

PERSONNEL POLICY MANUAL
FOR
GENESEE COUNTY

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1. INTRODUCTION

1.1 Purpose

It is the purpose of the Genesee County Personnel Policy Manual to establish a system of uniform and equitable policies, in the form of rules and regulations that shall govern the hiring and the compensation, fringe benefits, hours of work and other terms and conditions of employment, for personnel of Genesee County.

1.2 Effective Date

The provisions of this Manual shall take immediate effect upon adoption by resolution of the Genesee County Board of Commissioners.

1.3 Definitions and Scope

Unless otherwise specifically stated in this Manual, the terms “employee”, “employees” or “personnel”, wherever same appear in said Manual, refer to any and all officials, officers, and employees. Subject to the exceptions set forth in the next three sentences of this section, and unless otherwise specifically stated herein, these rules and regulations apply to all employees paid by the County of Genesee, including, without limitation, employees of the Circuit, Probate and District Courts. These rules and regulations do not apply to employees of the following agencies: a) Genesee County Road Commission b) Genesee Health Systems and c) Drain Commissioner – Division of Water and Waste Services. Unless otherwise specifically stated in a later provision in this Manual, these rules and regulations do not apply to elected officials individually but elected officials shall comply with said rules and regulations as to such positions and employees under their supervision. The following provisions of this Manual do not apply to (1) elected officials, (2) employees directly appointed by the Board of Commissioners, other elected officials or semi-autonomous commissions, (3) temporary or seasonal employees, or (4) employees at will, provided however, elected officials and directly appointed employees shall comply with said provisions as to employees and positions under their supervision:

- Section 2 Vacancies,
- Section 7 Discipline,
- Section 9 Seniority,
- Section 10 Layoff/Recall,
- Subsection 11.3 Personal Time of Section 11,
- and Section 13 Grievance Procedure.

These rules and regulations do not apply to those individuals providing services to the County on an independent contractor basis.

1.4 Revision

The rules, regulations, policies and insurance programs herein set forth can only be revised or amended by resolution of the Genesee County Board of Commissioners, and may be revised or amended by the Board of Commissioners at any time.

1.5 Union Agreements

Where provisions of this Manual conflict with a Union Agreement, or differ from the terms of such an Agreement regarding a subject, the provisions of the Union Agreement shall govern and the provisions of this Manual shall be inapplicable.

1.6 Implementation

It shall be the responsibility of the Human Resources Department to administer the provisions of this Manual. All department heads and supervisory personnel shall abide by and enforce all rules and regulations contained herein.

2. UNIFORM EMPLOYMENT SYSTEM

2.1 Purpose

The establishment of a uniform system of employment procedures by Genesee County provides for effective governmental administration by insuring that selection, promotion, compensation, and general treatment of employees is based on fair, rational and consistent factors. Furthermore, such a uniform system of employment procedures assures that the principles of equal employment opportunity*, as defined in statutory provisions and mandated by governmental regulations, are met through the utilization of non-discriminatory, job-related criteria in selecting, promoting and transferring employees.

2.2 Recruitment

The Human Resources Department shall actively maintain a program to meet County staffing needs to assure open competition for vacant positions. This program may include publicizing of open positions throughout the community via advertisements with local news media and posting with numerous local agencies.

2.3 Application for Employment

An application for employment must be completed for all positions. All applications for employment shall be issued by the Human Resources Department and returned to the Human Resources Department. All applications for employment shall be processed through the Human Resources Department to assure that uniform selection procedures are followed and to assure that applicants get proper consideration in line with their

qualifications for vacant County positions. Each applicant must submit an application for employment within the specified posting period and must meet the minimum qualification requirements established for the position for which he or she is applying, in order to be eligible for consideration for employment.

2.4 Selection

The selection process shall maximize reliability, objectivity and validity through practical assessment of job-related qualifications deemed necessary for successful job performance. The Human Resources Department shall review and develop as necessary or requested valid selection devices (examinations, interviews, rating forms, etc.) for all positions.

2.5 Veterans Preference

In accordance with the Veterans Preference Act, as amended, Veterans who meet the minimum qualifications for the position shall be preferred for employment, as provided herein.

To be eligible for veteran's preference, applicants must:

- (a) Be a resident of the State of Michigan for two years
- (b) Be honorably discharged
- (c) Submit a DD 214 at the time of application
- (d) Meet all other requisite qualifications for the position

Eligible veterans shall receive an additional 5% - 10% of the total number of points available during the selection procedure for that position; accordingly increasing their initial total point score. The additional percentage of the total number of points available shall be determined by whether the applicant had wartime service.

2.6 Vacancies – Selection Procedures

Internal Procedures

Genesee County adheres to a policy of making vacancies available to current employees whenever possible consistent with EEOC regulations. Therefore, initial opportunities for vacant positions will be made available to employees within the affected department who have completed their probationary period, by virtue of a posting period of ten (10) calendar days within the department. Thereafter, the opportunities will be made available generally to all County employees who have completed their probationary period by an additional posting period of ten (10) calendar days throughout all County departments. Probationary

employees shall be considered before the open selection process begins, however, the Department Head is under no obligation to select the probationary employee for the vacancy. The Human Resources Department may combine the above mentioned departmental and County-wide posting period for the purpose of expediency.

The Department Head will not be obligated to consider a request for a vacancy from an employee during the employee's absence from work unless that employee submits the request in writing during the posted period. Employees will not be considered for any vacancy unless said employee will be available for work in the vacant position on the date said position is to be filled.

The authority of selection of a qualified applicant to fill a vacancy shall be vested in the Department Head or their designee. The Department Head will make the final decision regarding the selection of an applicant for a vacancy with consideration of the following criteria:

1. Knowledge, training and ability to do the work
2. Attendance records and performance evaluations
3. Physical qualifications
4. Relevant experience

Any employee who is selected for a vacancy through the process noted shall serve a ninety (90) calendar day trial period to prove they are capable of performing the work. At any time during this trial period the employee may on his/her own volition, request in writing to be relieved of the new position and return to his/her former position and rate of pay if applicable, so long as the former position is within the same department. At any time during the trial period, if the Department Head determines that the employee is unsatisfactory in the new position, the Department Head shall contact Human Resources to determine if the employee will be placed on layoff or has the ability to return to their former position.

(a) Promotion. A position is considered a promotion if the pay grade of the new classification ends in a higher hourly rate than the position currently held by the employee.

Employees accepting a promotional position will be placed on the pay scale at the first step which gives them a pay increase. If the employee is being promoted from non-supervisory to a supervisory position, the pay increase will be at least .50 per hour if such a step is available. The employee will establish a new anniversary date for step-up purposes one year from the date of promotion.

(b) Voluntary Demotion. A position is considered a demotion if the pay grade of the new classification ends in a lower hourly rate than the position currently held. Employees accepting a voluntary demotion will be placed on the pay scale at the first step which gives them a pay decrease. The employee will maintain their current anniversary date for step-up purposes.

(c) Lateral Transfer. A position is considered a lateral transfer if the new classification and the currently held classification end with the same hourly rate. Employees accepting a lateral transfer position will receive the same rate of pay accordingly. The employee will maintain their current anniversary date for step-up purposes.

Open Selection Procedures

Any job vacancies not filled through the internal process established in section (a) will be opened to the general public through the established open competitive selection procedure which will include a posting of fourteen (14) calendar days. Employees hired on or after July 1, 2015, unless they are subject to a collective bargaining agreement, shall be considered terminable at will; therefore, either they or the County may terminate their employment with or without notice and with or without cause at any time.

If determined by the Human Resources Office there are numerous qualified applicants, the department will work with Human Resources to identify additional screening criteria to identify the ten (10) best qualified applicants for interview.

As determined by the interviewing department, viable applicants may be placed on an eligibility list after interview for a period not to exceed six (6) months. If a subsequent opening occurs in the same classification for which the applicant interviewed, and the internal vacancy procedure has not filled the position, the position can be offered to those on the eligibility list without an additional public posting.

All new hire full and part time employees hired prior to July 1, 2015, shall be required to serve a six (6) month (1040 hours) probationary period as indicated below. During this period of time the Department Head or their designee shall make a complete evaluation of the employee's capabilities for the position they hold. Probationary employees must attain at least a satisfactory performance rating during the probationary period in order to become a regular County employee.

2.7 Types of Employment (Definition of Employee Status)

- (a) Full Time Employees – An employee normally and regularly scheduled to work eighty (80) hours per bi-weekly pay period. These employees are entitled to all fringe benefits accruing to Genesee County employees, i.e., vacation leave, personal days, insurance, shift premium, etc., in accordance with applicable eligibility requirements.
- (b) Part Time Employees – An employee normally and regularly scheduled to work in a specific position budgeted on an annual basis for less than one thousand five hundred (1500) hours per period. These employees are generally entitled to fringe

benefits on a pro-rata basis in accordance with hours worked, consistent with applicable eligibility requirements.

- (c) Seasonal Employees – Some departments in Genesee County, such as the Parks and Recreation Department and Marine Patrol Division of the Genesee County Sheriff's Department, have a need for employees on a seasonal basis. These employees may work longer than temporary employees, i.e., over ninety (90) calendar days, but are treated as temporary employees for all fringe benefit purposes and compensation purposes.

2.8 Physical Examination/criminal background checks/DL checks

Physical Examination

Each prospective full time and part time employee shall be required to satisfactorily pass the required medical examination, given by a physician designated by the Human Resources Department, after a conditional offer of employment is made by the County. Knowingly furnishing of substantially false or misleading information in connection with said medical examination shall constitute grounds for discharge.

Background Checks

Applicants for hire and employees who move into, whether by bumping, promotion, transfer or any other means, a position which involves the handling of, or access to, sensitive or confidential information, or cash, will be required to successfully pass a criminal history background check.

In addition, employees in these sensitive or confidential positions may be subject to subsequent criminal background checks as determined appropriate by the Department Head.

The costs of any background check conducted by the Employer required by the Employer and provided by the Employee will be paid by the Employer and will result in no cost to the Employees. Employees will be required to authorize and provide necessary information to conduct such criminal history checks.

Except for the Sheriff Department, the background checks will be coordinated by the Human Resources Department and maintained in Human Resources.

If upon review of the Employee's conviction(s) the Employer determines prior conviction(s) to be a major conviction (a felony or a misdemeanor punishable by ninety-three (93) days or more imprisonment but excluding OUIL), or the conviction or other information obtained demonstrates that the employee would not be suited for the sensitive or confidential position involved, the employee will not be placed in the position.

This provision does not limit the rights of the Employer to comply with any other legal requirements that it conduct background checks of employees.

Employees shall be required to maintain and show proof of a valid Michigan Driver's license or CDL, as applicable, to operate a County vehicle.

3. CLASSIFICATION PLAN

3.1 Employee Groups

Effective July 1, 2015, Employee Groups (b), (c) and (d) are considered At Will. The Genesee County Classification Plan consists of five (5) groups of employees as follows:

- (a) Union – All employees officially represented by a certified bargaining unit for the purpose of negotiating hours, wages and other terms and conditions of employment.
- (b) Confidential – The following specific Clerical positions whose job duties involve negotiations, grievances, and other labor relation matters; and therefore are excluded from membership in the Clerical bargaining unit:

Human Resources Department Clerical employees
Circuit Court Administrator's Secretary
Probate Court Administrator's Secretary

- (c) Direct Appointees – The following positions directly appointed by the Board of Commissioners, by other elected officials, or by semi-autonomous Commissions including, but not limited to:

Administrative Assistant (County Clerk)
Administrative Secretary (Prosecutor's Office)
Administrative Secretary (County Clerk)
Administrative Secretary (District Court)
Attorney/Referee (Circuit Court)
Board & Capital Project Coordinator
Chief Animal Control Officer
Chief Assistant Prosecuting Attorney
Chief Deputy Drain Commissioner
Circuit Court Administrator
Clerk of the Court (District Court)
Controller
Corporation Counsel
Deputy Chief Assistant Prosecuting Attorney
Deputy Court Administrator (Circuit Court)
Deputy Drain Commissioner
Deputy Medical Examiner
District Court Administrator
Director of Equalization
Director of Human Resources
Director of Maintenance and Construction
Director/Coordinator of Planning
Director of Veterans' Affairs
Executive Director GCCARD

Friend of the Court
GVRC Director
GIS Director
Health Officer
I.T. Director
Judicial Advisory Assistant (Circuit Court)
Judicial Secretary Recorders (District Court)
Magistrate (District Court)
Major - Corrections Administrator
Medical Director
Medical Examiner
Parks & Recreation Director
Probate Court Administrator - Registrar
Probate Court Referee
Purchasing Director
Special Assistant Prosecuting Attorney
Sr. Services Director
Undersheriff

- (d) Classified – All non-union, non-confidential, or appointed employees.

Each position within the above four (4) groups of employees shall be designated by an appropriate job title and position number.

- (e) At Will – Employees hired into GCCARD, certain other positions who generally do not receive benefits from the County or employees hired after July 1, 2015.

3.2 Job Descriptions

Job descriptions are written specifications for each position contained within the classification plan. Job descriptions are developed and maintained by the Human Resources Department and shall include a job title, a general statement of duties and responsibilities, typical examples of duties performed, and minimum qualifications required. All job descriptions shall be reviewed periodically by the Human Resources Department to assure that they are current and valid. The official original copy of all job descriptions shall be maintained on file in the Human Resources Department.

4. DIRECT APPOINTEES

4.1 Definition

Certain employees directly appointed by the Board of Commissioners, by other elected officials, or by semi-autonomous commissions are designated as “direct appointees” (reference Section 3, 3.1(c)).

Direct appointees serve at the pleasure of their appointing authority for an indefinite period of time, except as provided in existing statutes, or in the appointing motion, resolution or document.

4.2 Compensation

Direct appointees shall be exempt from overtime (see Section 6.8) and are accorded a flat rate salary per year which serves as full salary for all hours worked in performing their various job duties and responsibilities as defined by their appointing authority, existing statutes, and County policies and procedures. Direct appointees shall work all hours required by the nature of their positions and are expected to average not less than 40 hours per week, on the average.

Direct appointees are compensated at the bi-weekly rate provided by dividing their annual flat salary rate into 26 installments and shall receive said compensation throughout the year, including when on vacation and when ill or injured, up until sick/accident insurance benefits commence.

5. EQUAL EMPLOYMENT OPPORTUNITY*

5.1 Hiring, Transfers and Promotions

The Genesee County Board of Commissioners is committed to the principles of equal employment opportunity as an integral part of the uniform employment system.

Genesee County recognizes its social, legal and economic obligation to extend employment opportunities to qualified applicants and employees regardless of age, sex, race, color, religion, national origin, physical, mental handicap and any other protected class.

The Genesee County Board of Commissioners has affirmed and fully supports the policy of equal employment and non-discrimination and the necessary efforts will be expended to assure that all recruitment, employment, training, promotions, appointments or any other phase of activity, comply with the above principles.

The Human Resources Department maintains an “open door” policy and it is available and accessible to all employees who feel their employment rights may have been violated in a discriminatory fashion.

However, any complaints involving a violation of equal employment opportunity laws can be filed separately or concurrently in accordance with the grievance procedure as set forth in Section 13 of the Personnel Policy Manual.

There are two ways in which complaints will be resolved – informal and formal.

Informal – An inquiry into the allegation to attempt to resolve complaints through mutually satisfactory understanding or adjustment.

Formal – The following procedures will be utilized in a formal hearing:

- (1) A notice of specific allegations will be given to the Department Head.
- (2) A reasonable amount of time will be given to respond to allegations.
- (3) The Director of Human Resources or designee will function as decision maker.
- (4) Both parties will be allowed representation of their choice.
- (5) Each party, claimant and respondent, will have the right to present evidence, both in writing and through witnesses.
- (6) Each party will have the right to question others who present evidence.
- (7) Decisions or recommendations will be made strictly on recorded evidence presented by the parties and will be set forth in a written report. This report will summarize evidence relevant to each issue, cite applicable federal or state laws or regulations and reasons for findings.

Each and every employee of Genesee County shall have the privilege of inquiry or complaint should they experience discriminatory treatment in the performance of their work duties, and believe they have been the victim of unlawful discrimination and shall be entitled to confer with the Director of Human Resources or his/her designee on the informal inquiry.

*EEO Statement and Plan: Schedule E POLICIES

5.2 Accommodation of Disabilities*

If you believe you have a disability, you are encouraged to discuss with your supervisor whether any accommodations would assist you in performing your job. Under Michigan law, a disabled employee may not allege a violation of the Michigan Handicappers' Civil Rights Act if the disabled employee does not notify his or her employer, in writing, within one hundred eighty-two (182) days after the date the disabled employee knew, or reasonably should have known, that an accommodation was needed.

*Step by step procedures and form for requesting an accommodation can be found at www.gc4me.com.

6. COMPENSATION

6.1 Compensation System

The Genesee County Compensation System shall include separate schedules of pay ranges or flat rates for all positions within the four (4) general groups of employees (Union, Confidential, Classified and Direct Appointees).

6.2 Development

All salary rates shall be established in conjunction with current job descriptions in accordance with the following factors:

- (a) Equal pay for equal work.
- (b) Internal consistency of comparable County positions.
- (c) Required skillset.
- (d) Rates of pay in comparable public agencies and where applicable, the private sector.
- (e) The financial condition of the County.
- (f) Union negotiations
- (g) Recruitment experience

6.3 Establishment and Maintenance

All salary rates must be authorized and approved by the Board of Commissioners, either through resolution or by ratification of Union agreements. The Human Resources Department shall be responsible for administration of the Compensation System. Periodic salary surveys and related studies of pertinent comparative factors shall be conducted by the Human Resources Department.

6.4 Starting Salary Rate

All newly hired employees shall be paid at the first step of the established pay range or at the established flat rate, whichever is applicable for the position in question. In the event applicants who satisfy minimum qualifications cannot be recruited by the Human Resources Department at the established starting rate as specified above, the Human Resources Department shall make a recommendation to the Board of Commissioners concerning a possible adjustment of the established salary range or rate for the position.

6.5 Merit Increment (Step-Up)

The work performance of each eligible employee shall be reviewed annually on performance evaluation forms by the Department Head for the purpose of determining which employees shall receive step increases. These forms shall be completed and returned to the Human Resources Department on or before each employee's anniversary

date. Employees who receive an overall satisfactory performance evaluation will be entitled to a one (1) step increase to the next step in their classification's pay range. Those employees who receive an overall unsatisfactory performance evaluation will not receive an increase and will be placed on three (3) month conditional status in order to provide the employee with an opportunity to improve their job performance to satisfactory. If, at the conclusion of the three (3) month conditional status period, the employee receives an overall satisfactory performance evaluation, he or she will receive the step increase effective the date the conditional status period ended. If an overall satisfactory performance evaluation is not achieved by the employee, no step increase will be granted for that year. Under no circumstances will any employee receive more than one (1) step increase for any given calendar year.

6.6 Payroll Procedures

The Human Resources Department shall provide assistance in payroll procedures and shall administer this Manual.

An employee's rate of compensation is determined from their authorized or negotiated annual salary reduced to an hourly rate. All regular hours worked are accumulated and compensated on the following basis: Eight (8) hours per day, forty (40) hours per week, two thousand and eighty (2080) hours per year. Payroll checks are issued every other Friday.

6.7 Payroll Deductions

Genesee County currently processes payroll deductions for Federal, State and City taxes, sponsored dependents on hospital/medical insurance, Union dues, United Way and Credit Union. Money may also be deducted in the event of a wage overpayment or other debt to the County (See 6.8 below). The following policy governs any payroll deductions for privately affiliated groups:

- (a) Genesee County may also participate in payroll deductions for privately affiliated entities, as determined by the Board of Commissioners.
- (b) Money may be deducted on a voluntary basis by an official partial wage assignment signed by the employee for specified charitable organizations or for voluntary savings programs.
- (c) Money may be deducted for Union dues for the certified bargaining unit (Union) of any employee.

6.8 Payroll Shortages and Overpayments

Upon the request of the employee, a supplemental check will be issued by the Controller's Office, for payroll shortages of eight (8) hours or more, as soon as possible, but no later than the end of the next business day of the employee's request. For any other payroll shortages, adjustments will be made in the employee's next check through regular processing procedures.

Minor overpayments shall be adjusted in the employee's next check. Employees will be notified in writing when an overpayment of a significant amount has occurred. Employees may make arrangements through the Controller's Office to refund such overpayments through payroll check adjustments over a specified period of time. However, if such arrangements are not requested by the employee, the amount owed to the County shall be eliminated by adjustment of the employee's next payroll check(s) up to the statutorily allowed maximum.

6.9 Longevity Compensation

For employees hired prior to April 1, 2005, longevity compensation will be paid to employees who have served the equivalent of seven (7), ten (10), thirteen (13), sixteen (16) and nineteen (19) years of service. Longevity increments shall be calculated as follows:

1. 2% of the annual rate upon completion of seven (7) years of continuous full-time service.
2. 4% of the annual rate upon completion of ten (10) years of continuous full-time service.
3. 6% of the annual rate upon completion of thirteen (13) years of continuous full-time service.
4. 8% of the annual rate upon completion of sixteen (16) years of continuous full-time service.
5. 10% of the annual rate upon completion of nineteen (19) years of continuous full-time service.

For employees hired on or after April 1, 2005, longevity is not available.

7. WORK SCHEDULE

7.1 Length of Work Day and Work Week

The standard employee work day consists of eight (8) hours (excluding the lunch break), five (5) days per week.

7.2 Hours

All County offices shall typically be open for the transaction of business 8:00 a.m. through 5:00 p.m. Monday through Friday, with the exception of those departments that: (1) have continuous and/or multiple shift operations, (2) are scheduled for furlough days or (3) have established shortened hours open to the public.

For those departments that have continuous and/or multiple shift operations, the beginning and ending of the work shift will vary with the needs of the department. It will

be the responsibility of the Department Head to insure that no regularly scheduled work shift shall be longer than eight (8) hours of work (excluding the lunch break).

7.3 Flex Time

Each participating department, division, and/or section may, consistent with its operating needs, institute a program which will allow full-time employees to voluntarily work a flexible work schedule, so long as departmental operations remain adequately staffed.

Each participating employee may complete a two-week flex time work schedule and deliver it to his/her immediate supervisor for consideration, on the Monday preceding the start of each pay period. If approval is not granted by the following Wednesday, the request is denied.

Flex time utilized under this program shall be subject to the following requirements and conditions:

- (1) Employees will schedule forty (40) hours of work per week.
- (2) Employees may schedule a maximum of ten (10) hours work each day.
- (3) Employees will schedule a minimum thirty (30) minute lunch break each day.
- (4) Leave time shall be entered on the employee's flex schedule.
- (5) Eligible employees will receive eight (8) hours pay for holidays.
- (6) Any employee who does not complete a flex time schedule shall be scheduled by the department head to work a normal work week.
- (7) Leave time will be charged according to the hours an employee was scheduled to work.
- (8) Employees working on a flex time schedule shall not receive daily overtime pay.

The granting or denial of flex time rests in the sole discretion of the Department Head. An approved flex schedule may be canceled with twenty-four (24) hour notice.

When the operational needs of the department, division, or section allow for only a limited number of employees within a classification who perform the same function to utilize flex time within a given pay period, seniority shall determine which employee(s) shall be afforded the opportunity to utilize flex time.

7.4 Lunch Period

The standard employee lunch period is one (1) hour in length.

7.5 Breaks

All employees scheduled to work a full shift shall be granted one (1) fifteen (15) minute breaks during the first half of the work shift period and one (1) fifteen (15) minute relief period during the second half of the work shift. Breaks may not be added to the lunch period nor accumulated in any manner.

7.6 Scheduling

The scheduling of shifts, lunch periods and breaks, in accordance with the above provisions, shall be the responsibility of the Department Head and shall be designed to provide the least possible disruption of the department's services to the public.

7.7 Attendance

Regular attendance is mandatory for continued employment with Genesee County. In addition to regular attendance all employees are required to report for work promptly at their scheduled starting time, and must remain at work until the close of their work shift. It is the responsibility of the employee to extend proper notification to their Department and to obtain permission to be absent from work from designated Department Supervision. Employees not reporting for work shall notify the designated individual(s) in their department as far in advance as possible, but no later than one-half (1/2) hour after the start of their shift.

Loss of employment will occur if the employee is absent for any three (3) consecutive working days without properly notifying their department. After such unreported absence the Employer will send written notification to the employee by certified mail at his or her last known address that because of his or her unreported absence the employee is considered to have resigned (voluntary quit) and is no longer in the employ of Genesee County. In proper cases, exceptions shall be made upon the employee producing convincing proof of inability to give such notice. However, such reinstatement shall not be construed as limiting the application of discipline for absence without reasonable cause.

7.8 Overtime

In periods of emergency, abnormal departmental workloads, or due to the necessity for providing essential services to County residents, Genesee County reserves the right to require employees to work in excess of the normal eight (8) hour work day, five (5) day work week. Overtime must be authorized by the Department Head or designee before worked. The Employer will attempt to distribute overtime in an equitable nature. Compensation for overtime hours worked is at time and one half (1 ½) the employee's hourly rate including longevity and shift premium. Overtime will be paid for hours worked in excess of forty (40) hours per work week. For the purposes of calculating overtime, hours worked will be considered those hours worked by the employee and paid holidays.

No other paid time off will be considered hours worked in the calculation of overtime, i.e., vacation time, personal time, bereavement, jury duty, etc.

Department Heads and other direct appointees (see Section 4.2), and employees in Grade 22 or higher are considered salaried, exempt employees not entitled to any overtime compensation or compensatory time off consideration. The salary rate accorded these employees shall serve as full compensation for all hours worked in performing their various job functions and responsibilities as defined by their appointing authority, existing statutes, and County policies and procedures.

Department Heads are responsible for budgeting the projected amount of overtime necessary for their department on a yearly basis and all overtime must be approved by the Department Head prior to the performance of the work involved. Department Heads are responsible for ascertaining that adequate supervision is provided employees working overtime.

8. DISCIPLINARY ACTION

8.1 General Statement

Genesee County reserves its inherent right and responsibility to administer discipline to employees for cause (except those employees as described in Section 1.3, Section 2.6, or at will employees as described in Section 3.1); to be exercised by various departments in a fair and consistent manner. Disciplinary action shall consist of a reprimand, suspension, or discharge. Disciplinary action assessed employees by the various County departments will be dependent upon the nature and seriousness of the offense or infraction; and the prior disciplinary record of the employee if applicable. The employee will be tendered a copy of any disciplinary action entered into his personnel file within three (3) days of the action taken, via personal contact or by certified mail. Disciplinary action assessed in instances of minor offenses or infractions will be progressive in nature. Verbal counseling may be given in cases not justifying disciplinary action. Verbal counseling are not considered discipline and not subject to the grievance procedure. A written record of the verbal counseling shall be provided to the employee and placed in the employee personnel file.

All verbal counselings, reprimands, suspensions and discharges are to be issued in writing and submitted to Human Resources within ten (10) calendar days to be entered in the employee's personnel file.

8.2 Examples of Misconduct and Work Rules

Genesee County has established the following work rules concerning employee conduct, which are deemed necessary to insure orderly and efficient operation of County business. These work rules and others which may be established from time to time, specify unacceptable employee conduct and violation of these work rules constitute sufficient grounds for disciplinary action ranging from reprimand to suspension and discharge depending on the seriousness of the offense in the judgment of the Employer.

These work rules are not intended to be all inclusive and each department in addition may have specific departmental rules and/or regulations which are applicable to employees working in that department. Nothing in these Work Rules shall be construed to alter the at will employment relationship for those employees described in Sections 1.3, 2.6 or 3.1.

Work Rules

1. Falsification of personnel or other records or reports.
2. Possession of or consumption of alcoholic beverages, narcotics or controlled substances while on duty or while using a County vehicle or reporting to work while under the influence of the aforementioned intoxicants, narcotics or controlled substances. (See Section 7.3).
3. Insubordination.
4. Misappropriation or theft of County property.
5. Abusive or improper treatment of an inmate, patient or client of any County institution or department.
6. Theft or misappropriation from the County or the inmates, patients, or clients of its institutions or departments.
7. Excessive tardiness in reporting for duty.
8. Being absent from duty or work station during working hours without permission.
9. Utilizing County property including, but not limited to, tools and equipment, for personal use.
10. Discharging job duties with discrimination in regard to race, creed, sex, age, national origin, political beliefs or any other protected class.
11. Failure to satisfactorily perform work duties.
12. Excessive absence from work without reasonable cause.
13. Absence of three (3) working days without properly notifying management (will be considered a voluntary resignation, reference Section 6, Work Schedule, Subsection 6.6).
14. Unauthorized possession of weapons on County premises at any time.
15. Refusal or failure to do job assignment or poor work performance.
16. Threatening, intimidating, coercing or interfering with employees or supervision at any time.

17. The making or publishing of false, vicious or malicious statements concerning any employee or supervisor or the County.
18. Abusive language to any employee or supervisor.
19. Sexual, religious, racial or ethnic harassment.
20. Disregard of safety rules or common safety procedure.
21. Immoral conduct or indecency.
22. Smoking in a non-designated area.
23. Assault and fighting.
24. Dishonesty.
25. Theft.
26. Gross negligence.
27. Prohibited strike or work slowdown.
28. Fraud.
29. Misconduct off the job which affects the ability to perform job duties or brings the County into disrepute.
30. Conviction of a felony.
31. Repeated failure to properly wear Employee Identification Badge.

8.3 Alcohol and Substance Abuse

Due to the County's "zero tolerance" regarding on-duty alcohol and substance abuse, the possession, consumption or sale of alcoholic beverages or any illegal drug (or legal drugs not prescribed for the employee) on the County's premises is strictly prohibited. The possession, consumption or sale of any illegal drug, alcoholic beverages (or legal drugs not prescribed for the employee) while on County business is also prohibited, except for legitimate law enforcement purposes. Violation of this policy may result in immediate dismissal.

The County reserves the right to require that a medical evaluation and alcohol or drug testing be conducted if an employee's work behavior or job performance is indicative of abuse of alcohol or illegal drugs. Referrals are to a physician or laboratory of the County's choice; the County pays for costs of the consultation and tests.

Any employee who is convicted under a criminal drug statute must inform the Human Resources Department in writing within five (5) calendar days.

9. SENIORITY

9.1 Definition

Only employees in full-time Confidential and Classified (section 3.1 b, d) classifications and who were hired prior to July 1, 2015 shall accumulate seniority.

Seniority shall be defined as the employees' continuous service in a department within the separate employers. Employees who have the same seniority date shall be placed on the seniority list alphabetically by last name. The primary purpose of a seniority date is that of layoff/recall and may vary from other employment related dates such as service date, retirement date, step-up date, etc.

9.2 Loss of Seniority

An employee's employment relationship with the County shall terminate for any of the following reasons:

- (a) The employee quits, retires, or receives a pension, including a disability pension, under the Genesee County Retirement System.
- (b) The employee is terminated or discharged and the termination or discharge is not reversed through the procedures set forth in this Manual.
- (c) The employee is absent for any three (3) consecutive working days without properly notifying the Employer. After such unreported absence, the Employer will send written notification to the employee by certified mail at their last known address that because of the unreported absence, the employee is considered to have resigned (voluntary quit) and is no longer in the employ of Genesee County. In proper cases exceptions shall be made upon the employee producing convincing proof of their inability to give such notice.
- (d) If the employee does not return to work on the date specified for recall from layoff as set forth in the recall procedure, an approved leave of absence, sick leave, vacation or disciplinary suspension. In proper cases, exceptions shall be made upon the employee producing convincing proof of their inability to return as required.
- (e) The employee has been on a disability, worker's compensation leave or layoff status for a period of two (2) years or the length of his/her seniority, whichever is less.

10. LAYOFF AND RECALL

10.1 Layoffs

When a reduction in the authorized work force of any County department is being contemplated, the Department Head shall be so notified and given a reasonable opportunity, before such reduction is made effective, to recommend how the contemplated reduction should be allotted between classifications within the department. The contemplated reduction may be noticed to the Department Head in terms of a budget amount or amounts, rather than in personnel numbers. Before work force reductions within a department are allocated in a manner contrary to any such recommendation received, the Department Head will be afforded a reasonable opportunity to support his recommendation before the Board or before a committee of the Board of which all Board members are committee members. When the Board reduces the authorized number of positions in a classification within a department, employees within the affected department will be laid off by classification according to seniority, provided the employees being retained are able to perform the available work. No full-time, non-probationary employee shall be laid off from the classification being reduced while there are part-time, temporary or probationary employees being retained in that classification within that department. An employee being reduced out of their classification will displace shorter seniority employees in classifications of equal or lower pay within their department whenever the higher seniority employee meets the minimum qualifications of the position and is capable of performing the available work. In no event will employees in lower rated classifications be permitted to filter upward to higher rated classifications.

If the above "displacement" provisions result in a lower rated position being made available to the employee filtering downward, said employee will be required to make a decision to accept the lower rated classification or be placed on layoff status and submit same to the Human Resources Department within one (1) working day of initial notification of pending layoff from their current classification.

When the need arises to lay off an employee serving a promotional trial period, such employee shall be restored to the job classification from which he/she was promoted, and layoff shall be in the manner prescribed above.

10.2 Notification of Layoff

Employees being laid off from the work force under normal circumstances will receive seven (7) calendar days notice by personal contact, telephone call or written communication prior to being laid off; confirmed in writing by email with verified delivery receipt or certified mail to the employee's last known address as listed with the Human Resources Department. However, under emergency circumstances or in any instance where it is not possible for the County to provide said seven (7) day notification, this seven (7) day notification requirement shall be suspended.

10.3 Recall

When a departmental work force is to be increased after a layoff, or when openings occur within the reduced work force, any employees on layoff status from the department, from an equal or higher pay classification, will be recalled according to seniority, provided that the employee to be recalled meets the minimum qualifications and is capable of performing the available work. The County will not hire a new employee into a vacant position before offering that position to a laid off seniority employee who was laid off from an equal or higher paying position, who meets the established qualifications for the position to be filled and who is capable of performing the available work. Notice of recall may be by telephone call or other personal contact but in any event will be confirmed by email or certified mail to the employee's last known address as listed with the Human Resources Department.

Employees recalled to a different position than held at the time of layoff shall serve a ninety (90) day trial period to prove they are capable of performing the work. At any time during the trial period, if the Employer determines the employee is unsatisfactory in the position, the Employer shall have the right to return the employee to their former status.

10.4 Assurance of Proper Notification

The Human Resources Department shall have the responsibility of notifying each employee by verified email or certified mail concerning all layoffs and recalls to work and shall also be responsible for providing proper notification and information concerning status of insurance and other fringe benefits while employees are on layoff.

10.5 Insurance Commencement Date for Recalled Employees

Employees who have been on layoff status, who no longer have County insurance, and are recalled to County employment, and are otherwise eligible, will have the opportunity to re-enroll upon their return to work. Insurance coverage will become effective the first day of the month following the employee's return to work so long as any employee premium share responsibilities are met.

11. DEFINITIONS – EMPLOYEE BENEFIT DATES

11.1 Definitions of Employee Benefit Dates

- (a) Benefit Accrual Rate: Rate at which a particular benefit is accumulated; determined by the employee's continuous service with Genesee County. This rate increases in an incremental fashion as years of continuous service grow.
- (b) Benefit Accumulation: Actual amounts of the fringe benefit item received at the prescribed benefit accrual rate, in accordance with hours worked.

- (c) Continuous Service Date: Hire date adjusted for leaves of absence and/or layoffs in excess of thirty (30) calendar days; utilized for computing longevity payments.
- (d) Anniversary Date: Hire date adjusted for leaves of absence and/or layoffs in excess of thirty (30) calendar days; utilized for determining the date an employee's next scheduled merit increase.
- (e) Hire-In Date: Date of most recent employment with Genesee County.
- (f) Vacation Benefit Date: Hire date adjusted for leaves of absence and/or layoffs over thirty (30) calendar days; utilized for determining vacation accrual rate.
- (g) Personal Time Benefit Date: Hire date adjusted for leaves of absence and/or layoffs over thirty (30) calendar days; utilized for personal time accumulation.
- (h) Retirement Date (credited service): Date of membership in the Retirement System adjusted for any time absent from work over thirty (30) calendar days when contributions were not made by the member into the Retirement System.

11.2 Continuation of Benefits: See Schedules.

12. LEAVES OF ABSENCE

12.1 General Provisions

A leave of absence, as provided for in this Section, is a written authorized absence from work granted by the applicable Department Head. Such requests for a leave of absence shall be submitted in writing by the employee to the Department Head at least ten (10) working days in advance, except in emergency situations. The request shall state the reason for the leave of absence and the exact date on which the leave begins and the exact date on which the employee is to return to work. Authorization or denial for a leave of absence request shall be furnished to the employee in writing by the Department Head. Additional requirements for specific leaves are included in the following sections dealing with that specific leave.

Employees not receiving County pay will be required to pay any health insurance premium contribution directly to Human Resources in order to maintain hospital/medical and prescription drug coverage as provided for in Schedule B Continuation of Benefits.

Failure to return to work on the date scheduled shall be cause for termination subject to the provisions of Section 6, 6.7. A further extension beyond the return date designated on the original leave of absence may be granted provided written application for such extension, containing the reason for the extension and the exact revised date on which

the employee is to return to work, is made at least ten (10) days prior to the expiration date of the original leave of absence except in those instances where it is not possible to meet the ten (10) day requirement; and such extension is approved by the Department Head. Approval or denial shall be furnished in writing to the employee by the Department Head.

It is understood by the parties that leaves of absence are to be used for the purpose intended and employees shall make their intent known when applying for such leaves. Employees shall not accept employment elsewhere while on leave of absence, unless agreed to by the Department Head. Acceptance of employment or working for another employer without prior approval while on a leave of absence shall result in immediate termination of County employment.

12.2 Military Leave

- (a) Any employee shall be granted an unpaid military leave of absence if they are currently employed by the Employer and are called to active service, or a paid military leave of absence if they are called to active service as members of a Reserve Component for the purpose of training for a period of time not to exceed two (2) calendar weeks.
- (b) Employees returning from active duty shall be reinstated to County employment in accordance with applicable federal and state law.
- (c) Employees who are members of a Reserve Component in the military service and are called to active duty for the purpose of training, shall be entitled to a leave of absence in addition to their annual vacation leave from their respective duties. Employees shall be paid the difference between all military compensation paid to the employee excluding travel allowance for a period of time and their regular wages for the same period of time not to exceed two (2) calendar weeks in any calendar year. To receive such payment, employees must present verification of monies received during this training. Any additional time that an employee may be required to attend military meetings will not be compensated by the Employer.
- (d) An employee shall not lose seniority credit while on military leave either as a Reservist or in regular service if provisions in above sections are met. The time counted in computing seniority credit shall include employment with the Employer prior to the military service, a reasonable period between leaving his/her job and entering military service, not to exceed thirty (30) days, the entire period of his/her military service, and the period between his/her release from the service and his/her return to work.
- (e) Employees on military leave are not eligible to continue insurance coverage except for those individuals who are called to active duty as Reservists as outlined in Section 12, 12.2(c).
- (f) Employees other than Reservists as outlined in Section 12, 12.2(c) who return from military leave shall commence to accrue benefits at the levels they would have

received had they not entered service provided they meet all the provisions contained herein. In no case shall employees, other than those outlined in Section 12, 12.2(c), continue to accrue benefits while on military leave.

12.3 Jury Duty Leave

Any employee other than a temporary employee shall be granted a leave of absence with pay when they are required to report for jury duty. The employee shall give the Employer prior notification of their jury duty if at all possible. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for time necessarily spent in jury service. Employees shall be paid on the next regularly scheduled payday for each full day or half day of jury service, whichever is applicable after endorsing the jury duty check for each day to the County with the exception of those funds allocated for mileage. Employees who complete jury duty prior to the end of the work day shall return to their regular work station for the remainder of the work day.

If any problem arises with regard to the work schedule of a second or third shift employee required to serve jury duty, the parties will meet as soon as possible to arrange a reasonable work schedule for said employee during the jury duty period. This meeting will be attended by the Department Head and/or Supervisor, the Human Resources Director and the employee.

Probationary employees shall have their probationary period extended by the length of time they are on jury duty leave. Those employees eligible to receive insurance benefits shall continue to receive those benefits while on jury duty leave. Seniority (reference Section 9, 9.1) and continuous service for the purpose of benefit accrual rates and benefit accumulation shall continue for an employee while on an authorized, paid jury duty leave of absence.

12.4 Court Leave

Any employee other than a temporary employee required by the Board of Commissioners or any public agency having the power to subpoena to appear before a court or such agency on any matters related to their work with the Employer, shall be granted a leave of absence with pay for the period during which they are required to be absent from work. The employee shall give the County prior notification of their court appearance if at all possible. Employees shall be paid on the next regularly scheduled pay day for each full day of court leave, after endorsing the fees check to the Employer, with the exception of those funds allocated for mileage.

Probationary employees shall have their probationary period extended by the length of time they are on court leave. Those employees eligible to receive insurance benefits shall continue to receive those benefits while on court leave. Seniority (reference Section 9 and 9.1) and continuous service for the purpose of benefit accrual rates and benefit accumulation shall continue for an employee who is on an authorized, paid court leave of absence.

12.5 Bereavement Leave

Bereavement leave shall be provided to employees who have completed at least 520 straight-time hours of employment.

When death occurs in an eligible employee's immediate family, as defined below, the employee upon request will be excused for any of the first four (4) scheduled working days and/or minor holidays immediately following the date of death provided they attend the funeral or memorial service. Minor holidays shall be counted as a bereavement day and in no event will extend the bereavement leave. In addition, in cases where more than four (4) working days occur between the date of death and the funeral or memorial service, the bereavement leave can be adjusted to encompass any four (4) consecutive, scheduled work days in conjunction with the funeral or memorial service provided that the employee attends the funeral or memorial service.

The "immediate family" for purposes of this section is defined as the employee's current spouse, current spouse's parent, current spouse's step-parent, employee's parent, step-parent, child, and step-child.

When death occurs in an eligible employee's immediate family as defined below, the employee upon request will be excused for any of the first three (3) scheduled working days and/or minor holidays immediately following the date of death provided they attend the funeral or memorial service. Minor holidays shall be counted as a bereavement day and in no event will extend the bereavement leave. In addition, in cases where more than three (3) working days occur between the date of death and the funeral or memorial service, the bereavement leave can be adjusted to encompass any three (3) consecutive, scheduled work days in conjunction with the funeral or memorial service provided that the employee attends the funeral or memorial service.

The "immediate family" for purposes of this section is defined as the employee's uncle and his current spouse, grandparent, grandchild, brother, sister, aunt and her current spouse, current spouse's grandparent, current brother-in-law, current sister-in-law, current son-in-law and current daughter-in-law.

Employees excused from work under this provision shall receive the amount of wages they would have earned by working their scheduled straight-time hours each day they are utilizing bereavement leave.

Employees may be granted additional time off for travel or otherwise by use of earned vacation or personal days upon approval of their Supervisor or Department Head.

Seniority and continuous service for the purpose of benefit accrual rates and benefit accumulation shall continue for an employee who is on an authorized, paid bereavement leave of absence.

12.6 Educational Leave

- (a) Leaves of absence without pay may be granted to employees wishing to further their education in a job-related field. Such employees shall be eligible to apply for educational leave after having completed one (1) year of service (2080 hours).
- (b) Educational leaves may be granted for a maximum of two (2) years. This leave may be extended by mutual agreement of both parties.
- (c) Employees will not be eligible for Educational Reimbursement while on Educational Leave.
- (d) Seniority (reference Section 9, 9.1) and continuous service for the purpose of benefit accrual rates shall continue for an employee on an authorized Educational Leave of Absence for the first thirty (30) calendar days of such leave. Upon return from a leave of absence lasting longer than thirty (30) days, an employee's seniority date, benefit accrual rates and benefit dates will be adjusted forward to take into account the length of the employee's absence, provided however, that the employee shall be given credit on their seniority date and benefit eligibility dates for the first thirty (30) calendar days of absence.

12.7 Personal Leave

- (a) A Personal Leave of Absence without pay may be granted employees with three (3) months of service (520 hours) by the Department Head.
- (b) Employees may be required to exhaust accumulated personal time prior to going without pay. However, if so requested in writing to the Human Resources Department at least ten (10) calendar days in advance of said leave, the employee going on personal leave may reserve twenty-eight (28) hours or their then current amount of accumulated personal time, whichever is less.
- (c) Personal Leave shall not exceed one (1) calendar year.
- (d) Seniority (reference Section 9, 9.1) and continuous service for purpose of benefit accrual rates shall continue for an employee on an authorized Personal Leave of Absence for the first thirty (30) calendar days of such leave. Upon return from a leave of absence lasting longer than thirty (30) days, an employee's seniority date and benefit accrual dates will be adjusted forward to take into account the length of the employee's absence, provided however, that the employee shall be given credit for the first thirty (30) calendar days of absence.

13. GRIEVANCE PROCEDURE

13.1 Grievance Steps – Employees hired prior to July 1, 2015:

Genesee County classified and confidential non-union employees, who were hired prior to July 1, 2015, and who have satisfactorily completed their probationary period, and who have a grievance concerning the application of established County policies and regulations concerning wages, hours of work, and conditions of employment including discipline, may present their grievance in accordance with the following procedure:

- Step 1. An employee having such a grievance may initially specify the grievance orally to his or her immediate supervisor. Thereafter, the Supervisor and the employee will attempt informally to resolve the complaint.
- Step 2. If the grievance is not resolved at this step, the employee may present the grievance in writing to his or her immediate Supervisor. The grievance must be presented in writing within fourteen (14) calendar days of its occurrence in order to be a proper subject for the grievance procedure. However, in no event will any claim for back pay or other compensation be valid for a period of more than fourteen (14) calendar days prior to the date the grievance was first filed. The Supervisor will provide a written answer to the grievance within seven (7) calendar days.
- Step 3. If the grievance is not satisfactorily resolved at Step 2, the employee may appeal the grievance to the Department Head, who will discuss the grievance with the employee. The grievance must be appealed in writing to the Department Head within seven (7) calendar days of the date of the Supervisor's answer or the matter will be considered resolved in accordance with the Supervisor's answer. Thereafter the Department Head will answer the grievance in writing within seven (7) calendar days from the date the grievance was appealed to the Department Head.
- Step 4. If the grievance is still not satisfactorily resolved in Step 3 above, the employee or his/her representative may appeal the grievance in writing to the Human Resources Department. The grievance must be appealed in writing within seven (7) calendar days of the date of the Department Head's answer. The Human Resources Department will arrange for a Step 4 meeting with the employee and/or his/her representative within ten (10) calendar days from the date the grievance was appealed to the Human Resources Department. During this meeting the grievance will be discussed and if a disposition is arrived at such disposition will be reduced to writing and signed by all parties and the matter will be considered resolved. If no agreement can be reached concerning the grievance, the Human Resources Director or his/her designee will issue an answer in writing and submit it to the employee and/or his/her representative within ten (10) calendar days of the Step 4 meeting. This answer will constitute final disposition of the grievance unless the grievance is eligible for Arbitration as provided in Step 5 below.
- Step 5. The employee or his/her representative may request Arbitration if the grievance is not satisfactorily resolved in Step 4 above, and if the subject matter of the grievance is (1) discipline consisting of discharge from employment or any suspension from work resulting in lost pay or (2) permanent promotion to a higher paying classification or permanent demotion to a lower paid classification. All such requests for Arbitration shall be made in writing to the Human Resources Director and shall state the precise issue to be decided and the specific portion of the established County policies or regulations which are claimed to be violated. If a request for Arbitration is not received within fourteen (14)

calendar days of the date of the answer issued by the Human Resources Director in Step 4 above, the matter shall be considered settled on their basis of this answer.

Genesee County and the employee shall attempt to mutually select an independent Arbitrator in accordance with the provisions of Step 5 of the procedure. If the County and the employee cannot reach agreement on an arbitrator within ten (10) calendar days, an arbitrator shall be selected from the Labor Panel of the Federal Mediation and Conciliation Service, using its procedures. A hearing shall be held as soon as practical and the Arbitrator shall issue a written reasoned opinion which shall be final and binding on the parties and the employee(s) involved, subject to any law or governmental regulation applicable thereto including those under authority of Genesee County.

The Arbitrator's fee, his/her travel expenses, the filing fee to the Federal Mediation and Conciliation Service and the cost of any room or facilities shall be borne by the County. The fees and wages of representatives, counsel, witnesses, or any other individuals attending the Arbitration hearing shall be borne by the parties incurring them.

The Arbitrator shall have no power to add to, subtract from, or modify any established policies or regulations of Genesee County. Neither shall he or she have power to establish or change any classification wage rate, to rule on any claim arising under an Insurance Policy or Retirement Claim or dispute, or to issue a ruling modifying any matter covered by a statute or ordinance, or any employee right covered by statute or ordinance, such as a statute or ordinance prohibiting employment discrimination or describing an employee's rights.

The arbitrator's award shall be enforceable in a court of competent jurisdiction.

The time limits established in this procedure shall be followed by all parties. It is the grievant's responsibility to present and/or move the grievance to the next step within the time limits established herein. If an answer is not received from the Employer in a timely manner, the grievant should move the grievance to the next step. Failure to follow the established time limits and/or not moving the grievance to the next step will cause the grievance to be withdrawn.

Any employee who may come within the provisions of any legislative enactment entitling a military veteran to a preference in employment or who challenges the Employer's determinations regarding the veteran's employment status must elect either the grievance procedure or his/her statutory remedy as his/her single means of challenging the Employer's determination. This selection must be in writing prior to Step 4 of the grievance procedure. If the employee elects to pursue his/her statutory remedy, and grievance concerning the Employer's employment determination shall be considered withdrawn by the grievant and shall not thereafter be a subject of any arbitration proceeding.

Employees shall be free to use this procedure without restraint, coercion, discrimination, reprisal or interference from any other employee or an elected official.

If an employee elects to present a grievance, it must be presented in accordance with the procedure set forth above. Presentation of a grievance and exhaustion of these procedures are the exclusive remedy for a right of action against the County or the County Board, Human Resources Director, Department Head or any other County official, Officer or employee, with respect to any matter as to which the employee claims was without just cause, or a breach of implied or express contract or violation of public policy.

13.2 *Grievance Steps – Employees hired on or after July 1, 2015:*

Employees hired on or after July 1, 2015 may file a grievance and process that grievance through the first four Steps of the Grievance Procedure described in Section 13.1.

14. TERMINATION

Notice of termination by an employee shall be in writing and shall be given to the employee's Department Head at least two (2) calendar weeks prior to termination of employment except when emergency circumstances prevent such notification.

Notice of Separation Forms must be forwarded to the Human Resources Department immediately to facilitate computation of accrued vacation leave payment and other salary considerations and to insure that the position vacancy can be posted for re-filling. The reason for separation must be clearly defined. All County property in the possession of a terminated employee must be returned prior to his/her departure.

15. OUTSIDE EMPLOYMENT

Employees shall notify their Department Head in writing prior to accepting any outside employment. Outside employment is defined as any form of gainful employment entered into in addition to County employment. If additional employment is approved it must in no way interfere with the performance of regular County duties and under no circumstances shall duties from outside employment be performed during the employee's regular County working hours. Any employee undertaking additional employment must maintain a satisfactory performance level. Failure to abide by any of these conditions will be cause for disciplinary action.

16. EMPLOYMENT OF RELATIVES

The Nepotism policy prohibits employees who are relatives from working in the same chain of command. The policy is intended to ensure effective supervision, discipline, positive morale, as well as avoid appearances of impropriety, favoritism or conflict of interest.

Applicants are required to disclose family members on their employment application. Supervisors may inquire about a family relationship between employees to determine compliance with this policy.

16.1 *Definition of Relative*

For the purposes of this rule, a 'relative' shall be a person holding the following relationship to the employee, whether that relationship is natural, adoptive, step or foster in nature:

Spouse	First Cousin	Son-in-law
Child	Uncle	Brother-in-law
Parent	Grandchild	Sister-in-law
Brother	Aunt	Daughter-in-law
Sister	Niece	Mother-in-law
Grandparent	Nephew	Father-in-law

16.2 *Prohibitions of Employment of Relatives*

Employees/applicants shall not be eligible for a position within a department where the Department Head, Assistant Department Head, Head of the Division or immediate supervisor is a relative of the applicant/employee. This policy shall also apply if the relative is not an immediate supervisor but is in such a position in the Department as to make recommendations or have influence in regards to matters such as work performance, evaluations, discipline, promotion, placement or salary, etc. of the related employee.

Employees will not be permitted to continue employment in a Department if he/she becomes the spouse of or is a relative of someone who subsequently becomes a Department Head, Assistant Department Head, Head of the Division or immediate supervisor where employed.

Existing employees who become involved in a relationship defined in this policy have an obligation to advise their supervisor and/or department head who shall notify Human Resources. An attempt to maintain employment of both employees will be made through a transfer, demotion, etc. of either employee. However, the County reserves the right to terminate either employee if the situation has not been resolved within six months from the date of the event. Employees who fail to make proper notification will be subject to discipline, up to and including discharge.

17. SAFETY

Genesee County, under the Michigan Occupational Safety and Health Act, is required to maintain for all its departments a work environment free from recognized hazards that cause or are likely to cause death or serious physical harm, as well as comply with specific occupational safety and health standards that apply to the working conditions in Genesee County's various departments.

Concerns about potential safety issues should be directed to the employee's supervisor, his/her Department Head or the County Risk Management in the Controller's Office.

18. RE-EMPLOYMENT

Former employees of Genesee County seeking re-employment shall not receive preferential or prejudicial treatment, except for qualified veterans (see Section 2.5). Re-employment for all procedural and benefit purposes will be considered as a new hire, including serving a probationary period and starting at the first step of the salary range.

Employees discharged from employment with Genesee County shall not be eligible for re-hire in any County department, except under limited circumstances and as determined appropriate by the Human Resources and Labor Relations Director.

19. POLITICAL ACTIVITY

The Genesee County Board of Commissioners recognizes that County employees have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for an elective public office and holding an elective or appointive public office. When campaigning as, or for, a candidate or if holding a public office, the use of County facilities, equipment, or supplies is prohibited.

County employees shall not engage in any type of partisan or non-partisan political activity at any time during their working hours.

In areas where there may exist a potential or actual conflict of interest, a leave of absence or resignation, as determined by Corporation Counsel, may be required.

20. EMPLOYEE IDENTIFICATION

20.1 Policy

All full time and part time County employees shall be issued employee I.D. Badges. All new employees will be issued I.D. Badges at the time of employment. Employees are required to wear I.D. Badges in a visible (conspicuous) place at all times during their scheduled working hours. The Employee Identification Badge Program is intended to enhance security within County Buildings, while also improving relations with the general public.

20.2 Procedures

- (a) Authorization for Employee I.D. Badges shall be issued by the Human Resources Department.
- (b) I.D. Badges shall contain the employee's picture, name, Department, employee's signature, eye color, hair color and. Employees should contact the Human Resources Department to obtain a badge.
- (c) Employees who fail to wear I.D. Badges will be initially orally counseled. Repeated failure to wear the I.D. Badge will result in formal disciplinary action.
- (d) Employee I.D. Badges are the property of Genesee County and they shall be returned by the employees upon termination of employment.
- (e) The Human Resources Department shall issue non-employee I.D. Badges to individuals regularly assigned to work in County buildings (Register of Deeds, Adult Probation, etc.), who are not employees of the County.

20.3 Social Security Privacy

In order to administer its employee benefit programs and continue other operations, the County will retain and occasionally use your Social Security number. The County prohibits any intentional public display of Social Security numbers. It also prohibits any employee from maintaining, accessing, viewing, or using for their own personal purposes the Social Security number of another individual. For business purposes, authorized County personnel, who have a business use for this information, are allowed to maintain, access, view, or transmit records and documents containing Social Security numbers. Employees who use an employee's Social Security number shall take reasonable steps to prevent other persons from seeing that number. Under no circumstances shall a Social Security number be used on an employee identification badge or card.

When necessary, records and documents that contain Social Security numbers will be properly destroyed by a method that prevents the display of the entire Social Security number. The unauthorized removal or disclosure of Social Security numbers, in any medium, from the County premises is prohibited.

SCHEDULE A – Paid Time Off

**Holidays
Vacation Leave
Personal Time**

HOLIDAYS

- (a) The following days shall be designated and observed as paid holidays for full time and part time Genesee County employees who are otherwise eligible in accordance with the provisions of (b) below.

New Year's Day	Labor Day
Martin Luther King Day	Veterans' Day
Presidents' Day	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Day before Christmas Day
Juneteenth	Christmas Day
Independence Day	Day before New Year's Day

- (b) Eligibility for holidays for the days listed above is subject to the following requirements:
- (1) In order to qualify for holiday pay, the employee must have completed five hundred twenty (520) straight time hours with Genesee County;
 - (2) The employee must work his/her scheduled hours on both his/her last regularly scheduled day before the holiday and on his/her first regularly scheduled day after the holiday or be on an authorized normally paid leave;
 - (3) The employee must not be on a layoff;
 - (4) The employee must not be suspended for disciplinary reasons;
 - (5) An employee who is scheduled to work on a holiday but fails to report for work, unless otherwise excused, shall not be entitled to holiday pay.
- (c) In the event one of the holidays falls on a Sunday, the following Monday will be the recognized holiday for eligible employees; if the holiday falls on a Saturday, the preceding Friday will be recognized as a holiday. However, in departments having continuous seven (7) day operations, the actual date of the holiday will be recognized. Eligible full time employees who perform no work on a holiday shall be paid their regular holiday pay of eight (8) hours at their current hourly rate of pay.

Employees required to work on a designated major holiday (New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day) will be paid premium pay at one and one half (1 ½) times their regular hourly rate for all hours worked in addition to their regular holiday pay. Employees required to work the remaining minor holidays specified above will be paid their regular hourly rate for the first eight (8) hours worked in addition to their regular holiday pay, and overtime premium in accordance with Section 7.8, for hours in excess of eight. For the purpose of computing overtime, all holiday hours (worked

or unworked) for which an employee is compensated (in cash or compensatory time off) shall be regarded as hours worked.

VACATION LEAVE

Eligibility

Vacation leave will be available after the employee has served at 1040 hours. Upon the completion of 1040 hours, the employee will be credited with forty-five (45) hours vacation leave and thereafter will accumulate nine (9) hours of vacation leave for each 208 hours worked. Use of vacation time can only be scheduled with the Department Head's approval who will consider both the wishes of the employee as well as efficient operation of the department concerned.

Vacation Accumulation

Regular, full-time employees with an average regular work week of forty (40) hours shall receive annual vacation with pay in accordance with the following provisions:

For the first five (5) years of full-time service, employees shall accrue paid vacation at the rate of nine (9) hours for each 208 working hour period. (Ninety (90) hours or eleven and one-fourth (11 1/4) working days vacation per year). The maximum vacation which may be accumulated shall be 135 hours.

Upon completion of five (5) years full-time service, employees shall accrue paid vacation at the rate of thirteen (13) hours for each 208 working hour period. (130 hours or sixteen and one-fourth (16 1/4) working days vacation per year). The maximum vacation which may be accumulated shall be 195 hours.

Upon completion of ten (10) years full-time service, employees shall accrue paid vacation at the rate of seventeen (17) hours for each 208 working hour period. (170 hours or twenty-one and one-fourth (21 1/4) working days vacation per year). The maximum vacation which may be accumulated shall be 255 hours.

Upon completion of fifteen (15) years full-time service, employees shall accrue paid vacation at the rate of twenty (20) hours for each 208 working hour period. (200 hours or twenty-five (25) working days vacation per year). The maximum vacation which may be accumulated shall be 300 hours.

An employee's accumulation of vacation leave shall cease when he/she has accrued the allowable maximum and will not begin to accumulate again until the employee's vacation leave balance falls below this amount.

Salary may not be substituted for vacation leave while the individual is employed by Genesee County.

Vacation pay will be paid at the current salary rate of the employee (exclusive of shift premium).

Upon separation from County employment an employee shall receive payment for unused vacation leave at his/her current salary rate.

Vacation Cash-in

Employees shall have the option of cashing-in accumulated vacation time. An employee desiring to cash-in accumulated vacation time must provide written notice, on a form provided by Human Resources, by September 15th of each year. Employees may cash-in up to two hundred (200) accumulated vacation hours per year, provided remaining accumulated vacation hours does not fall below eighty (80).

Payment will be made no later than November 15th. Payment shall be made at the rate of fifty-five percent (55%) of the total amount. Payment shall be by separate check and shall be considered regular wages for tax purposes only.

Payment shall not be subject to retirement contributions and shall not count as final average compensation.

Personal Time

Eligible employees shall receive 64 hours of personal time upon the completion of 520 straight time hours of employment and thereafter upon the personal benefit date during each calendar year. The intended use of said days is for such legitimate purposes as short term illness, doctor, dentist or attorney visits, attending funerals not covered by the bereavement leave provisions, and other necessary personal business. If not utilized, said personal days will accumulate indefinitely and have no monetary value upon separation from employment with Genesee County for whatever reason. Approval must be obtained from the Department prior to utilizing personal days except in emergency situations. However, the County reserves the right to require that the employee absent from work furnish satisfactory proof that said absence from work was occasioned by reasonable cause in those cases where the County has cause to believe that employees are abusing time off from work provisions. Nothing in the above provisions shall diminish the employee's responsibility to comply with departmental procedures concerning prior notification of absence from work.

SCHEDULE B

Life Insurance
Disability Insurance
Workers' Compensation
Health Insurance
Dental Benefits
Optical Benefits
Continuation of Benefits

Exhibit A

Worker's Compensation Procedures

HIPAA

The County strives to preserve the confidentiality of medical information. Under the federal HIPPA law, certain medical information may be used for employment-related purposes, such as determining eligibility for sick leave or FMLA leave. Questions regarding HIPAA should be referred to the Human Resources Department.

LIFE INSURANCE COVERAGE

Active Employees

Classified/Confidential

Employees are eligible for \$50,000 term life insurance policy on the first day of the month immediately following the completion of 520 hours of straight-time employment.

Appointed

Appointed classifications are eligible for \$100,000 term life insurance policy on the first day of the month following their start date.

Elected

Elected classifications are eligible for \$100,000 term life insurance policy on the first day in which they take office.

Retirees

Life insurance for retirees is \$12,000 for employees who retire on or after January 1, 2001. The date of separation of employment shall be utilized for determining the proper benefit level.

DISABILITY INSURANCE COVERAGE

Benefit Limits

Classified/Confidential classifications are eligible for disability insurance benefits on the first day of the month immediately following the completion of 520 hours of straight-time employment. Appointed classifications are eligible the first day of the month following their start date.

Employees with less than five (5) years of service are eligible for long-term disability and/or short-term disability for a period of time equivalent to their months of service. Employees with five (5) years or more are eligible for long-term disability to age sixty-five (65). Employees with five (5) years or more who commence long term disability on or after January 1, 2001, are eligible for long term disability to age sixty-five (65) or for a maximum of ten (10) years, whichever is shorter.

Effective July 1, 2015, for Classified/Confidential classifications, short-term disability benefits commence after completion of a twenty-one (21) calendar day waiting period. For Appointed classification, short term disability benefits commence after completion of thirty (30) calendar day waiting period. Eligible Classified/Confidential employees receive sixty (60%) percent of the employee's regular weekly wage rate up to a maximum of \$530.00 per week, for up to twenty-six (26) weeks. Appointed receive \$200 per week;

the County will pay the difference of \$200 and 60% of gross weekly pay, not to exceed \$1,500. Employees will be required to exhaust accumulated personal time prior to going without pay if the disability leave is also a qualified FMLA leave. However, upon request, the employee may reserve up to twenty-eight (28) hours of personal time and up to forty (40) hours of vacation time by signing the approved form at the time of application.

Long-term disability benefits commence after twenty-six (26) weeks, or upon proper certification of a permanent disability, whichever comes first. Eligible Classified/Confidential employees receive a monthly allowance of sixty percent (60%) of the employee's regular monthly wage rate up to a maximum of \$2100.00 per month. Appointed maximum shall be \$6,000 per month.

Application for Benefits

An employee who is unable to work due to a serious health condition, may apply for disability benefits by submitting to Human Resources: 1) certification from a licensed health care provider required by the Employer and 2) disability insurance forms required by the carrier. These documents are available in Human Resources and must be turned in within one business day after the visit to the health care provider and no later than the tenth (10th) calendar day following the employee's last day worked in order for the employee to be eligible for disability benefits. These time periods may be waived upon the employee providing convincing proof to Human Resources that delay in submitting required documents was beyond the employee's control.

An employee on disability leave may apply for an extension of the leave by contacting his/her department and Human Resources the same date the employee is seen by the health care provider, if possible, or by 8:30 a.m. on the next business day following the appointment. Written certification from the health care provider must be delivered to Human Resources within three business days of the appointment.

It is the responsibility of the employee to provide the required documents within the specified time frames in order to maintain eligibility for benefits. It is the responsibility of the employee to comply with departmental notice requirements regarding absences from work. Failure to keep the department properly and timely informed of absences shall be just cause for disciplinary action.

Employees not receiving regular County pay will be required to pay their premium contribution directly to Human Resources in order to maintain hospital/medical and prescription coverage. See Continuation of Benefits section in this schedule.

Seniority During Disability Leave

Seniority and continuous service for the purpose of benefit accrual rates shall continue for an employee on authorized disability leave for the first thirty (30) calendar days from the date the employee is separated from the payroll. Upon return from a leave of absence lasting longer than thirty (30) days, an employee's seniority date, benefit accrual rates, and benefit dates will be adjusted forward to take into account the length of the employee's absence, provided, however, that the employee shall be given credit on

his/her seniority date and benefit eligibility dates for the first thirty (30) calendar days of his/her absence, as described above.

The time periods shall be calculated on a consecutive basis for multiple leaves of absence unless an employee returns to work for a period of fourteen (14) consecutive calendar days between the end of one (1) leave period and the commencement of another leave period, in which latter case the time period shall be calculated separately.

WORKERS' COMPENSATION

Reporting and Payments

Employees shall report all injuries and illnesses arising directly from County employment to their supervisor as soon as possible after the accident's occurrence using the forms required by Genesee County Risk Management, in the Controller's office. If the injury is deemed compensable, the employee will receive the State-mandated payment in accordance with statutory compensation levels. In addition, any employee with 520 straight-time hours of service sustaining an occupational illness or injury shall be entitled to an amount which, when combined with the statutorily required compensation, will give the employee a total combined benefit of eighty percent (80%) of their then current gross regular straight-time pay plus continuation of hospital/medical insurance, optical insurance, dental insurance and life insurance benefits. Such supplemental payments will be paid in periodic installments at intervals of not more than thirty (30) calendar days beginning with the initial payment received by the employee under Worker's Disability compensation provisions and ending no later than twenty-four (24) months thereafter. The employee shall be entitled to a maximum of twenty-four (24) months of supplemental payments for the same disability, regardless of any intervening periods of employment. In addition, the rate of pay used to determine the supplemental rate of pay shall be the rate used by the State in determining the Worker's compensation payment. In the event the employee's claim, disputed or undisputed, is resolved by informal compromise settlement, grievance or arbitration settlement, redemption or any other term used to describe such payment, said payment shall be considered to include any accrued and future supplemental benefits. In addition, employees will not be entitled to receive both the County supplemental payment and a supplemental payment from the County's auto insurance carrier, if applicable. Accordingly, employees will be given the option of claiming one (1) of the above two (2) supplemental payments, but under no condition will they be eligible to receive both.

The above supplemental compensation shall be issued in periodic payments to the employee, at intervals of not more than thirty (30) calendar days, beginning with the initial payment received by the employee from the insurance carrier under applicable Worker's Compensation Laws.

Employees not receiving regular County pay will be required to pay their premium contribution directly to Human Resources in order to maintain hospital/medical and prescription coverage. See Continuation of Benefits section in this schedule.

Seniority/Continuous Service

Seniority shall continue to accumulate while an employee is receiving Workers Disability Compensation benefits. Time so spent will be counted as continuous service for benefit accrual rate purposes only.

Short-Term Compensation

Employees shall also be compensated for legitimate short-term (seven (7) days or less) occupational injuries or illnesses in accordance with the provisions contained in Section 1 of this Article. This includes the date of the injury or illness if the employee needs to seek treatment during regular hours.

Outside Employment

Unless approval of the Employer is granted in advance, employees shall not be permitted to accept employment elsewhere while on Worker's Disability compensation leave. Acceptance of employment or working for another employer without advance approval, while on such leave may result in disciplinary action up to and including immediate discharge.

HEALTH INSURANCE

Hospital/Medical

Coverage is effective the first day of the month following the start date for non-union classifications. For Elected classifications, coverage is available the first day in which they take office. Healthcare coverage provided by the Employer will be determined by the Healthcare Coalition.

Employees have the option of selecting available hospital/medical coverage plans at the time of hire or during open enrollment.

Employee contributions to health care (including prescription drugs) shall be subject to PA 152 of 2011 on a pre-tax basis. Premiums are paid on a pre-paid basis with employee contributions being withheld during the month prior to the coverage period. Should, for any reason, employees are not required to pay the employee contributions required under PA 152 of 2011, employees shall be required to pay, on a pre-tax basis, 20% of the applicable premium and/or illustrative rate for medical and prescription coverage.

Employees not receiving County pay will be required to pay their premium contribution directly to Human Resources in order to maintain hospital/medical and prescription coverage. See Continuation of Benefits section in this schedule.

Hospital/Medical Coverage – More than one Family Member Employed by County

When spouses/dependents employed by Genesee County and/or a Court Employer are eligible for hospital/medical benefits, only one (1) hospital/medical coverage plan can be selected for each employee and any eligible dependent(s).

Prescription Drugs

Prescription coverage provided by the Employer will be determined by the Healthcare Coalition.

For non-union classifications, coverage is effective the first day of the month following their start date. For Elected classifications, coverage is available the day in which they take office.

Health Insurance Reimbursement

Employees and retirees who are eligible for hospital/medical coverage must advise the Human Resources Department, on forms provided, of their voluntary election not to receive County paid hospital/medical coverage. This "Opt-Out" will remain in effect until the employee notifies the Human Resources Department on forms provided of the employee's election to commence coverage as otherwise provided in this section.

Employees and retirees must initially provide proof at "Opt-Out" that the employee/retiree is covered by a medical insurance plan and must sign a waiver which holds the County harmless for any liability which may be caused by voluntarily electing not to receive hospital/medical coverage from the County.

Thereafter, each full six (6) month period (June through November and December through May) the employee goes without the County provided coverage, the employee will be paid a lump sum gross amount of \$500.00 (in December or June as appropriate), provided that during the six (6) month period the employee would otherwise have been eligible for County paid coverage, had the employee been receiving County paid coverage and the "Opt-Out" payment is not more than the hospital/medical premiums would have been during the same period.

This lump sum amount shall be considered as taxable wages.

Employees may opt in or out of coverage due to a qualifying event, as defined by HIPAA and Section 125 of the Internal Revenue Code if otherwise eligible under the agreement.

An employee who is participating in the "Opt-Out" provision who separates employment prior to completion of the six (6) month period, or has a qualifying event and begins or discontinues coverage, will receive a pro-rated amount for each full month without coverage during that six (6) month period.

Employees receiving County insurance through his/her spouse or other person, who also works for, or is retired from the County are not eligible to receive any health insurance "Opt-Out" reimbursement.

New hires may “Opt-Out” effective when the employee would otherwise be eligible for hospital/medical coverage. Such employee will receive a pro-rated amount for each full month without otherwise eligible coverage during that six (6) month period.

VEBA Trust

A Voluntary Employee’s Beneficiary Association (VEBA) pursuant to Section 501(c) (9) of the Internal Revenue Code is established as a method to pay for health insurance coverage for retirees.

The County will reduce the pre-tax compensation of each employee hired before March 23, 2011 by 3% which the County will contribute to the VEBA as an Employer contribution. At no time shall any employee have any right to receive the amount of the salary reduction in cash or in any form other than retiree health insurance coverage under the provisions of the VEBA.

Employees Hired on or after March 23, 2011 – Retiree Health Care Savings Account

Employees hired on or after March 23, 2011 will not be eligible for County provided retiree health care upon retirement. Rather, they will participate in a retiree health care savings account governed by the applicable provisions of the IRS Rule, Genesee County Board Resolutions, Plan Documents and the rules of the Plan Administrator and governing law. (See Schedule C - Retirement).

DENTAL BENEFITS

Dental coverage provided by the Employer shall be determined by the Healthcare Coalition.

Benefit Eligibility

For Classified/Confidential classifications, dental benefits shall be provided effective the first day of the month immediately following the completion of 1040 hours of straight-time employment at no cost to the employee. For Appointed classifications benefits shall be provided the first day of the month following their start date. For Elected classifications, benefits shall be provided the day in which they take office. Classified/Confidential employees shall also have the option of electing such coverage on the first day of the month immediately following the completion of 520 hours of straight-time employment, provided said employees pay the premiums through payroll deduction, until eligible for Employer-paid coverage.

OPTICAL BENEFITS

Optical coverage provided by the Employer shall be determined by the Healthcare Coalition.

Benefit Eligibility

For Classified/Confidential classifications, optical benefits shall be provided effective the first day of the month immediately following the completion of 1040 hours of straight-time employment at no cost to the employee. For Appointed classifications, coverage will be provided effective the first day of the month following their start date. For Elected classifications, coverage will begin effective the day in which they take office. Classified/Confidential employees shall also have the option of electing such coverage on the first day of the month immediately following the completion of 520 hours of straight-time employment, provided said employees pay the premiums through payroll deduction, until eligible for Employer paid coverage.

CONTINUATION OF BENEFITS

Employees not receiving County pay, and therefore not contributing their health care premium share through payroll deduction, will be required to make the monthly premium payment in the form of a check or money order on an after-tax basis and submit it to the Human Resource Department no later than the 15th of each month. Employees are granted a 30-day grace period. Failure to make the required payments within the specified time will result in the cancellation of the health care coverage. Partial payments will not be accepted. It is the employee's responsibility to know how much the premium co-pay is and when it is due. If the coverage is terminated due to non-payment, the cancellation effective date will be the end of the month that the coverage was previously paid through. Employees will be re-enrolled into the insurance program the first day of the month following the return to work.

The County will provide a maximum of twelve (12) months hospital/medical coverage for employees on authorized disability leave of absence who have at least five (5) full years of continuous service, beginning with the first day such employee goes on authorized disability leave status. Employees who have at least one (1) full year of service but not more than five (5) full years of service shall be provided a maximum of six (6) months of hospital/medical coverage in accordance with the above provisions. Employee payment of their portion of the insurance premium must be submitted to the Human Resources Department in the form of a check or money order by the 15th of each month, or coverage will cease. Employees on a disability leave shall make their premium payments on an after-tax basis.

The County will provide one (1) month's hospital/medical coverage for each full year of continuous service up to a maximum of six (6) months coverage, for employees on layoff status, beginning with the first day of layoff. Said continuation of hospital/medical coverage is contingent upon the laid off employee maintaining eligibility for unemployment benefits. Employee payment of their portion of the insurance premium must be submitted to the Human Resources Department in the form of a check or money order by the 15th of each month, or coverage will cease. Employees on lay-off status shall make their premium payments on an after-tax basis.

Employees will also be permitted the option of continuing present hospital/medical coverage at their own expense under COBRA while on authorized Educational Leave and Personal Leave, beginning with the first day such employee goes on said authorized leave. Employees on authorized disability leave or on layoff status who are not eligible for paid benefits will also be permitted the option of continuing the County's group benefit under COBRA. Employee payment of the insurance premiums referred to in this section must be submitted to the Human Resources Department in the form of a check or money order by the 1st of each month, or coverage will cease in accordance with the COBRA guidelines. Employees on an Educational Leave and/or Personal Leave shall make their premium payments on an after tax basis.

The above provisions of this Section concerning continuation of hospital/medical coverage shall be applicable to Term Life Insurance coverage, Optical Insurance and Dental Insurance.

SCHEDULE C

**Defined Benefit Plan
Defined Contribution Plan**

RETIREMENT BENEFITS

Defined Benefit Plan (Employees Hired Prior To July 1, 1996)

Retirement benefits for the Genesee County Employees' Retirement System defined benefit plan (GCERS Plan) are governed by the detailed provisions of the Genesee County Retirement Ordinance and amendments thereto, together with the Retirement Commission's administrative rules and regulations. Copies of the Ordinance may be obtained from the County Retirement Office.

Employees hired on or after July 1, 1996, are not eligible to participate in the GCERS Defined Benefit Plan.

Multiplier

The retirement allowance factor for employees who retire on or after July 30, 2001 shall be 2.4 for all years of credited service. The maximum portion of the retirement allowance financed by the Employer shall not exceed seventy-five percent (75%) of the employee's final average compensation.

Retirement Eligibility

An employee is eligible for retirement benefit payments under the following conditions:

After twenty-three (23) years or more of credited service with no age restriction.

At sixty (60) years of age with a minimum of eight (8) years of credited service.

Deferred retirement after fifteen (15) years of credited service with retirement benefit payments commencing when twenty-three (23) years of service would normally have been completed.

Final Average Compensation

The employee's best two (2) years of credited service prior to separation of employment shall be computed as final average compensation for retiring employees. Disability leave benefits, Worker's Compensation payments (weekly payments only) and layoff benefits shall be included when figuring final average compensation and credited service, contingent upon the employee's contribution of benefits being received within twelve (12) months of return from such leave or layoff.

Employee Contribution Rate

The Employer will take the actions necessary to implement an IRC Section 414(h)(2) pick-up arrangement. The County will reduce the pre-tax compensation of each employee's straight-time pay by (9%) deducted biweekly from paychecks which the County will contribute to the Genesee County Employees Retirement System as an Employer contribution.

Military Service

Employees may apply in writing to the Retirement Office to receive credit for Military Service for credited service for retirement purposes after completion of five (5) years of credited service with Genesee County.

Pop-Up Option

When an employee selects a beneficiary option (Option A or B) at the time of retirement and the beneficiary is subsequently removed as a result of death, the retirement selection shall automatically revert to Straight Life Allowance.

Cost Of Living

Adjustments of three percent (3%) shall be made annually for the first five (5) years following an employee's retirement. The initial cost of living adjustment shall be payable in the next retirement payment after the completion of one (1) full year of retirement. Cost of living adjustments are not included in computing the retirement allowance financed by the Employer.

Medical Benefits

Retirees

Employees retiring and their eligible dependents shall be provided with vision and dental coverage that is in effect for active employees, including any premium contributions, deductibles and co-insurance, as may be changed from time to time.

If such coverage is not available, the employer will endeavor to provide similar coverage.

Retirees shall be allowed to switch medical coverage during the regular annual open enrollment period, provided coverage is available to retirees.

Premium Payments

Retirees receiving a pension check under the defined benefit plan shall have their health care premium contribution payments, if applicable, taken from their pension checks.

Medicare Eligibility

When the retiree or dependent on a county sponsored healthcare plan is eligible for Medicare they will be required to maintain Medicare Part B and enroll in a Medicare Advantage Plan as determined by the Healthcare Coalition.

Eligible Dependents

Dependents eligible for coverage are a spouse, child or guardian child of the retiree at the time of retirement or deferment, whichever occurs first.

Retiree dependents who are receiving medical, dental or optical benefits under this provision, shall continue to receive such benefits upon death of the retiree as follows: Spouse – until death; other dependent – until age 18 or 26 as applicable, and payment of their share of the premiums are paid.

Life Insurance

Employees who retire shall receive \$12,000 straight life insurance policy upon commencement of pension benefit payments.

Miscellaneous Provisions

- a) The eligible dependent(s) of an employee, who has at least 15 years of credited service as determined by the Genesee County Retirement system, who deceases for non-duty reasons will be entitled to medical, dental and optical coverage as outlined in the paragraphs above entitled Medical Benefits, when the employee would have would have become eligible for retiree medical.
- b) An employee who is found eligible by the Genesee County Retirement Commission to retire with a duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in the paragraphs above entitled Medical Benefits as if they met the years of service requirement.
- c) The eligible dependent(s) of an employee who dies as a result of an injury or disease arising out of employment with the County and is eligible for duty death benefits as determined by the Genesee County Retirement System, will be entitled to medical, dental and optical benefits as outlined in the paragraphs above entitled Medical Benefits as if the employee met the years of service requirement.

Defined Contribution Plan (Employees Hired Prior To July 1, 1996)

Retirement benefits for the existing Genesee County 401(a) Defined Contribution Plan (DC Plan) are governed by the applicable provisions of the applicable IRS Rules, Genesee County Board Resolutions, Plan Documents, the rules of the Plan Administrator and governing law.

Contributions

The Employer will contribute an amount equal to eight percent (8%) of the employee's gross earnings each pay period into the employee's personal retirement account. The employee shall have the option of contributing an amount equal to either three percent (3%) of gross earnings or seven percent (7%) of gross earnings depending upon which plan the employee selected. Employees are one hundred percent (100%) vested in their account.

An employee promoted into the bargaining unit will maintain the contribution rate established when the employee first became a member of the defined contribution plan.

Retirement Benefit Eligibility Date (Adjusted Service Date)

While on a leave of absence, the employee's retirement benefit eligibility date may be affected. Under the provisions of the Defined Contribution Plan, the employee's retirement benefit eligibility date will be adjusted day for day after 30 calendar days on any leave for absence so specified in the contract.

Medical Benefits

Retirees

The Employer will provide the retiree, spouse and dependents medical, prescription drug, dental and optical coverage, based on the following provisions.

Employees retiring shall be provided with medical, vision and dental that is in effect for active employees, including any premium contributions, deductibles and co-insurance, as may be changed from time to time.

Premium Payments

Retirees will be required to make the monthly premium payment on an after-tax basis no later than the 15th of each month. Retirees are granted a 30-day grace period. Failure to make the required payments within the specified time will result in the cancellation of the health care coverage. Partial payments will not be accepted. It is the retiree's responsibility to know how much the premium co-pay is and when it is due. If the coverage is terminated due to non-payment, the cancellation effective date will be the end of the month that the coverage was previously paid through. Retirees may be re-enrolled into the insurance program during the next open enrollment period.

Medicare Eligibility

When the retiree or dependent on a county sponsored healthcare plan is eligible for Medicare they will be required to maintain Medicare Part B and enroll in a Medicare Advantage Plan as determine by the Healthcare Coalition.

Eligible Dependents

Dependents eligible for coverage are a spouse, child or guardian child of the retiree at the time of retirement or deferment, whichever occurs first.

Retiree dependents who are receiving medical, dental or optical benefits under this provision, shall continue to receive such benefits upon death of the retiree as follows: Spouse: until death; other dependent – until age 18 or 26 as applicable as long as payment of the premium, if any, is paid.

Such benefits shall be provided as follows:

- (1) After 23 years of credited service, regardless of age.
- (2) At age 60 with at least eight (8) years of credited service.
- (3) When twenty-three (23) years of credited service would have been completed and who leave after fifteen (15) years of credited service.

If such coverage is not available, the employer will endeavor to provide similar coverage.

Life Insurance

Employees who retire on or after January 1, 2001 shall receive \$12,000 straight life insurance policy paid by the Employer at age sixty (60) or when twenty-three (23) years of credited service would have been completed, whichever is sooner.

Miscellaneous Provisions

The eligible dependent(s) of an employee, who has at least 15 years of service, who deceases for non-duty reasons will be entitled to medical, dental and optical coverage as outlined in the paragraphs above entitled Medical Benefits when the employee would have become eligible for retiree medical.

An employee who is found eligible to retire with a duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in the paragraphs above entitled Medical Benefits as if they met the years of service requirement.

The eligible dependent(s) of an employee who dies as a result of an injury or disease arising out of employment with the County will be entitled to medical, dental and optical benefits as outlined in the paragraphs above entitled Medical Benefits as if the employee met the years of service requirement.

Retirement Application

Written application for retirement shall be filed, not less than thirty (30) calendar days nor more than ninety (90) calendar days, prior to the date the employee desires to retire.

Defined Contribution Plan (Employees Hired On Or After July 1, 1996)

All employees hired on or after July 1, 1996, must participate in the Defined Contribution Plan.

Contributions

After completion of five hundred twenty (520) hours of straight-time employment, the Employer will contribute an amount equal to eight percent (8%) of the employee's gross earnings each pay period into the employee's personal DC Plan retirement account. After

completion of five hundred twenty (520) hours of straight-time employment, the employee shall have the option of contributing an amount equal to either three percent (3%) of gross earnings or seven percent (7%) of gross earnings depending upon which plan the employee chooses.

An employee moving into a non-union position will maintain the contribution rate established when the employee first became a member of the defined contribution plan.

Vesting

This means ownership of the assets of the employee's personal retirement account which includes employee contributions, Employer contributions and investment earnings.

Employees shall be one hundred percent (100%) vested at all times on their own employee contributions and investment earnings.

Employees shall be vested on Employer contributions and investment earnings according to the following schedule:

<u>Completed years service</u>	<u>Percent vested</u>
Two (2)	25%
Three (3)	50%
Four (4)	75%
Five (5)	100%

Retirement Benefit Eligibility Date (Adjusted Service Date)

While on a leave of absence the employee's retirement benefit eligibility date may be affected. Under the provisions of the Defined Contribution Plan, the employee's retirement benefit eligibility date will be adjusted day for day after 30 calendar days on any leave of absence so specified in the contract. Further, an employee's seniority date will be adjusted day for day after 30 calendar days on leave of absence.

Medical Benefits

Retirement Healthcare Savings Account (Employees hired on or after March 23, 2011)

Employees hired on or after March 23, 2011, will not receive any Employer paid retiree healthcare. Such employees will be provided with a retirement healthcare savings account governed by the applicable provisions of the IRS Rules, Genesee County Board Resolutions, Plan Documents and the rules of the Plan Administrator and governing law. Such employees will not be required to contribute to the VEBA while an employee of the County.

The County will contribute fifty (\$50) per pay period, for each pay period the employee is on active payroll status, for each employee hired on or after March 23, 2011. Said payment shall begin effective the first pay period immediately following the employee's completion of five hundred and twenty (520) straight-time hours of employment.

Retirees

Employees retiring with at least twenty-three (23) years of credited service, shall be provided with vision and dental coverage that is in effect for active employees, including any premium contributions, deductibles and co-insurance, as may be changed from time to time.

Deferred Retirees

For employee hired on or after July 1, 1996 but before March 23, 2011 who retire with at least fifteen (15) years of service but less than twenty-three (23) year, may elect to be provided medical benefits as state in the above paragraph entitled Medical Benefits provided the retiree attains age 60 provided the employee pays 25% of the medical and prescription drug coverage premium.

Premium Payments

Retirees will be required to make the monthly premium payment on an after-tax basis no later than the 15th of each month. Retirees are granted a 30-day grace period. Failure to make the required payments within the specified time will result in the cancellation of the health care coverage. Partial payments will not be accepted. It is the retiree's responsibility to know how much the premium co-pay is and when it is due. If the coverage is terminated due to non-payment, the cancellation effective date will be the end of the month that the coverage was previously paid through. Retirees may be re-enrolled into the insurance program during the next open enrollment period.

Medicare Eligibility

When the retiree or dependent on a county sponsored healthcare plan is eligible for Medicare they will be required to maintain Medicare Part B and enroll in a Medicare Advantage Plan as determined by the Healthcare Coalition.

Eligible Dependents

Dependents eligible for coverage are a spouse, child or guardian child of the retiree at the time of retirement or deferment, whichever occurs first.

Retiree dependents who are receiving medical, dental or optical benefits under this provision, shall continue to receive such benefits upon death of the retiree as follows: Spouse – until death; other dependent – until age 18 or 26 as applicable, and payment of their share of the premiums are paid.

Life Insurance

Employees who retire with at least fifteen (15) years of credited service, regardless of age, shall receive \$12,000 straight life insurance policy paid by the Employer.

Miscellaneous Provisions

- a. The eligible dependent(s) of an employee, hired prior to March 23, 2011, who deceases for non-duty reasons will be entitled to medical, dental and optical coverage as outlined in the paragraphs above entitled Medical Benefits (Retirees or Deferred Retirees as appropriate) if the employee has at least 15 years of credited service.
- b. An employee, hired prior to March 23, 2011, who is found eligible to retire with a duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in the paragraphs above entitled Medical Benefits Retirees.
- c. The eligible dependent(s) of an employee, hired before March 23, 2011, who dies as a result of an injury or disease arising out of employment with the County will be entitled to medical, dental and optical benefits as outlined in the above paragraphs above entitled Medical Benefits Retirees.

Retirement Application

Written application for retirement shall be filed, not less than thirty (30) calendar days nor more than ninety (90) calendar days, prior to the date the employee desires to retire.

SCHEDULE D

Miscellaneous Employee Benefits

**Education Reimbursement
Mileage
Shift Premium
Part Time Employee Benefits**

EDUCATIONAL REIMBURSEMENT PROGRAM

Educational reimbursement application forms can be obtained from the Human Resources Department or the County website. Full time, non-probationary employees must be on the active employment payroll during the entire duration of the course to be eligible.

The course must be from an accredited college or institution, must be applicable to a position within the County and be in accordance with County Personnel Policy or union contract. Seminars, workshops and other training sessions which do not provide credit, are excluded.

Employees must satisfactorily meet academic achievement requirements. Undergraduate coursework must receive a minimum grade "C" and graduate coursework a minimum grade "B".

Class attendance and course assignments must be completed on the employee's own time, unless authorized personal and/or vacation time is being used. Employees are also prohibited from utilizing break periods and/or lunch periods to attend class, however, approved flex schedules are permitted to be utilized.

There is an allowed maximum reimbursement limit for tuition expenses per employee per calendar year. A refund will not exceed the employee's actual expenditures, nor will reimbursement be issued for expenses also being reimbursed through other sources (i.e., scholarships, Pell grants, G.I. Bill, etc.). Payments for books, supplies, transportation, parking, meals, recreational activities, and graduation are excluded. However, mandatory fees for which the employee is required to pay in order to register for approved course(s) will be reimbursed.

The application form must be submitted to the Human Resources Department as soon as possible. The application will not be approved if it is after two (2) weeks following the first day of class. Proof of class registration and an itemized bill from the institution must accompany the application. It is the sole responsibility of the employee to submit the application, class registration, and itemized bill to the Human Resources Department by this deadline. Upon receipt, a determination will be made as to whether the employee and the course work meet program eligibility requirements and notification will be sent.

Within thirty (30) days of the completion of approved course(s), the following documents must be submitted to the Human Resources Department: 1) Official copy of the grade report (or similar official evidence of completion of the course); 2) Receipt verifying that the tuition for the course(s) has been paid in full; and 3) Copy of the approved application form. Tuition reimbursement will be issued for approved courses within thirty (30) days of receipt of the above documents. If an employee receiving educational reimbursement leaves County employment prior to expiration of a one (1) year period following completion of the reimbursed course(s), he/she shall repay the County on the basis of 1/12 of the amount for each month they are short of meeting this one (1) year requirement.

MILEAGE ALLOWANCE

Any employee, authorized by the County to utilize their own personal vehicle on actual County business shall receive a mileage allowance established by the IRS guidelines.

PART-TIME EMPLOYEE BENEFITS

Benefits Provided-Other Than Insurance

Part-time employees will be credited with the following full-time employee benefits (if otherwise eligible) on a pro-rata basis in accordance with hours worked (2080 being equivalent to one year of service), unless provided otherwise below:

1. Vacation (see Schedule A);
2. Personal Days (see Schedule A);
3. Step Up Increments;
4. Longevity;
5. Retirement;
6. Seniority (except for layoff purposes)
7. Holidays - 50% of recognized paid holiday pay on the holiday accorded full-time employees, contingent upon the part-time employee working a regularly scheduled work week averaging a minimum of twenty (20) hours (after completion of 520 hours of straight-time employment).
8. Bereavement Leave - Fifty (50) percent of the hours accorded full-time employees with pay, in accordance with the provisions of 12.5 Bereavement, (after completion of 520 hours of straight-time employment).
9. Leaves of Absence – 12.3 Jury Duty and 12.4 Court Leave, for scheduled hours absent from work only.
10. Retiree Health Care Savings Account – Part-time employee's hired on or after March 23, 2011 will be credited with fifty percent (50%) of the dollar amount accorded full time employees in accordance with the provisions of Schedule C - Retirement. These credits shall commence after completion of 520 hours of straight-time employment.

Insurance Benefits Provided

In addition, part-time employees will receive the following insurance benefits on the first day of the month immediately following the employee's completion of five hundred and twenty (520) hours of straight-time employment:

1. Disability - 60% of regular weekly salary (20 hours x hourly rate) up to the weekly maximum in effect for full-time employees.
2. Life Insurance - 100% of full-time employee coverage.
3. Health Insurance, Dental, Optical – Part-time employees who work less than thirty (30) hours per week will receive 100% of full-time employee health insurance coverage contingent on part-time employee paying 50% of monthly premiums, on a pre-tax basis, through payroll deduction effective upon the first day of the month immediately following the completion of 520 hours of straight-time employment. Part-time employees will also receive 100% of full-time employee dental and optical coverage, contingent on said employees paying 50% of monthly premiums through payroll deduction effective upon the first day of the month immediately following the

completion of 1040 hours of straight-time employment. Said employees shall also have the option of electing dental and/or optical coverage on the first day of the month immediately following the completion of 520 hours of straight-time employment, provided said part-time employees pay 100% of premiums through payroll deduction, until he/she is eligible for Employer paid coverage.

4. Health Insurance Reimbursement – Part-time employees who are eligible for hospital/medical benefits, must advise the Human Resources Department, on forms provided, of their voluntary election not to receive County paid hospital/medical coverage. This “Opt-Out” will remain in effect until the employee notifies the Human Resources Department on forms provided of the employees’ election to commence coverage as otherwise provided in this section.

Employees must sign a waiver which holds the County harmless for any liability which may be caused by voluntarily electing not to receive hospital/medical insurance coverage from the County.

Thereafter, for each full six (6) month period (June through November and December through May) the employee goes without the County provided coverage, the employee will be paid a lump sum gross amount of \$250.00 (in December or June as appropriate), provided that during the (6) month period the employee would otherwise have been eligible for County paid coverage, had the employee been receiving County paid coverage and the “Opt-Out” payment is not more than the hospital/medical premiums would have been during the same period.

This lump sum amount shall be considered as taxable wages.

Employees may opt in or out of coverage due to a qualifying event, as defined by HIPAA and Section 125 of the Internal Revenue Code if otherwise eligible under the agreement.

An employee who is participating in the "Opt-Out" provision who separates employment prior to completion of the six (6) month period, or has a qualifying event and begins or discontinues coverage, will receive a pro-rated amount for each full month without coverage during that six (6) month period.

Effective December 1, 2014, employees receiving County insurance through his/her spouse, or other person who also works for, or is retired from the County are not eligible to receive any health insurance “Opt-Out” reimbursement.

New hires may “Opt-Out” effective when the employee would otherwise be eligible for hospital/medical coverage. Such employee will receive a pro-rated amount for each full month without otherwise eligible coverage during that six (6) month period.

SHIFT PREMIUM

A shift premium will be paid to an employee for any time worked on any shift scheduled by the department head to start in accordance with the following:

Scheduled Shift Starting Time

Shift Premium

- | | | |
|-----|--|--------------------------|
| (1) | On or after 3:00 p.m.
and before 11:00 p.m. | 6% |
| (2) | On or after 11:00 p.m.
and before 4:00 a.m. | 8% |
| (3) | On or after 4:00 a.m.
and before 6:00 a.m. | 8% until
8:00 a.m. |
| (4) | On or after 12:00 noon
and before 3:00 p.m. | 6% for four (4)
hours |

Employees of Genesee Valley Regional Center (GVRC), a 24/7 operation, shall have three shifts identified as follows:

- | | |
|-----------------------|---|
| 1 st shift | Any shift starting on or after 5:00 a.m. but before 12:00 noon. |
| 2 nd shift | Any shift starting on or after 12:00 noon but before 10:00 p.m. |
| 3 rd shift | Any shift starting on or after 10:00 p.m. but before 5:00 a.m. |

A shift premium will be paid for hours worked on 2nd and 3rd shifts as provided below.

- | | |
|--------------------------|----|
| 12:00 p.m. to 10:00 p.m. | 6% |
| 10:00 p.m. to 5:00 a.m. | 8% |

SCHEDULE E - POLICIES

EEO Plan
Sexual Harassment Policy
Harassment and Discrimination Policy
Use of Email
Internet Use
Passwords
Media Policy
Time and Attendance Policy
Code of Ethics
Background Check and Criminal Conviction Policy
Conflict of Interest Policy
Drug Free Workplace
Driving for Work Policy
Whistleblower Protection Policy
Workplace Violence Policy
Policy for Closure of County Facilities
Protocol Policy
Arbitration Agreement

EEO Statement

Genesee County provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, genetic information and familial status, sexual orientation, gender identity, gender expression, natural hair or any other protected status. In addition to federal law requirements, Genesee County complies with applicable state and local laws governing nondiscrimination in employment in every location in which the County has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Genesee County expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Genesee County's employees to perform their job duties may result in discipline up to and including discharge.

Genesee County prohibits retaliation against employees who file complaints or participate in investigations.

Accordingly, the Genesee County Board of Commissioners is committed to the principles of Equal Employment as an integral part of its human resources system.

EEO Plan

I. POLICY STATEMENT

It is the policy of Genesee County and its departments to pursue equal employment opportunity regardless of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, genetic information and familial status, sexual orientation, gender identity, gender expression, natural hair or any other protected status or any other protected class as defined by federal and state law in our relationship with applicants for employment, employees of the county, and the public.

II. DISSEMINATION AND COMMUNICATION

This Equal Employment Opportunity Policy shall be made available to employees, applicants, and organizations outside the department through employee handbooks, policy directives, posting in conspicuous locations, the Internet, and through notification to departments, etc.

Supervisory personnel will be advised of the Policy through meetings and/or trainings, with emphasis on individual responsibilities for implementation of the Policy.

III. RESPONSIBILITIES

A. Implementation

The Human Resources & Labor Relations Director shall implement this Equal Employment Opportunity (EEO) Plan. The Plan shall be consistent with applicable law.

B. Supervisors

Supervisors are responsible for assuring that hiring decisions are based on job-related factors.

Employees shall be treated in a non-discriminatory manner, consistent with applicable law, rules, regulations and policies.

IV. ADMINISTRATION OF EQUAL EMPLOYMENT OPPORTUNITY ACTIVITIES

The Human Resources & Labor Relations Department is responsible to undertake activities necessary to implement equal employment opportunity activities consistent with the plan. Overall Equal Employment Opportunity responsibilities shall be coordinated with the Department's Human Resources & Labor Relations Director.

Activities in this area may include:

- (1) Implementing the EEO Plan through internal and external communication techniques.
- (2) Identifying steps that will be taken to assure equal employment opportunity in developing pools of potential qualified employees including identifying areas where equal employment opportunity improvement is necessary and recommending actions for solving them.
- (3) Reviewing and analyzing personnel selection processes, to ensure that they afford equal employment opportunity. Appropriate steps to remedy any identified barriers will be taken in accordance with applicable law, rules, and regulations and as approved by the Human Resources & Labor Relations Director.
- (4) Analyzing employment practices, including reassignments and promotions, and programs offered to employees, including training and other professional development activities to ensure that such activities occur in a non-discriminatory manner.
- (5) Reporting data related to the composition of the workforce by race, gender, and disability status.
- (6) Coordinating Section 504/ADA/reasonable accommodation activities.
- (7) Investigating allegations of illegal discrimination and sexual harassment complaints.

V. EMPLOYMENT PRACTICES

A. RECRUITMENT

Qualified applicants who reflect the composition of all such persons in the relevant labor market will be sought. All personnel involved in the recruiting, screening, and selection processes will be properly trained to ensure the elimination and absence of bias in all personnel actions.

Recruitment of applicants to assure equal opportunity may include the following employment resources:

- (1) Posting of vacancy(s), internally and externally (website)
- (2) Contacting colleges and schools
- (3) Referral Agencies

B. HIRING

The department will make hiring decisions based upon an evaluation of a person's qualifications and ability to satisfactorily perform the essential duties of the position, with or without accommodation, consistent with applicable law, rules, regulations, and if applicable, in accordance with any contractual requirements.

C. PROMOTIONS AND CAREER ADVANCEMENT

In accordance with the principles of equal employment opportunity, the departments will 1) promote employees based on experience, training, and ability to perform duties of a higher level, and 2) encourage employees to participate in available career advancement activities e.g., training programs (internal and external) and tuition reimbursement (if available).

VI. REPORTING OF EEO EFFORT

A. EMPLOYEE RELATIONS AND DEVELOPMENT

The Human Resources & Labor Relations department is responsible for providing other information necessary for the administration of EEO within the departments and will continue to review on an ongoing basis:

- (1) Participation by employees in training and other professional development activities to assure that participation occurs in a non-discriminatory manner, and

- (2) Performance evaluations and disciplinary actions, to assure that such actions are taken in a non-discriminatory manner.

Sexual Harassment*

The Genesee County Board of Commissioners, as part of its commitment to equal employment opportunity, reaffirms its endeavors to maintain a work atmosphere free of sexual harassment.

Sexual harassment is defined by the Equal Employment Opportunity Commission (EEOC) as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The County will not tolerate sexual harassment of any of its employees by a supervisor, co-worker, other employee, county official, county agent or, in certain circumstances, a non-employee.

Complaints of sexual harassment should be brought to the attention of the employee's supervisor (or a higher supervisor if the immediate supervisor is the subject of, or involved in, the complaint). Complaints may also be brought to the Human Resources Department. If a complaint is made to a supervisor, the supervisor must immediately notify the Human Resources Department of the complaint. If a complaint is made to the Human Resources Department, the Human Resources Director will immediately notify the appropriate Department Head of the complaint filed.

The Human Resources Department shall provide the internal forum from the investigation and resolution of complaints of sexual harassment. In each case where a complaint of sexual harassment is filed, with the Human Resources Department, the Human Resources Department will notify Corporation Counsel of the filing of the complaint. In addition, the Human Resources Department will consult with Corporation Counsel during the course of investigation of each complaint.

Immediate and appropriate action will be taken to resolve all complaints of sexual harassment. Under usual circumstances, the investigation will be completed and a report issued within two-four weeks of filing. Employees whose conduct constitutes a violation of this policy can expect to be disciplined. The type of discipline will be determined on a case-by-case basis, contingent on the degree of the offense.

Efforts will be made to ensure the confidentiality of those who file complaints and those who have complaints filed against them. Employees who file complaints of sexual harassment in good faith and witnesses who respond in good faith shall not be subjected to retaliation. Employees who retaliate will be severely disciplined, up to and including discharge. Reports of any such retaliation shall be reported and processed using the same procedures described above for reporting and processing the harassment complaint.

Through this policy, Genesee County is again affirming its commitment to creating a work environment for all employees that is free of any form of discrimination. This policy shall remain in effect indefinitely but may be amended by the Human Resources Department through adoption by the Genesee County Board of Commissioners, when deemed necessary.

*forms for reporting can be found at www.gc4me.com.

Harassment and Discrimination Policy*

Genesee County supports a safe and harmonious work environment and will not tolerate harassment and discrimination of its employees, by any county employee or non-employee, based on religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, genetic information, familial status or any other protected class.

Genesee County will protect the confidentiality of the allegations to the extent possible. However, complete confidentiality cannot be guaranteed as information will need to be revealed to the alleged harasser and witnesses in order to conduct an effective investigation.

If it is determined harassment or discrimination has occurred, Genesee County will take timely and appropriate corrective action. Further, Genesee County will not tolerate adverse treatment of an employee because they reported potential/actual harassment or discrimination, or served as a witness or was involved in the investigation process.

Filing a Report of Potential/Actual Harassment or Discrimination with Genesee County does not extend the timeline to file a complaint with an outside agency. Filings should occur within 180 days of the alleged harassment/discrimination.

An employee may attempt to resolve the issue through their supervisor(s) or department head. If not resolved in this manner, the employee can submit their complaint to the Human Resources and Labor Relations office.

*forms for reporting can be found at www.gc4me.com

Use of Email

Genesee County makes its electronic mail system available to its employees for conducting its official business. Using this system is a privilege, not a right. The records created through the use of this system are the property of Genesee County, not its employees. Genesee County reserves the right to monitor the operation of this system, to access all of the records within it, and to retain or dispose of those records as it deems necessary. The individuals who use this system may make occasional and incidental use of it to send and receive personal messages. In doing so, they acknowledge the organization's ownership of this system and its rights with regard to use.

Internet Use

Overview

The internet is an electronic communications network which provides vast, diverse, and unique information resources. The County's goal in providing this service to employees is to promote productivity and service to the public in Genesee County government by facilitating resource sharing, innovation, state of the art information access, and enhanced communications.

The County encourages information gathered from the Internet that will improve the work product of County personnel. Exploration and sharing of information resources is encouraged. However, with access to the Internet and people all over the world also comes the availability of vast quantities of material neither suitable nor necessary to the County work environment. The County does not approve of the gathering of such non-work related information through County computers.

Access to the Internet by County personnel will be available only through an approved account to be monitored by the System Administrator, user's Department Head or Elected Official, including the Board of Commissioners.

Guidelines

Internet access is supported by a complex association of external network providers and Genesee County support. Effective County use of the Internet depends heavily on the proper conduct of users who must adhere to these guidelines. Internet access is a privilege granted by the County to certain personnel to allow them to use such access to better serve their department, the County and the residents of this County; it is not a right. If a County user violates any of the guidelines outlined in this document, his/her account may be terminated and future Internet access through the County may be denied.

(a) Acceptable Use

- Must be in support of work related activity
- Must be consistent with the rules appropriate to any network being accessed
- Unauthorized use of copyrighted material is prohibited

- Sending or downloading of threatening or obscene material is prohibited
- Distribution of material protected by trade secret is prohibited
- Downloading of large amounts of data that is not essential is inappropriate
- Extensive and unnecessary “surfing” of the Internet is inappropriate
- Use of Internet for other than work related activity is not acceptable and can result in discipline being imposed [Supervisors are entitled to monitor computer use to supervise compliance with these guidelines]
- Advertising or lobbying is prohibited
- Improperly representing or implying that a personal position is that of the County is inappropriate
- E-mail for non-County related purposes is inappropriate

(b) Privileges

- Access to the Internet is a privilege not a right
- Unacceptable usage may result in cancellation of the account
- Limited training will be provided for each account

(c) Netiquette

- Be polite
- Do not use vulgar or obscene language
- E-mail and all other information down loaded from the Internet is subject to review by supervisory staff
- E-mail should not be sent to more persons than reasonably indicated
- No acts should be taken by users which are likely to interfere with the network or other users

(d) Security

- Do not use another individual’s account
- Do not reveal your password to another person
- Do not show or identify security problems to anyone other than the system administrator
- Attempts to log on as another user may result in cancellation of privileges
- Users will be required to update password and account information to continue Internet access

(e) Vandalism/Harassment

- Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or other networks. This includes but is not limited to creating or uploading computer viruses

- Harassment is defined as the persistent annoyance of another user or their work effort. This includes but is not limited to sending unwanted E-mail
- Vandalism and/or harassment will result in cancellation of the offending user account as well as possible criminal penalties

(f) Penalties

- Any user violating these provisions or applicable state and federal laws are subject to loss of network privileges, disciplinary sanctions and possible criminal prosecution
- County administrators will make the final determination as to what constitutes unacceptable use

Genesee County makes no warranties regarding Internet information. The County will not be responsible for any damages a user may incur, including loss of data. The quality and accuracy of information obtained through this Internet connection is not the responsibility of the County.

Passwords

In order to protect the integrity, security, and confidentiality of the County Systems and Data, all employees shall adhere to specific guidelines and restrictions regarding personal access passwords and log-in/log-off procedures. Contact Information Technology for questions about these procedures.

- All employees will be assigned a unique user ID and password before obtaining access to the Genesee County Information Systems.
- Employees will not post passwords or have them written in conspicuous places.
- Employees will not give their password to anyone unless authorized to do so by their Department Head or designee.
- Employees will log in only during their authorized work schedule.
- Employees will not log in using another's password nor permit anyone else to log in with the employee's password unless authorized by the Department Head or designee.
- Employees will log off or lock their PC at lunch, during extended periods away from their workstation, and when leaving the workstation for the day. (If employees leave their workstation unattended without exiting applications or without logging off the network, the network and data are vulnerable to loss or security breach).

Media Policy

The Genesee County Board of Commissioners is eager to communicate in a more efficient manner the positive news of the County as well as the good work that our staff

does for our citizens. Ultimately, any decision that is made at the County reflects back on the Board of Commissioners who were elected and entrusted to manage taxpayer resources in a responsible manner and to ensure essential public services are provided in an effective and efficient manner. Therefore, it is incumbent upon individual departments to have a clear understanding of how their messaging is going to reflect the mission and goals that have been set forth by the Board. With that in mind, the Board is enacting this media policy in an effort to promote a more coordinated approach to public messaging.

Recognizing the fact that certain department heads hold countywide elected offices and represent their own constituencies, media releases coming from the Clerk-Register, Prosecutor, Treasurer, Drain Commissioner, Sheriff, Surveyor, and the Courts should go through their own internal controls to ensure that the messaging from those offices reflects the policies of each office and is consistent with the policies set forth by the Board of Commissioners.

With the enactment of this policy, all press releases will go through a review process prior to being issued for public dissemination in order to ensure that the message is consistent with the Board's current policies. All releases should be directed to a designated review committee appointed by the Board Chair via the Board Coordinator, as early as possible to ensure there is ample time for review prior to release. Notices that are of a critical and immediate nature should be sent directly to the Board Chair or the Board Coordinator or their designee for review.

County Sponsored Social Media

The County Board of Commissioners are desirous to engage residents via all mediums. In addition to traditional media outlets such as TV, radio, and newspapers, social media should be viewed as an additional, important, and effective channel for disseminating time-sensitive information as quickly as possible (i.e. public hearings, notification of enacted legislation, etc.). Understanding that content on any County-endorsed platform is a representation of County government and the Board as a whole, postings should refrain from using jargon and should be produced in a professional manner.

The County Board of Commissioners also wants to ensure that all messaging, across all platforms, maintain certain standards that all departmental employees understand so as to protect both the employee and employer. With that in mind, when employees are posting about County issues using County social media access, they should take care to ensure the following:

- No comments or posts should be related to potential, current or on-going legal matters that a department of the County may be involved in.
- Personal opinions should not be expressed as County-endorsed views or policies on personal social medial platforms.
- The County's name or seal should not be used to endorse any view, product, private business, cause or political candidate.
- All postings shall only address issues that have been approved by the County Board of Commissioners.

- No postings should be made that concern information about a County policy or action that has yet to be finalized or that is related to the internal operations of County government.
- Always respond to constituent inquiries and postings using the official County website. Do not use non-County sites to engage/respond.
- Generally, postings should point the user back to the County's official webpage for any content information.

All departments that have current "sites" on social media platforms should forward to the County Board Coordinator the following:

- Name of the site
- User name on the site
- Who has access/ability to post information
- Who, within your department, provides oversight to the information being published

In order to foster an understanding that these sites are the property of the County, login and password information shall be provided to Genesee County Information Technology (IT) within 5 business days of the Board's adoption of this policy.

Moving forward, any department wishing to engage in social media usage for promotional purposes shall request approval from the County Board of Commissioners prior to beginning such usage. In the request, the department shall provide the following information for the County Board's consideration:

- Name of site desired to be used
- Who, within your department, provides oversight to the information being published
- Who will have access/ability to post information
- Acknowledgment that IT has login/access information for the site

This policy, like any that is passed by the County Board of Commissioners, is subject to change as situations warrant. Any questions may be addressed to the County Board Coordinator.

Personal Social Media

Genesee County recognizes many Employees choose to participate in social media. This policy applies to all forms of social media including but not limited to Facebook, Twitter, Linked-In, blogs and any other form of social networking. This policy applies to the use of any social media communications in the workplace, at home, offsite and at any other location for business or for personal use.

It is important for employees who choose to use social media for their own purposes to understand what Genesee County recommends, expects and requires when they discuss county-related topics or identify themselves as Genesee County Employees.

The standards set forth in this policy are to serve as guidelines for an Employee's participation in social media.

Standards and guidelines for social media for personal use:

- An Employee is prohibited from accessing personal social media sites during work hours unless it is legitimate, work-related purpose and pre-authorized by a Supervisor.
- Employees are responsible for knowing and following policies and procedures including those related to the appropriate use of Genesee County computers, email, Genesee County Employee Code of Conduct/Ethics, Sexual Harassment and Harassment and Discrimination Policies.
- Employees are not to publish, post or release any information that is considered confidential or not public. If there is a question about what is considered confidential, employees should check with their supervisor before posting.
- Inappropriate postings that may include discriminatory remarks, harassment and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject an Employee to disciplinary action up to and including termination.
- Employee shall avoid using statements, photos, videos or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, disparaging to fellow employees, elected officials, officers, agents, appointees or volunteers of Genesee County or that might constitute harassment or bullying pursuant to County policies prohibiting discrimination and harassment. Examples of such prohibited conduct may include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of sex, race, color, national origin or ancestry, age, religion, marital status, pregnancy, veteran status, disability, height, weight or any protected status.
- Employees are precluded from using images of any official Genesee County logo on a personal social media site or website unless it is for a legitimate, work-related purpose which has written approval of the Genesee County Board of Commissioners.
- Employees shall not create a website or social media site that has any appearance of officially representing Genesee County without the written approval of the Genesee County Board of Commissioners.
- Employees shall not make knowingly false representations about Genesee County, fellow employees, elected officials, officers, agents, appointees or volunteers on their personal social media sites or websites.
- Employees shall respect all copyright, trademark and similar laws and use such protected information in compliance with applicable legal standards.
- Employee shall express only their personal opinions on their personal social media sites. If Genesee County is the subject of the content the Employee is

posting, then s/he shall be clear about the fact that s/he is an Employee of Genesee County and that his/her views do not represent those of Genesee County, fellow employees, elected officials, officers, agents, appointees or volunteers.

Be conscious when mixing your business and personal lives. Online, your personal and business personas are likely to intersect. Genesee County respects the free speech rights of all employees, but you must remember that community members, colleagues, supervisor and department heads often have access to the online content you post. Inappropriate posting could lead to adverse employment action being taken. It is recommended you set any personal social media sites privacy setting so they are not visible to the general public.

Be aware that a presence in the social media world is or easily can be made available to the public at large. Consider before publishing.

Always pause and think before posting. Privacy does not exist in the world of social media. Consider what could happen if a post becomes widely known and how that may reflect on both the poster and Genesee County. Search engines can turn up posts years after they are created and comments can be forwarded or copied. If you wouldn't say it at work or in front of a supervisor, consider whether you should post it online. Exercise sound judgment and common sense. If there is any doubt whether something should be posted, do not post it.

Genesee County has the right to monitor its resources (eg., internet, computer systems, networks, etc.) for compliance with its policies and to monitor the use of its name, copyrights, trademarks, websites and other intellectual property on the internet.

Nothing in this policy is intended to prohibit or interfere with any state or federally protected employee right including, but not limited to, right under the Public Employment Relations Act.

An Employee who violates this policy may be subject to disciplinary action up to and including discharge.

Time and Attendance Policy

Genesee County is in the process of converting to a web-based electronic time keeping system, Kronos. Upon implementation of the Kronos system throughout the various county locations, the guidelines of this policy shall apply. The Kronos system will coordinate with the County's payroll system to ensure employees are paid according to applicable laws and collective bargaining agreements.

With certain exceptions, it is expected that all Genesee County employees will use Kronos. Elected officials and Department Heads appointed by the Board of Commissioners are exempt from the policy requiring employees to clock in and out. Additionally, attorney employees in the Office of the Prosecuting Attorney, the Friend of

the Court, Corporation Counsel, and Court departments may be exempted from the policy of clocking in and out at the discretion of the department heads of those departments. The Department Head must provide written authorization of the exemption to the Payroll Analyst. If exempted, the Kronos schedule for each attorney employee will be adjusted to 8 hours each day and a total of 40 hours each week. Each exempted employee will still be required to record any paid time off in the Kronos system and to approve their time card in Kronos. Also, each exempted attorney employee's supervisor will continue to approve the exempted attorney employee's time card in Kronos and to make any required adjustments.

Methods

The mandatory method for clocking in at the start of a shift and clocking out at the end of a shift is the utilization of the biometric scanners located near entrances.

The quick-punch time stamp or biometric scanners may be utilized when clocking in and out for lunch periods. The quick-punch is registered when the employee enters their user name and password into the time stamp link on the Kronos website.

In the event an employee is not able to clock in/out utilizing the methods described, they are to discuss further options with their Supervisor who will consult with Payroll.

Supervisor Responsibility

It is the responsibility of the Supervisor to ensure that electronic timecards of employees under their supervision are accurate. It is also incumbent upon the Supervisor that employees perform no work before or after their scheduled work hours. Additionally, each employee must be assigned a schedule in Kronos by the Supervisor.

All edits or changes to an employee's timecard in Kronos must include an explanation in the 'comment' option provided in Kronos to document the reason for the change. Any changes or edits made to an employee's timecard should be made known to the employee at the time of the change and should follow the appropriate collective bargaining agreement, personnel policy manual guidelines and/or applicable statutory requirements related to earned wages.

Any time an employee clocks outside his/her assigned schedule, it should be discussed with the employee. If it is determined the employee was not performing work during that time, the Supervisor must make the necessary changes in Kronos to reflect the time actually worked. A 'comment' must be included when a punch is changed. If an employee notifies his/her Supervisor that he/she has worked beyond the regular schedule, but has clocked in/out within 15 minutes before/after the scheduled shift (see Employee Schedule section), the Supervisor will modify the schedule to reflect actual time worked, if it is determined the employee was working.

Time worked outside of an employee's assigned schedule is to be pre-approved. The Supervisor is responsible for addressing such instances with employees.

Employee Responsibility

It is the responsibility of each employee to report his/her time worked, lunch periods and/or time off accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance will result in disciplinary action up to and including termination.

- Employees are expected to be at their designated work stations at the start and end of their shift.
- Employees will be required to utilize the biometric scan method to clock in/out at the beginning and end of their scheduled shift.
- Employees will be required to utilize the biometric scan method to clock in/out for any absences during the day other than lunch.
- The quick-punch time stamp or biometric scanners may be utilized when clocking in and out for lunch periods.
- Employees should not clock in/out for their paid 15 minute breaks.

It is the employee's responsibility to obtain his/her Supervisor's approval for any time worked outside of his/her scheduled shift.

Employee Schedule

Employees will be allowed to clock in no more than 15 minutes before the start of their scheduled shift. Employees will also have 15 minutes after the end of their scheduled shift to clock out. Kronos will recognize the scheduled start and end time, for payment purposes, when an employee clocks in/out no more than 15 minutes before and after the scheduled shift.

It is to be understood, the 15 minutes is to allow employees ample time to be prepared to begin and end their shift. Employees are not permitted to perform any work for the employer(s) during the 15 minutes before and after the scheduled shift regardless of whether they have clocked in/out, unless pre-approved by the employee's Supervisor.

If work is performed during the 15 minute periods before and after the scheduled shift, it must be pre-approved by the Supervisor. The Supervisor must then edit the timecard in Kronos to document time worked.

Employees should not clock back in from lunch early thereby creating overtime, unless approved by their Supervisor and the employee is actually performing work.

Rounding

For a punch in/out during the day other than the 15 minutes before and after the scheduled shift, Kronos will round by the tenth of an hour as indicated in the table below.

Minutes from:	Kronos Rounds to:	Or the Equivalent of:
0 to 3	0 minutes	0 tenths of an hour
4 to 9	6 minutes	1/10th of an hour
10 to 15	12 minutes	2/10ths of an hour
16 to 21	18 minutes	3/10ths of an hour
22 to 27	24 minutes	4/10ths of an hour
28 to 33	30 minutes	5/10ths of an hour
34 to 39	36 minutes	6/10ths of an hour
40 to 45	42 minutes	7/10ths of an hour
46 to 51	48 minutes	8/10ths of an hour
52 to 57	54 minutes	9/10ths of an hour
58 to 63	60 minutes	1 hour

Employee Acknowledgement

I understand and acknowledge that I am not permitted to perform any work for the Employer(s) before the start of my shift and after the end of my shift and lunch without the express permission of my supervisor, regardless of whether I have clocked in or out.

Code of Ethics

Preamble

Adherence to high ethical standards by public officers and employees is central to the maintenance of public trust and confidence in government.

There is a strong tradition of adherence to high standards of conduct by Genesee County officers and employees in the performance of their public duties.

This Code of Ethics is intended to codify those ethical principles which have guided Genesee County officer and employees in the past and should continue to guide them in the future.

Ethical Principles

A County officer should:

- * Properly administer the affairs of the County.
- * Promote decisions which benefit the public interest.
- * Actively promote public confidence in County government.
- * Inject the prestige of his or her office into everyday dealings with the public, fellow officers and County employees.
- * Effectively and efficiently work with governmental agencies, political subdivisions and other organizations in order to further the interests of the County.

A County officer or employee should:

- * Keep safe all funds and other properties of the County.
- * Conduct and perform the duties of his or her public position diligently, and promptly dispose of the business of the County.
- * Maintain a positive image during performance of his or her public responsibilities, so as to pass constant public scrutiny.
- * Evaluate all procurement decisions falling within his or her responsibility, so that the best service or product for the needs of the County may be obtained, with due regard to cost, quality and the County Purchasing Regulations.
- * Maintain a respectful attitude toward other public officers and employees.
- * To the extent permitted by law, maintain the confidentiality of information which he or she has acquired, through his or her public position, on a properly confidential basis.
- * Maintain truthfulness, toward fellow officers, County employees and the general public, regarding matters within his or her public responsibilities.
- * Faithfully comply with all laws and regulations applicable to the County, or to its officers or employees, and impartially apply them to everyone.
- * Accept the responsibility that his or her mission is that of servant and steward of the public.

The County officer or employee should not:

- * Use County funds, or make any significant use of County equipment or other assets, or of County compensated services, for electoral campaign purposes or other personal benefit of herself, himself or another, rather than in furtherance of County governmental activities or interests.
- * Engage in outside interests that significantly conflict with the faithful performance of his or her County duties.
- * Improperly influence or attempt to improperly influence another County officer or employee to act to the personal benefit of such first mentioned officer or employee.
- * Accept anything of value, from any source, which is offered to influence his or her action as a public officer or employee.

Applicability of this Code, and Certain Additional Provisions

This Code of Ethics has been adopted by the Genesee County Board of County Commissioners. The Code states general guidelines for ethical conduct by County officers and employees.

The Code applies to the Board of Commissioners, the office of the Board Coordinator and, by action of the Board of Commissioners in adopting the Code, all other County budgetary departments other than courts, agencies and offices of the courts, departments headed by holders of elective office and Genesee County Community Mental Health Services. The Board of Commissioners urges all County budgetary departments, within which the adoption of this Code by that Board has not made this Code applicable, to adopt this Code or to adopt or maintain a code of ethics substantially including the principles expressed in this Code.

Holders of elective office and department heads are “officers” within the meaning of this Code. All other personnel of budgetary departments to which this Code applies are, within the meaning of this Code, “employees.”

Members of the Board of Commissioners who are appointed by that Board to serve on another body are appointed to so serve as representatives of the Board of Commissioners. They may ethically vote on both the Board of Commissioners and the other body, on a matter before both of the bodies.

County officers of budgetary departments to which this Code applies will inform County personnel within their respective departments of the provisions of this Code and of the Code’s applicability to those personnel.

To the extent permitted by law, and with appropriate disclosure, a County officer or employee ethically may abstain from voting or disqualify himself or herself from other action in a situation involving a conflict of interest or the appearance of such a conflict. Engaging in an outside interest which only infrequently requires such an abstention or a disqualification from other action does not, at least generally and within the meaning of this Code, constitute either failure to faithfully perform the duties of the County position or unethical conduct.

Background Check and Criminal Conviction Policy

It is the policy of Genesee County that a conviction of a crime, even a felony, will not automatically preclude an individual from employment. Following these procedures will ensure, to the best of our abilities, that decisions are made for legitimate business reasons and not discriminatory factors, either known or unknown, to those determining employment at Genesee County and those working or volunteering for Genesee County.

Employee/Volunteer Duties

Employees must notify Human Resources within ten (10) business days when they are 1) convicted of a crime, 2) charged with a felony, or 3) added to the federal or state sex offender registry. As soon as possible, but in no more than thirty (30) days, employees must provide Human Resources with any documentation relating to the circumstances of

the event.

Where applicable, each employee/volunteer or potential employee/volunteer must sign the Central Registry Clearance Request form indicating that they are aware of the Central Registry clearance request and must submit their picture identification for copying and inclusion with the clearance check.

Employer Guidelines

The following guidelines are based on federal employment discrimination laws as modified to align with Genesee County practice (e.g. Genesee County does not consider arrest records for purposes of hiring).

Grant Requirements

Background checks must be completed to comply with all grant agreements. As an example, for DVS funded employees and volunteers this includes a criminal record check (iCHAT or similar), State sex offender registry check, Federal sex offender registry check, and central registry checks for anyone in contact with minors. On an as required basis for each department and grant, background checks must be completed on all employees and volunteers conducting grant funded activities.

Interview Process

The following processes shall be followed and documented when conducting an employment interview.

The Genesee County Board of Commissioners, via Ban the Box, prohibits the employer from asking questions about criminal backgrounds during an interview. Criminal background checks will be administered after an offer of employment has been made.

It is our practice to:

- Treat applicants with similar criminal records consistently. For example, do not refuse to consider Hispanic applicants who have criminal records if you consider applicants of other national origins who have the same or similar criminal records.
- Avoid using an employment policy or practice that excludes people with certain criminal records if the policy or practice significantly disadvantages individuals of a particular race or national origin, and does not accurately predict who will be a responsible, reliable, or safe employee.
- If you ask applicants for criminal history information, consider waiting until later in the hiring process to do so. That way, you'll have the opportunity to consider applicants' qualifications for the job before you assess the relevance, if any, of applicants' criminal history.

Processing a Positive Background Check

When a criminal conviction is identified as a result of the criminal background check, the Individualized Assessment process, recommended by the EEOC, shall be followed. Human Resources, in coordination with the hiring department, will 1) evaluate restrictions on hiring, 2) weigh considerations, and 3) complete an individualized assessment of the applicant. All parts of the process shall be fully documented by the department, to the satisfaction of Human Resources.

Step 1: Restrictions

Determine if there are any federal, state and/or local laws, grant requirements, or regulations which restrict or prohibit the employment of individuals with certain criminal records?

If the answer is yes, - do not proceed with the hiring process.

Inform applicant that they are excluded from consideration because of prior criminal conduct. Document the information gathered and the basis for the determination that the individual cannot be hired.

If the answer is no, - proceed with Step 2 considerations and Step 3 individualized assessment.

The individual is not legally prohibited but may be otherwise prohibited from employment.

Step 2: Considerations

The following considerations shall be followed and fully documented when weighing considerations of a positive background check.

It is our practice to:

- Determine how the applicant's criminal history relates to the risks and responsibilities of the job. Among other things, consider the nature of the crime; the time that has passed since the criminal conduct occurred; and the nature of the job.
- Treat arrest records differently than conviction records. The fact that someone has been arrested is not proof that he committed a crime but an arrest may trigger an inquiry into whether the conduct underlying the arrest justifies a negative employment decision.
- Review the accuracy and relevance of a conviction record before basing an employment decision on that record. Consider whether the record is inaccurate or outdated. In certain circumstances, you may decide not to rely on a conviction record when making an employment decision.

Step 3: Individualized Assessment

Individualized assessment generally means that an employer informs the individual that they may be excluded because of past criminal conduct; provides an opportunity to the individual to demonstrate that the exclusion does not properly apply to them; and considers whether the individual's additional information shows that this Policy, as applied, is not job related or consistent with business necessity. The individual may include information, for example, to show that they were not correctly identified in the criminal record, or that the record is otherwise inaccurate.

Other relevant individualized evidence includes, for example:

- The facts or circumstances surrounding the offense or conduct;
- The number of offenses for which the individual was convicted;
- Age at the time of conviction or release from prison;
- Evidence that the individual performed the same type of work, post-conviction, with the same or a different employer, with no known incidents of criminal conduct;
- The length and consistency of employment history before and after the offense or conduct;
- Rehabilitation efforts, e.g., education/training;
- Employment or character references and any other information regarding fitness for the particular position; and
- Whether the individual is bonded under a federal, state, or local bonding program.

If the individual does not respond to the employer's attempt to gather additional information about their background, the Human Resources will assist the department to make its employment decision without the information.

See the following links for more detailed information and guidance:

<https://www.eeoc.gov/employers/small-business/criminal-records>

<https://www.eeoc.gov/laws/guidance/what-you-should-know-eeoc-and-arrest-and-conviction-records>

<https://www.eeoc.gov/laws/guidance/enforcement-guidance-consideration-arrest-and-conviction-records-employment-decisions>

Conflict Of Interest Policy

It is the Policy of Genesee County to protect the public interest by requiring standards of conduct from all public officers and employees.

The purpose of this Policy is to protect the County's interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a public officer or employee of the County or might result in a possible excess benefit transaction.

Definitions

“Conflict of Interest” or a potential conflict of interest exists whenever personal, professional, commercial, or financial interests or activities outside of Genesee County have the possibility (either in actuality or in appearance) of:

1. compromising an employee or volunteer’s judgment;
2. biasing the nature or direction of an expenditure of public funds;
3. influencing an employee or volunteer’s decision or behavior with respect to County affairs, appointments and promotions, uses of County resources, or other matters of interest to the County; or
4. resulting in a personal or family member’s gain or advancement at the expense of the County. For purposes of subsection (4), family members include spouse, domestic partners and dependents.

“Interested Person” is defined by this policy as any director, officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

“Financial Interest” means a person has a financial interest if they have, directly or indirectly, through business, investment, or family:

1. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement;
2. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement; and/or
3. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.

Standards Of Conduct

A public officer or employee shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.

A public officer or employee shall use personnel resources, property, and funds under the officer or employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.

A public officer or employee shall not solicit or accept a gift or loan of money, goods, services, or other thing of value for the benefit of a person or organization, other than the County, which tends to influence the way the public officer or employee or another public officer or employee performs official duties.

A public officer or employee shall not engage in a business transaction in which the public officer or employee may profit from his or her official position or authority or benefit financially from confidential information which the public officer or employee has obtained or may obtain by reason of that position or authority. Instruction which is not done during regularly scheduled working hours, except for annual leave or vacation time, shall not be considered a business transaction pursuant to this subsection if the instructor does not

have any direct dealing with or influence on the employing or contracting facility associated with his or her course of employment with this County.

Except as otherwise provided by State law, a public officer or employee shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the officer or employee's official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of official duties.

Except as otherwise provided by State law, a public officer or employee shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the public officer or employee has a financial or personal interest.

No public servant shall be a party, directly or indirectly, to any contract between himself and the public entity of which he is an officer or employee, except as provided by State law.

Procedures

Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors or members of committees with governing board delegated powers considering the proposed transaction or arrangement.

Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board members shall decide if a conflict of interest exists.

Grant And Federally Sponsored Funding

Each department head, in consultation with the grantor and Board, has the right and responsibility to articulate and disseminate policies and procedures for the purpose of enabling compliance with requirements mandated by the grantor, as it relates to the disclosure of outside activities and management of related conflicts of interest and conflicts of commitment involving employees and volunteers whose current or past duties are supported by grant sponsored funding. Policies mandated by the grantor may involve the review and reporting of employee's or volunteer's independent contracts with outside entities.

Violations

Violations of this policy as determined by the appropriate department head, supervisor, or the Board are considered by the County to be misconduct on the part of the individual

Any employee who knowingly violates this policy will be subject to disciplinary action up to and including dismissal, in accordance with applicable disciplinary procedures.

Violations include but are not limited to situations in which: 1) the employee or volunteer knows of a situation that places them in a potential or actual conflict of interest or conflict of commitment but fails to disclose it fully, according to the policies of their department; and 2) the employee or volunteer discloses a potential or actual conflict of interest or commitment but fails to abide fully by the required plan for avoiding or managing the conflict.

If the Board has reasonable cause to believe a public officer or employee has failed to disclose actual or possible conflicts of interest, it shall inform that person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose. If, after hearing the response and after making further investigation as warranted by the circumstances, the Board determines the public officer or employee has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Drug Free Workplace

In compliance with the Drug Free Workplace Act of 1988, the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance in the workplace is prohibited. Employees in violation of the above policy will be subject to disciplinary action, up to and including discharge. Any employee who is convicted under a criminal drug statute must inform the County Human Resources Department in writing within five (5) calendar days.

Any employee who needs help with a substance abuse problem may contact the Employee Assistance Program (EAP) at (800) 969-6162. Participation in the EAP is confidential and does not have any influence on performance appraisals. However, participation in a treatment program does not insulate an employee from the imposition of discipline for violations of this or other Genesee County policies.

Driving For Work Policy

It is the policy of Genesee County to require employees to be safe and attentive drivers and passengers while traveling for work. This policy is intended to ensure the health, safety, and welfare of employees. While traveling in County vehicles and/or while performing work-related duties in personal vehicles, all employees must comply with traffic and parking laws, seatbelt laws, and no texting laws. Illegal or distracted driving for work purposes **will not be tolerated.**

While driving or traveling in County vehicles and/or while performing work-related duties in personal vehicles,

Employees Shall:

- Be conscious of road safety and demonstrate safe driving and good road safety habits
- Drive only with a valid, current driver's license
- Drive only a category of vehicle for which they are properly licensed
- Carry their driver's license on their person when driving
- Wear a seatbelt and require all occupants to wear a seatbelt at all times
- Avoid distractions when driving
- Notify their supervisor if their driver's license is suspended, cancelled, or has had limitations placed upon it
- Take time to familiarize themselves with the vehicle's handbook
- Be responsible and accountable for their actions while driving
- Display the highest level of professional conduct
- Check the oil, tires, radiator, and battery of County vehicles they regularly use
- Constantly assess hazards while driving
- Stop after a collision
- Drive within the legal speed limits, including driving for the conditions
- Adjust or set navigation system/stereo/mirrors before driving
- Re-adjust navigation system/stereo/mirrors only after safely pulling over to do so
- Report any vehicle defects upon returning the vehicle

Employees Shall Not:

- Be distracted (must have eyes on the road, hands on the wheel, mind on the drive)
- Drive recklessly or dangerously in a way that violates traffic laws or causes death or injury
- Drive under the influence of alcohol or drugs, including prescription and over the counter medications if they cause drowsiness
- Read, type, or send a text message while driving
- Perform any actions that warrant assessment of penalty points or suspension of a license
- Transport any hazardous substances without prior approval from your supervisor and only then in full compliance with relevant legislation

These rules are not intended to be all-inclusive and each department in addition may have specific departmental rules and/or regulations which are applicable to employees working in the department. **Violation of this policy will be viewed as a serious breach of conduct and may result in employee dismissal.**

Whistleblower Protection Policy

It is the Policy of Genesee County to protect individuals who report activities believed to be illegal, dishonest, unethical, or otherwise improper.

Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. Employees and volunteers must exercise sound judgment to avoid baseless allegations. Anyone who intentionally files a false report of wrongdoing will be subject to disciplinary action.

Definitions

“Whistleblower” is defined by this policy as an employee or volunteer who reports, to one or more of the parties specified in this policy, an activity that they consider to be illegal, dishonest, unethical, or otherwise improper.

“Employee,” or “public employee,” means a person who performs a service for wages or other remuneration under a contract of hire, written or oral, express or implied, for the district.

“Matter of public concern” means

1. violation of a state, federal, or municipal law, regulation, or ordinance;
2. a danger to public health or safety; and/or
3. gross mismanagement, substantial waste of funds, or a clear abuse of authority.

“Public body” includes an officer or agency of the federal government, the state of Michigan, or Genesee County.

Guidelines

Genesee County will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes they are being retaliated against must contact the Genesee County Human Resources Director (HR Director) immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Protections

Whistleblower protections are provided in two important areas: confidentiality and retaliation. To the extent possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed in order to conduct a thorough investigation, to comply with the law, and to provide accused individuals their legal rights of defense.

Protected Individuals include:

1. the employee, or a person acting on behalf of the employee, who reports or is about to report to a public body regarding a matter of public concern; and
2. the employee who participates in a court action, an investigation, a hearing, or an inquiry held by a public body on a matter of public concern.

Genesee County will not discharge, threaten, or otherwise discriminate against an employee or volunteer regarding compensation, terms, conditions, location, or privileges of employment.

Genesee County will not disqualify an employee or other person who brings a matter of public concern, or participates in a proceeding connected with a matter of public concern, before a public body or court, because of the report or participation, from eligibility to bid on contracts with the organization; receive land under a district ordinance; or receive another right, privilege, or benefit.

Limitations to Protections

The provisions of this policy do not:

1. require Genesee County to compensate an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
2. prohibit Genesee County from compensating an employee for participation in a court action or in an investigation, hearing, or inquiry by a public body;
3. authorize the disclosure of information that is legally required to be kept confidential; or
4. diminish or impair the rights of an employee under a collective bargaining agreement.

A person is not entitled to the protections under this policy unless they reasonably believe that the information reported is, or is about to become, a matter of public concern; and reports the information in good faith.

A person is entitled to the protections under this policy only if the matter of public concern is not the result of conduct by the individual seeking protection, unless it is the result of conduct by the person that was required by the employer.

Before an employee initiates a report to a public body on a matter of public concern under this policy, the employee shall submit a written report concerning the matter to the HR Director. However, the employee is not required to submit a written report if they believe with reasonable certainty that the activity, policy, or practice is already known to HR; or that an emergency is involved.

Relief and Penalties

A person who alleges a violation of this policy may bring a civil action and the court may grant appropriate relief. A person who violates or attempts to violate this policy is also liable for a civil fine of not more than ten thousand dollars (\$10,000.00).

Procedures

If an employee has knowledge of or a concern of illegal or dishonest/fraudulent activity, the employee is to contact their immediate supervisor or the HR Director. All reports or concerns of illegal and dishonest activities will be promptly submitted by the receiving supervisor to the HR Director, who is responsible for investigating and coordinating any

necessary corrective action. Any concerns involving the HR Director should be reported to the Genesee County Chief Financial Officer.

The whistleblower is not responsible for investigating the alleged illegal or dishonest activity, or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities include violations of federal, state, or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to disciplinary action.

Workplace Violence Policy

It is the policy of Genesee County to provide a safe and nonviolent environment for its employees, officials, tenants and members of the public, that is free of threats, harassment, intimidation, coercion, verbal or physical abuse. Any threat or act of violence in the workplace **will not be tolerated**.

Genesee County supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the sanctions imposed for violating this policy, informing employees of the Employee Assistance Program, and providing a reporting procedure to report threats or incidents of violence without fear of reprisal.

Genesee County is committed to providing training to elected officials, department heads, supervisors and employees to enable them to recognize the signs of, and deal effectively with, threatening or violent situations.

Policy for Closure of County Facilities

During Severe Inclement Weather and Other
Circumstances Beyond the County's Control

The Board of Commissioners recognizes that the County has a vested interest in the safety and well-being of its employees. At the same time, this Board recognizes the importance of the services provided to the citizens of Genesee County by County offices. Concurrently, it recognizes that there are significant costs that occur as a result of closing County facilities. For these reasons, it is the general policy of this Board that County facilities will not close during severe inclement weather or other circumstances beyond the County's control.

This document will outline the policies and procedures governing the determination of whether County facilities will close in a particular instance, and the effect of such closure.

I. Definitions

For the purposes of this policy, the following terms have the meanings prescribed in this Section. Examples are provided for demonstrative purposes and are not intended to be an exhaustive list.

- a. "Circumstances beyond the County's control" means the existence of conditions at a County office or facility making it impossible or unreasonably difficult for County business to be performed at that facility. Examples of circumstances beyond the County's control are the extended loss of essential utilities such as electricity or water, the failure of essential building systems or structures, or a situation qualifying as an "other emergency" as defined by this Policy.
- b. "Essential Employees" are employees within the Building & Grounds Department, the Motor Pool, the Genesee Valley Regional Center, Animal Control, and the Office of the Genesee County Sheriff.
- c. "Severe Inclement Weather" means weather conditions resulting from rain, ice, snow, flood, or other storm that limit travel by County residents and employees, or pose a widespread risk of injury to persons or property. Examples of severe inclement weather include tornadoes and floods, as well as severe thunderstorms, blizzards, or ice storms that make travel dangerous.
- d. "Other Emergency" means a situation posing a widespread risk of injury to persons or property. Examples of other emergencies include fire, explosion, release of hazardous materials, bomb threats, terrorist attack, or mass shooting.

II. Application

This policy applies to all County offices and facilities except the Office of the Sheriff, the Genesee County Jail, the 7th Circuit Court, and the 67th District Court. The Sheriff and the Chief Judge of Genesee County Courts are authorized to develop and implement policies for closure of facilities under their supervision.

The Board Chairperson shall consult with the Sheriff as the County's appointed Emergency Manager and the Chief Judge prior to exercising any authority granted herein.

III. County Employees Expected to Report if Able

Unless excused from work by action of the Board Chairperson as described below, County employees are expected to make every reasonable effort to maintain regular work schedules.

- a. When severe inclement weather exists and the Board Chairperson has not excused County employees from work, employees are expected to plan ahead, where possible, and to allow for extra travel time so as to allow them to arrive promptly and safely at work. Supervisors are authorized to exercise discretion regarding employee punctuality.
- b. During severe inclement weather, employees are expected to use their own reasonable judgment as to whether it is safe to travel to work. Employees shall be permitted to use banked Personal Time, Vacation Time, Comp Time, or to take unpaid time in the event they have determined that conditions are too severe for travel. Any such absence shall be considered an excused absence under any applicable attendance policy or collective bargaining agreement.

IV. Criteria to be Considered for Closure

The Board Chairperson is authorized to close one or more County offices to the public due to severe inclement weather or circumstances beyond the County's control. The Board Chairperson is further authorized to excuse, with pay, employees from their regularly scheduled work shifts where necessary in such severe inclement weather or circumstances beyond the County's control. In the absence or unavailability of the Chairperson, the Vice Chairperson, is authorized to act with the authority of the Chairperson. In the absence of both the Chairperson and the Vice Chairperson, the Chairperson of the Governmental Operations Committee of the Board is authorized to act with the authority of the Chairperson.

When considering whether to close any County facility or office, the Board Chairperson shall consider the following:

- a. Public safety;
- b. The safety of County employees;
- c. The public need for the service provided by that facility or office;
- d. The operational needs of the County; and
- e. The expense of a closure.

In addition, the Board Chairperson shall consult with the Sheriff as the County's designated Emergency Manager and the Chief Judge of Genesee County Courts prior to issuing any decision regarding closure.

V. Effects of Closure

When the Chairperson determines that circumstances warrant closure of a County office or facility, he or she shall determine whether the office or facility shall be closed to

the public but otherwise remain in operation, or whether the employees at that office or facility will be excused from their regularly scheduled work shifts.

- a. *County Offices Closed to the Public.* If a County office is to be closed to the public pursuant to this policy, employees are expected to report for their regularly scheduled shift unless excused from work by action of the Board Chairperson. The Board Chairperson shall ensure that appropriate public notice of the closure is provided by methods that shall include, but are not limited to, local television and radio stations, and the County's web page and social media sites.
- b. *Employees Responsible for Their Own Safety.* During severe inclement weather conditions, employees are expected to use their own reasonable judgment as to whether it is safe to travel to work. Employees shall be permitted to use banked Personal Time, Vacation Time, Comp Time, or to take unpaid time to account for their absence in the event they have determined that conditions are too severe to travel.
- c. *Excused Absences to Care for Family.* In the event of severe inclement weather or other emergency, employees shall be permitted to leave work to ensure the safety of their families or property. Employees shall be permitted to use banked Personal Time, Vacation Time, Comp Time, or to take unpaid time to account for their absence in the event they do so. Any such absence shall be excused under any applicable attendance policy or collective bargaining agreement. Department Heads are authorized to require employees within their Departments to notify their supervisors prior to leaving work pursuant to this policy.
- d. *Employees Excused from Work.* If the Chairperson determines that employees are excused from their regularly scheduled work shifts pursuant to this policy:
 - i. Employees subject to a collective bargaining agreement shall be treated in accordance with the terms of the applicable collective bargaining agreement.
 - ii. Other employees shall be paid for the straight time hours that they were scheduled to work. Employees who were not scheduled to be at work because of approved Personal, Vacation, or Comp time will be paid in accordance with that approved time off, and their Personal, Vacation, or Comp time bank shall be reduced accordingly.
- e. *Essential Employees.* If the Chairperson determines that employees at a particular County office or facility are to be excused from their regularly

scheduled shifts, essential employees assigned to that office or facility are not so excused unless expressly included by the Chairperson.

Protocol Policy

Genesee County operates through its departments and the formal actions of its Board of Commissioners. In order to have an orderly decision-making process, appointed department heads shall submit written reports for agendas of planned meetings. All other communications initiated by appointed department heads, made verbally or in writing, shall be directed to the Chairperson of the Board of Commissioners or the Chair of the Board Committee responsible for oversight of that department. Appointed department heads are expected to be cooperative and responsive to requests for information initiated by individual County Commissioners.

ARBITRATION AGREEMENT

Employees hired on or after July 1, 2015

In consideration of employment and continued employment, Employee agrees to the following:

Arbitration shall be the sole and exclusive remedy to redress any dispute, claim or controversy (“grievance”) involving: (1) the interpretation of this Personnel Policy Manual, (2) the terms, conditions or termination of this Personnel Policy Manual, or (3) any employment-related dispute (other than unemployment compensation, workers’ compensation or other charge filed with a state or federal administrative agency) based on an alleged violation of state or federal law (including any violations allegedly committed by the County’s employees, officers, elected officials or agents). Judgment on the arbitrator’s award may be entered in any court having jurisdiction thereof. Arbitration shall be conducted in accordance with the applicable Michigan Court Rules and the Michigan Uniform Arbitration Act, MCL 691.1681 et seq. (“the Michigan Arbitration Act”). It is the intention of the parties that the arbitration decision will be final and binding and that any and all grievances shall be disposed of as follows:

- (a) All grievances must be submitted in writing by the aggrieved party within ninety (90) days of the alleged violation. However, in the event that state or federal law provides for a longer statute of limitations, that statute of limitations shall control.**
- (b) All grievances shall be processed through the first four steps of the Grievance Procedure in the County’s Personnel Policy Manual.**
- (c) If the grievance is denied, either party may, within thirty (30) days of such denial, refer the grievance to arbitration. At the time the grievant refers the grievance to arbitration, the grievant must submit a Complaint to the opposing party, stating its factual and legal**

allegations, pursuant to the Michigan Court Rules. The parties shall attempt to mutually select an arbitrator within ten (10) calendar days of service of the Complaint to the other party. If they are unable to agree on the selection of an arbitrator, the arbitrator shall be chosen through the American Arbitration Association or Federal Mediation and Conciliation Services (FMCS), and, except as described below, the expense of the arbitration (including any filing fee, arbitrator's fee and travel expenses, and cost of any room and facilities) shall be borne by the County. Each party may be represented by counsel at the arbitration hearing. Except as provided in the next paragraph, each party shall pay for their own legal representation. At the beginning of the hearing, the arbitrator must swear to hear and decide the matter fairly.

Any grievance shall be deemed waived unless presented within the time limits specified above. The arbitrator shall not have jurisdiction or authority to change, add to or subtract from any of the provisions of this Agreement or to the established policies or regulations of the County, unless they are in violation of federal or state law. Neither shall he or she have power to establish or change any classification wage rate, or to rule on any claim arising under an insurance policy of the County. The arbitrator's sole authority shall be to interpret or apply the provisions of this Agreement, the County's Personnel Policy Manual or the state or federal law which is the basis for the grievance. The arbitrator shall issue a written opinion after the conclusion of the hearing and review of the parties' briefs. The written opinion shall contain findings of fact and conclusions of law. The arbitrator shall have authority to swear witnesses, subpoena witnesses and documents, permit the taking of depositions for the use of evidence and to permit reasonable discovery pursuant to the Michigan Court Rules and the Michigan Arbitration Act. The arbitrator may award costs and attorney's fees consistent with the state or federal statute or Michigan Court Rule providing for such an award. The parties hereby acknowledge that since arbitration is the exclusive remedy with respect to any grievance hereunder, neither party has the right to resort to any federal, state or local court or administrative agency concerning breaches of this Agreement and that the decision of the arbitrator shall be a complete defense to any suit, action or proceeding instituted in any federal, state or local court or before any administrative agency with respect to any dispute which is arbitrable as herein set forth. The arbitration provisions hereof shall, with respect to any grievance, survive the termination or expiration of this Agreement.

No Claim for back wages shall exceed the back wages Employee would have earned, less a deduction for any compensation Employee received through unemployment compensation (where such off-set is allowed by law) and/or alternative employment including self-employment, during the period in question.

Employees shall be free to use this procedure without restraint, coercion, discrimination, reprisal or interference from any other employee, appointed official or elected official.

This Agreement shall be construed in accordance with the laws of the State of Michigan.

No amendment or modification of this Agreement shall be valid or binding upon the County unless made in writing and signed by the Chairperson of the Board of Commissioners, upon prior authorization by resolution of the Board of Commissioners.

In the event that any of the provisions, or portions thereof, of this Agreement shall be held invalid or unenforceable by reason of any final judicial or administrative ruling, or by reason of any legislation now existing or hereinafter enacted, such invalidity or unenforceability shall have no effect on the remaining provisions, or portions thereof, of this Agreement.

This Agreement shall constitute the entire agreement between the parties and shall supersede all agreements or proposals, oral or written and all other communications between the parties relating to the subject matter of this Agreement.

The rights and obligations of the parties shall accrue to the benefit of, and be binding upon, the parties and their respective heirs, executors, personal representatives and successors.

IN WITNESS WHEREOF, the parties hereto acknowledge that they have read and do understand the terms of this Agreement, agree to be bound thereby and have executed the Agreement on the date and year set forth above. The representative of the County, whose signature appears below, further represents and warrants that he/she is duly authorized by the County's Board of Commissioners to execute this Agreement on its behalf.

ACKNOWLEDGMENT

I acknowledge receipt of this Personnel Policy Manual (Manual) and that I am responsible for knowing its contents and keeping it updated.

I agree to conform to the rules and regulations of the County. I understand that the County Board of Commissioners reserve the right to alter, amend, modify, change or terminate any of the rules, policies or benefits described in this Manual at any time it chooses.

In consideration of my employment, I agree to conform to the rules and policies of the County. If I am hired after July 1, 2015 and am not subject to a collective bargaining agreement, I agree that my employment with Genesee County may be terminated, with or without cause, and with or without written notice at any time at the option of the County

or myself. I understand that no Supervisor or representative of the County, other than the Chairperson of the Board of Commissioners, acting upon a resolution adopted by the Genesee County Board of Commissioners, has the authority to enter into any agreement contrary to the foregoing, and that any such changes must be in writing directed exclusively to me and signed by the Chairperson of the Board of Commissioners and me and which specifically refers to the County's Personnel Policy Manual.

Employee **PRINTED** Name: _____ Date _____

Employee Signature: _____ Date _____

Witness Signature: _____ Date: _____

H.R. Director Signature: _____ Date: _____