

Rev. 7/25/2003

Lenawee County Telephone and Fax communications policy

The Lenawee County telephone and fax communications policy is to provide services and limited support for telephones and fax machines to employees who have a recognized business requirement and have the approval of their department head for the expenses involved.

Specific details are covered in the sections that follow.

Device use

It is the responsibility of each employee to use reasonable care in handling and protecting telephone and fax devices provided by or paid for by the county. Should such equipment be lost, stolen, or damaged beyond repair, replacement costs must be borne by either the responsible employee or by the employee's department at the discretion of the employee's department head and depending upon the circumstances of the loss.

As a matter of sound business practice personal phone calls on County time and County phones are discouraged. Due to the expense the County incurs for local calls; each employee is responsible for any personal calls that must be made. Each employee should obtain the "Lenawee County Personal Toll Calls" form from the Printing and Purchasing department. This form is filled out and submitted at the beginning of each month for the previous month's personal activity. Employees must use a calling card for personal long distance or toll calls. Each department head is responsible for investigating abuse or misuse of any county resources. Extension reports can be obtaining by request from the Printing and Purchasing department.

Departments will be responsible for any collect calls accepted.

Telephone or Fax device request process

An employee must submit a request to their department head for telephone or fax products. Fees for the device will be paid for by the department in which the employee works.

Reporting phone loss, damage incident

Should an employee's telephone or fax be lost, stolen, or damaged beyond repair, the county will pay for a replacement only upon approval of the expense by the employee's department head. Costs for replacements will be billed to the employee's department.

Rev. 7/25/2003

Lenawee County Wireless Communications policy

The Lenawee County wireless communications policy is to provide services and limited support for cellular phones, paging, and other wireless communications devices to employees who have a recognized business requirement and have the approval of their department head for the expenses involved.

Specific details are covered in the sections that follow. All direct county expenses associated with wireless services will be charged to department budgets. Because of the indirect administrative costs involved in managing these services, county-sponsored wireless services are restricted based upon the type of service and the individual user's responsibilities.

Vendors

Department heads on cellular plans should seek plans designed for local county government. The Printing and Purchasing department has a copy of the current providers and their contact information.

Due to administrative burdens, the county is pursuing a user self-help approach to supporting wireless services wherever feasible. Toward that goal, cellular telephone users will generally need to address issues directly with their cellular service providers.

Department head's are responsible for their own calling plans and may be requested to submit vendor and billing information to the Board of Commissioners. All wireless contracts initiated by the department will have at least two primary contacts with the wireless vendor to protect the county from abuse or loss of service.

Device use

It is the responsibility of each employee to use reasonable care in handling and protecting wireless devices provided by or paid for by the county. County insurance policies cannot cover this type of loss. Should such equipment be lost, stolen, or damaged beyond repair, replacement costs must be borne by either the responsible employee or by the employee's department at the discretion of the employee's department head and depending upon the circumstances of the loss.

Expenses above and beyond the contract will be paid by the department. Personal use is discouraged. Use of wireless devices while operating a motor vehicle is prohibited. Each department head is responsible for investigating abuse or misuse of any county resources.

Wireless device request process

An employee must submit a request to their department head for wireless products. Monthly fees for service will be paid for by the department in which the employee works.

Reporting phone loss, damage incident

Should an employee's cellular phone be lost, stolen, or damaged beyond repair, the county will pay for a replacement only upon approval of the expense by the employee's department head. Costs for replacements will be billed to the employee's department. Because county insurance policies are unable to cover the replacement cost of cellular phones, employees must follow this procedure when cellular phones are lost or stolen.

In the event of a staff termination/resignation

County-owned cellular phones must be turned in to their department head when the employee leaves the county. Any accessories provided with the phone, or paid for by Lenawee County through the expense process, must be turned in with the phone at the time of exit, as they are the property of the county.

Traditional paging services

Should an employee's job require him or her to carry a pager, the county will issue a pager according to the following guidelines:

- The cost of the device will be charged to the employee's department on a monthly basis.
- When the pager is issued, the employee will be given customer service information for the relevant paging company. Should the employee experience any difficulty with the pager, it is the employee's responsibility to contact the paging company to troubleshoot the difficulty.
- If the pager is lost, stolen, or damaged, the employee must notify their department head at once. The employee's department must pay for the cost of repair or replacement.
- If the employee's need for a pager should pass, or if other communication methods are adopted to replace the pager, the pager must be turned in to their department head.
- The pager must be turned in their department head upon moving to another department or leaving the county.

Rev. 7/25/2003

MISCELLANEOUS

Alcohol

The consumption of alcohol is forbidden on County premises. Employees may not consume alcoholic beverages while on duty during their scheduled work shift even if said work shift is off the County premises or when said employee must operate machinery or a vehicle while on the job.

Illegal Drugs

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

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 unless authorized by the Lenawee County Board of Commissioners. Such conflict of interest may be subject to disciplinary action.

Disciplinary Action for Violation of Above Policies

Employees who violate any of the policies contained in paragraphs 1, 2, 3, or 4 will be subject to disciplinary action up to and including discharge, depending upon the frequency and seriousness of the event.

County Parking Stickers

County parking stickers are required for County employees who park in the downtown lots (Judicial Building and Old County Courthouse). 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).

Mileage Reimbursement

Employees who are expected to use their personal vehicle for County business 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.

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.

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

The County will reimburse full-time employees taking study courses on their own time provided:

1. The course has been approved by their Department Head and the County Board of Commissioners.
2. The course is work-related or further develops a skill to be utilized in the employee's job duties.
3. The appropriate County committee approves the request for reimbursement prior to the employee taking the course.
4. The employee does not receive reimbursement for time and expense from another source.

Tuition Reimbursement - Provision

1. Employees may be reimbursed up to 50% for the cost of tuition upon successful completion of an approved course.
2. Employees who wish to retain possession of the books purchased may receive up to 50% for the cost upon successful completion, provided the textbooks were not available from the County Library.
3. Employees may be reimbursed up to 100% for the cost of textbooks upon successful completion of the course provided the textbooks are requested by the County Library.

Tuition Reimbursement - Requirement

1. No reimbursement will be granted until an employee signs a Tuition Reimbursement Agreement.
2. Employees who apply for and receive reimbursement for tuition and books shall receive reimbursement in the form of a loan to be excused by the County as follows:
 - a) The obligation to repay the loan shall be excused at the rate of 20% per year of employment with the County following the date of reimbursement.
 - b) If for any reason the employee terminates his/her employment or is terminated or retires from the County before working five (5) years from the date of the loan, the amount outstanding will be immediately due and payable. Such amount outstanding will be deducted from the employee's final paycheck. The employee will be required to sign a deduction authorization as part of the Tuition Reimbursement Agreement.

PAYROLL PROCEDURES

Payroll Period/Payroll Check

Lenawee County employees are paid on a twenty-six (26) week period per year basis. For most departments each payroll check is for a two (2) week period beginning on Friday and ending on Thursday, fourteen (14) calendar days later. Payroll checks are issued by the Bookkeeping Office of the County Clerk on the Thursday following the preceding Thursday of the last week of the pay period. Payroll checks are distributed to employees by their department head or designee.

Time Sheets

Time sheets are to be completed by each employee on the second Friday 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. An aggregate total of leave time less any leave time utilized within a pay period is to be calculated on each time sheet also. 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 submitted in accordance with the requirements of this paragraph.

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 insurance contributions (if applicable), and wage 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)
- Credit union deposit
- United States savings bonds (Series E)
- United Way
- Salvation Army
- Fringe benefit premiums (applicable only to certain part-time employees)
- Flexible Spending Accounts (Section 125 plan)

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

Direct Deposit

Employees have the option of directly depositing their payroll checks into a bank of their choice. Questions concerning direct deposit should be directed to 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 the 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" (Status Change 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 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 on the basis of 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 recall up to a maximum of one (1) year.

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. Any employee on "active payroll" shall be allowed to remain on "active fringe benefits" with Lenawee County.

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.

EEO COMPLAINT FORM

Name: _____ Date: _____

Job: _____ Shift: _____

Immediate Supervisor: _____ Complaint Date: _____

Please answer the following questions as completely as possible:

1. List all events of harassment/discrimination, including the following information:

a. Who committed the alleged harassment/discrimination?

b. What exactly occurred or was said?

c. When did it occur and is it still ongoing?

d. Where did it occur?

e. How did it affect you?

2. How did you react to the harassment/discriminatory conduct?

3. What response did you make when the incident(s) occurred, or afterwards?

4. How did the harassment/discrimination affect you? Has your job been affected in any way?

5. Are there any persons who have relevant information? If so please list.

6. Was anyone present when the alleged harassment/discrimination occurred? If so please list.

7. Did you tell anyone about the alleged harassment/discrimination? If so please list.

8. Did anyone see you immediately after the episode(s) of alleged harassment/discrimination? If so, please list.

9. Did any person who harassed you harass anyone else? If so, please identify who.

10. Are there any notes, physical evidence or documentation regarding the incident(s)? If so, please list and provide same.

11. How would you like to see the situation resolved?

12. Do you know of any other relevant information?

Adverse or retaliatory treatment of any person who complains or participates in an investigation of a complaint of harassment is unlawful and a violation of County policy. If you are subject to adverse employment action or retaliation as the result of your participation in an investigation of a complaint, report the adverse treatment/retaliation immediately.

Please be sure this questionnaire contains all information regarding your complaint

Signed: _____ Date: _____

County Findings and Disposition:

Signed: _____ Date: _____
EEO Investigator

Complaints of sexual or discriminatory harassment are confidential. Do not discuss this complaint with anyone. No adverse or retaliatory action of any kind is to be taken against any person who files a complaint or participates in the investigation of a complaint of sexual or discriminatory harassment. Retaliation or adverse treatment of any such person is a violation of Company policy and will be subject to discipline up to and including discharge.

Signed: _____ Date: _____

THIRD PARTY QUESTIONNAIRE

Name: _____ Date: _____

Shift: _____ Immediate Supervisor: _____

A complaint of harassment/discrimination has been filed by _____ with respect to any incidents of harassment/discrimination directed at or involving _____, please respond to the following questions as fully and completely as possible:

1. What did you see or hear?

2. When did this occur?

3. Describe the alleged behavior toward the Claiming Party and toward others in the workplace.

4. What did the Claiming Party tell you?

5. When did she/he tell you this?

6. Do you know of any other relevant information? Please provide:

7. Do you know of any other persons who have relevant information? If so, please list those persons:

8. Are there any notes, physical evidence or other documentation regarding the incident(s)? If so, please identify and provide same.

Adverse or retaliatory treatment of any person who complains or participates in an investigation of a complaint of harassment is unlawful and a violation of County policy. If you are subject to adverse employment action or retaliation as the result of your participation in an investigation of a complaint, report the adverse treatment/retaliation immediately.

Signed: _____ Date: _____