

SPECIAL MEETING
BAY COUNTY BOARD OF COMMISSIONERS
A G E N D A
TUESDAY, SEPTEMBER 20, 2016

4:30 P.M.

(Or immediately following Personnel/Human Services Committee Meeting)

COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING

PAGE NO.

I CALL TO ORDER (CHAIRMAN KRYGIER)

II ROLL CALL

III INVOCATION

IV PLEDGE OF ALLEGIANCE

V CITIZEN INPUT

VI ITEMS FOR CONSIDERATION

- | | |
|------|--|
| 1 | A. Lions Week in Bay County - October 2 to 8, 2016 (Res. No. 2016-230) |
| 2-4 | B. Bay County Phone System (Res. No. 2016-231) |
| 5-6 | C. Bay County Health Officer (Res. No. 2016-232 - referred from Personnel/Human Services Committee) |
| 7-41 | D. Revised Bay County Personnel Policy (Res. No. 2016-233 - referred from Personnel/Human Services Committee) |
| 42 | E. Revised Bay County Drug Testing Protocols and Procedures (Res. No. 2016-234 - referred from Personnel/Human Services Committee - Document available at meeting) |

VII REFERRALS

- | | |
|----|---|
| 43 | A. Res. No. 2016-213 - Child Care Fund (2016-2017 Budget and 2015-2016 Budget Adjustment - referred without recommendation) |
|----|---|

- VIII UNFINISHED BUSINESS**
- IX NEW BUSINESS**
- X MISCELLANEOUS**
- XI ANNOUNCEMENTS**
- XII CLOSED SESSION**
- XIII RECESS/ADJOURNMENT**

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 20, 2016

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS

WHEREAS, There are over 12,000 Lions members, both men and women, in more than 500 clubs throughout Michigan. Around the world, their 46,000 clubs and 1.4 million members make them the world’s largest service club organization; and

WHEREAS, In 1925, Helen Keller addressed the Lions Clubs International Convention in Cedar Point, Ohio, and challenged Lions to become “knights of the blind in the crusade against darkness.” Since then, they have worked tirelessly to aid the blind and visually impaired and have earned high marks for both integrity and transparency throughout their 99 year history; and

WHEREAS, Lions meet the needs of local communities and the world. The 1.4 million members of their volunteer organization in 210 countries and geographic areas are different in many ways, but share a core belief; that community is what we make it; and

WHEREAS, In Michigan, Lions Clubs perform a huge variety of services to their communities, such as providing eyeglasses and hearing aids to those who cannot afford them; hosting holiday parties for underprivileged kids; underwriting food giveaways; assisting in sending kids to camp; maintaining parks; visiting seniors; supporting organ donation drives; vision testing for young children; and many more; and

WHEREAS, All Michigan Lions Clubs come together to support four state projects: Leader Dogs for the Blind, Michigan Eye Bank, Bear Lake Camp, and Lions of Michigan Foundation, which help fund endeavors such as disaster relief in the United States and abroad; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby proclaims October 2 - 8, 2016 as Lions Week in Bay County; Be It Further

RESOLVED That Lions Clubs throughout Michigan reaffirm their member service mission: “To empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions clubs”; And Be It Finally

RESOLVED That copies of this resolution be transmitted to the Lions of Michigan Council of Governors and the Lions of Michigan State Office as a reflection of Bay County’s esteem.

**ERNIE KRYGIER, CHAIR
AND BOARD**

Lions Club Week - 2016

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____

- / -

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 20, 2016

RESOLUTION

BY: BAY COUNTY BOARD OF COMMISSIONERS (9/20/16)

WHEREAS, Earlier this year a committee comprised of staff from ISD, Finance, Purchasing, Central Dispatch and Buildings & Grounds met to begin work on replacing the current phone system, both the provider and the hardware; and

WHEREAS, Phase one of the project was to contract with Utel, a company working with phone providers to assist municipalities in selecting the best solution for their current and growing needs. Through continued meetings with Utel representatives we were able to identify every phone, fax, modem, and alarm line in the County, greatly assisting us in a needs analysis; and

WHEREAS, Utel was able to provide a solution to meet the current, as well as the growing needs of the County by negotiating pricing with 123.net, Birch and Charter. Charter will add phone service to the units that currently have Charter internet, Birch will specialize in the 9-1-1/Central Dispatch and 123.net will service the remaining phone numbers in the County; and

WHEREAS, The new agreements will have an overall financial impact of \$3,249.62 per month; \$38,995.44 annual and \$116,986.32 savings over the life of the contract; and

WHEREAS, Funds for the phone project are included in the 2016 and 2017 budget and if it is necessary to exit the County's AT&T contract the County will incur an early termination fee which will be far less than the overall impact of being out of contract with AT&T; Therefore, Be It

RESOLVED That the Bay County Board of Commissioners authorizes entering into new phone carrier contracts for the next three years with 123.net, Charter, and Birch to begin the conversion to the new phone system, converting the County's current POTS system to a new updated PRI system; Be It Further

RESOLVED That the Chairman of the Board is authorized to execute the contracts with 123.net, Charter, and Birch, and all related documents, on behalf of Bay County following legal review/approval; Be It Finally

RESOLVED That required budget adjustments related to the phone system project are approved

ERNIE KRYGIER, CHAIR AND BOARD

Purchasing - New Phone Systems for County

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:
 ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
 VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
 AMENDED _____ CORRECTED _____ REFERRED _____



**BAY COUNTY
FINANCE/INFORMATION SYSTEMS**

Thomas L. Hickner
County Executive

Jan Histed
Finance Officer
histedj@baycounty.net

Kimberly A. Priessnitz
Assistant Finance Officer
priessnitzk@baycounty.net

Frances A. Moore
Purchasing/Housing Rehab
mooref@baycounty.net

Julie A. Coppens
Information Systems Manager
coppensj@baycounty.net

September 15, 2016

To: Ernie Krygier
Chair, Bay County Board of Commissioners

From: Frances Moore *gm*
Purchasing Agent

Re: New Phone Carrier Contracts

REQUEST:

Allow the County to enter into new phone carrier contracts for the next three years; converting from the County's current POTS system to a new updated PRI system.

BACKGROUND:

Earlier this year a committee comprised of staff from ISD, Finance, Purchasing, Central Dispatch and Buildings & Grounds met to begin work on replacing the current phone system, both the provider and the hardware.

Phase one of the project was to contract with Utel, a company working with phone providers to assist municipalities in selecting the best solution for their current and growing needs. Through continued meetings with Utel representatives we were able to identify every phone, fax, modem, and alarm line in the County, greatly assisting us in a needs analysis.

Utel was able to provide a solution to meet the current, as well as the growing needs of the County by negotiating pricing with 123.net, Birch and Charter. Charter will add phone service to the units that currently have Charter internet, Birch will specialize in the 9-1-1/Central Dispatch and 123.net will service the remaining phone numbers in the County.

FINANCIAL:

If it is necessary to exit our AT&T contract we will incur an early termination fee which will be far less than the overall impact of being out of contract with AT&T.

The new agreements will have an overall financial impact of \$3,249.62 per month; \$38,995.44 annual and \$116,986.32 savings over the life of the contract.

RECOMMENDATION:

Authorize the Board Chair to sign any documents necessary to begin the conversion to the new phone system and authorize any and all budget adjustments.

cc: Tom Hickner
Amber Davis-Johnson
Jan Histed
Bob Redmond
Kim Priessnitz
Chris Izworski
Rick Pabalis
Jon Morse
Ryan Manz
Julie Coppens
Brandon Short
Brian Emmendorfer

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 20, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (9/20/16)

WHEREAS, It has been brought to the Board Chair's attention that the Board has failed to formally appoint a Local Public Health Officer in 2013 and in prior years in accordance with state law; and

WHEREAS, The County Executive appointed Joel Strasz as the Bay County Health Department's Director on July 30, 2013 with concurrence of the Bay County Board of Commissioners in accordance with PA 139 of 1973 (via resolution 2013-130). However, Mr. Strasz also functions as the Health Department's "Local Health Officer," a mandatory position created by section 2428(1) of Michigan's Public Health Code ("PHC"). Section 2428(1) states:

333.2428 Local health officer; appointment; qualifications; powers and duties.

Sec. 2428.

(1) A local health department shall have a full-time local health officer appointed by the local governing entity or in case of a district health department by the district board of health. The local health officer shall possess professional qualifications for administration of a local health department as prescribed by the department.

(2) The local health officer shall act as the administrative officer of the board of health and local health department and may take actions and make determinations necessary or appropriate to carry out the local health department's functions under this part or functions delegated under this part and to protect the public health and prevent disease.

WHEREAS, Unlike the Director of the Health Department, the Local Health Officer ("Public Health Officer or Administrative Health Officer" as identified under State Administrative Code Rule 325.13001) must meet certain requirements and qualifications as set forth in the Public Health Code and State Administrative Code (PHC Section 2495 and R. 325.13003). Mr. Strasz does possess all of the mandated qualifications.

WHEREAS, As identified above, the PHC mandates that the local health department "shall" have a full-time local health officer "*appointed by the local governing entity,*" (emphasis added), which for Bay County's single health department is the County Board of Commissioners (Section 2406(a) of the PHC). Historically, over at least the past 24 years the Board has simply concurred in the County Executive's appointment of the Health Department Director; and

WHEREAS, Based upon the legal opinion provided, it is necessary for the Bay County Board of Commissioners to appoint a Bay County Health Officer in order to be compliant with MCL 333.2428(1) ; and

WHEREAS, There is no financial impact as a result of this appointment, as Mr. Strasz is currently performing the required functions of the Local Health Officer and has been performing those functions as part of his responsibilities as the Health Department Director. Therefore, Be It

RESOLVED That the Bay County Board of Commissioners hereby appoints Joel Strasz as the Bay County Health Department's Local Health Officer and that, in accordance with section 2428(2) of the Public Health Code, Mr. Strasz shall serve as the Administrative Health Officer of the Health Department and may take actions and make determinations as necessary or appropriate to carry out the Health Department's functions and to protect the public health and prevent disease.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Health Dept - Local Health Officer - Joel Strasz

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

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AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 20, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (9/20/16)

RESOLVED By the Bay County Board of Commissioners that the attached Bay County Personnel Policy, as revised, is hereby adopted.

**MICHAEL E. LUTZ, CHAIR
AND COMMITTEE**

Personnel - Revised Bay County Personnel Policy 2016

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

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AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY PERSONNEL POLICY

Adopted
November 9, 1977

Revised
January 1, 1996
Resolution #95-396

Revised
April 14, 1998
Resolution #98-088

Revised
August 10, 1999
Resolution #99-237

Revised
April 8, 2014
Resolution #14-66

Revised
September 20, 2016

BAY COUNTY BOARD OF COMMISSIONERS

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Attachments

- Adopting Resolution
- Non-discrimination Policy and Complaint Form
- Anti-Nepotism Policy
- Drug Free Work Place Policy Statement
- Drug Free Work Place Rules and Regulations
- Drug Testing Protocol
- Drug Testing Consent Form
- Medication/Drug List
- Work Rules
- Clean Indoor Air Policy

The following policies are incorporated by reference, as well as any other personnel-related policies which may be adopted or amended by the Board of Commissioners. Policies are available in the Personnel Department and are part of the employment packet.

- Anti-Fraternization Policy
- Acceptable Use Policy – Internet, voice mail and email
- Bomb Threat Policy
- Notice of Privacy Policies
- Policy and Procedures for use and Disclosure of Social Security Numbers
- Administrative Policy Media
- Violence in the Workplace Policy

RULE 1

PURPOSE AND AUTHORITY

- 1.1 Purpose and Intent. It is the purpose of these rules and regulations to establish a uniform system for personnel administration that will improve the quality and efficiency of service. This personnel policy is applicable to non-union personnel employed by Bay County (hereinafter sometimes referred to as "County" or "Employer" or "County Board"). It is not applicable to any employee or group of employees which is now or shall hereafter be included in a union bargaining unit or covered under a collective bargaining agreement, and is applicable to employees of the circuit, district, and probate Courts to the extent specified by Michigan Supreme Court Administrative Order No. 1998-5 as amended.. Further, this personnel policy is not applicable to any elected positions, except as otherwise noted under Rule 27.

It is also the purpose and intent of this policy to act as an informational outline of benefits that Bay County intends to extend to some of its employees. This policy should not be construed as creating a contract between the Employer and any of the applicable employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the Employer. Benefits outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Bay County Board of Commissioners and any such modifications in the policy shall be solely within the discretion of the County Board. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this policy.

No person or representative of the Employer, other than the County Board of Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. Employees governed by this policy may be terminated only for just cause, the procedure for which is set forth in § 12.6. An employee cannot rely upon custom or prior practice. The fact that these policies may have been applied differently in the past does not affect their current or future enforcement.

- 1.2 Severability. If any section of these rules shall be held in conflict with any Federal, State, or local laws or regulations, such provisions shall be controlling for positions covered by this policy, and shall not affect the enforceability of any remaining section of this policy.
- 1.3 Organization and Administration. The Board of Commissioners may authorize the appointment of a Director of Personnel and Employee Relations to administer these rules and regulations.
- 1.4 Appointing Authority. An Appointing Authority is the head of a department, a person or group of persons who has or who have the power

by law, ordinance, or lawfully delegated authority to make appointments to positions in the County Service.

- 1.5 Department Head. A department head is an elected or appointed official who heads a recognized department.
- 1.6 Wages, Salary, and Benefits. No department head shall add to or otherwise increase the wages, salaries or benefits contained in this policy.

RULE 2

EQUAL EMPLOYMENT OPPORTUNITY

- 2.1 Policy. It is the policy of Bay County to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applications for employment, employees of Bay County and the public.
- 2.2 Complaint Procedure. An employee who feels he or she has been the subject of prohibited discrimination may file a complaint and appeal in accordance with the Non-Discrimination Policy (see enclosure).
- 2.3 The County will not enter into collective bargaining agreements after the effective date of this revision to the Personnel Policy with any labor organization or employment agency which discriminates against any person on the basis of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification.
- 2.4 Nothing in this policy shall require the construction or provision of unisex, single user restrooms, single user restrooms, changing rooms, locker rooms, or shower facilities nor effect policy regarding the use of restroom, changing rooms, locker rooms or shower facilities.
- 2.5 No county employee shall coerce, threaten, or retaliate against a person for making a complaint or assisting in the investigation regarding a violation or alleged violation of the Policy, nor require, request, conspire with, assist or coerce another person to retaliate against a person for making a complaint or assisting in an investigation.
- 2.6 Any employee of the County found guilty of violating this policy following the investigation of a formal complaint conducted by the Director of Personnel and the head of the department to which the employee is or was assigned shall be subject to discipline up to and including termination.

RULE 3

AMERICANS WITH DISABILITIES ACT AMENDMENTS ACT

- 3.1 Coverage. The employer and employees are covered by the Americans with Disabilities Act Amendments Act (ADAAA). Any inquiries regarding the ADAAA and its application should be directed to the Director of Personnel and Employee Relations.

RULE 4

ASSIGNMENT TO SALARY STEP

- 4.1 Assignment. New hires shall be placed at the entry level step in the salary range. Should a department head experience substantial difficulty in recruiting qualified applicants for a vacant position, the department head may petition the Personnel/Human Services Committee, and request that the committee approve placing a new hire at a higher step in the salary range or approve offering a sign-on bonus or temporary retention bonus; however the Board of Commissioners makes the final decision.

RULE 5

POLITICAL ACTIVITY

Employees working in federally grant-aided programs are subject to the provisions of the Federal program and/or the prohibitions under the Federal Hatch Act as amended.

RULE 6

HOURS OF WORK

- 6.1 Office Hours. County offices shall be open for the transaction of business Monday through Friday of each week, from 8:00 a.m. until 5:00 p.m., except as changed from time to time by the County's Board. Exempted are departments requiring shift work.
- 6.2 Work Week. The basic week, normally, for full-time employment shall be forty (40) hours per week. Nothing in this policy shall be construed to guarantee a minimum amount of work hours per week.
- 6.3 Lunch Periods and Rest Periods. Each full-time employee shall be allowed a one-hour (1) lunch period and two (2) fifteen minute rest periods daily. Lunch periods and rest periods shall be staggered so as not to curtail services to the public. Rest periods shall be considered as working time and may not be added to the lunch period or accumulated in any manner. Breaks not taken shall not accumulate.

- 6.4 Shift Schedules. Shift schedules shall be subject to review and final approval of the elected official or department head.

RULE 7

HOLIDAYS

- 7.1 Holidays. The following holidays are recognized by the County:

New Year's Eve	New Year's Day
Veterans Day	Martin Luther King Day
Washington's Birthday	Thanksgiving Day
Good Friday	Friday following Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	Three Personal Holidays

- 7.2 Compensation. Each regular full-time employee shall be paid for holidays at his or her regular rate of pay.
- 7.3 Alternate Days. Whenever one of the designated holidays falls on a Sunday it shall be observed on the following Monday; if the holiday falls on a Saturday, it shall be observed on the preceding Friday, except those departments that maintain a seven (7) day per week schedule.
- 7.4 Personal Holidays. Personal holidays are accrued on a pro-rata basis and shall be taken in the calendar year earned or they will be forfeited. In the case of severance, personal holidays shall be computed on the basis of one (1) personal holiday for every four (4) months worked in that calendar year.

RULE 8

VACATIONS

- 8.1 Rate of Accrual. Regular full-time employees shall receive up to two (2) weeks' vacation the first year and four (4) weeks thereafter. One (1) additional week will be earned after ten (10) years of service. If an employee is hired at a level higher than the starting rate of the classification, he or she is not exempt from this rule.
- 8.2 Administration. The department head must approve all vacation schedules. While every effort will be made to approve schedules as requested, department heads will arrange schedules so that there will be no need for temporary increases in personnel.

- 8.3 Request for Vacation Leave. Each employee shall be responsible for giving a signed request for vacation leave to the supervisor prior to the leave period.
- 8.4 Holidays. If a recognized holiday falls within a vacation period, it will not be considered as a vacation day.
- 8.5 Leave of Absence. Vacation leave shall not accrue during an employee's unpaid leave of absence or suspension.
- 8.6 Waiting Period. Paid vacation leave shall not be permitted during an employee's first 6 months of continuous service. After completion of the 6 month period the employee shall be entitled to the number of days accrued from the date of employment through the end of the month prior to the desired vacation. If there are compelling or unusual circumstances, the Department Head and the Director of Personnel may authorize the use of vacation days prior to the expiration of the six months, up to the accrual amount prior to the requested time off.
- 8.7 Separation. Upon separation from County service, an employee will be paid for unused accrued vacation. Compensation for unused vacation leave will be paid at the rate prevailing on the employee's last work day.
- 8.8 Employees who have in excess of 30 vacation days accumulated as of December 31 of each year shall be paid for all days in excess of 30 days, not to exceed the equivalent of six (6) days' pay. Pay will be computed at the rate applicable as of December 31 of that year. No more than thirty (30) vacation days may be carried over from one year to another. If not taken, vacation days over thirty (30) shall be forfeited, except as noted above.

RULE 9

SICK LEAVE

- 9.1 Rate of Accrual. Regular full-time employees shall accrue 1 day of sick leave for each month of service. (A month of service is completed when an employee works 11 days in any one month.)
- 9.2 Request for Sick Leave. Employees who cannot report to work shall, at or before their scheduled starting time, notify their supervisor. Failure to timely notify the supervisor may be cause for denial of sick leave pay and/or discipline. Employees shall be responsible for giving a signed sick leave form to their supervisor upon their return to work. Should an illness keep the employee out of work for more than three (3) days or should sick leave be utilized more than three (3) times in any twelve (12) month period, the supervisor may obtain medical substantiation of the illness. Sick leave shall not be viewed as an entitlement.
- 9.3 Administration. Sick leave is allowed when as an employee is too ill or disabled to work satisfactorily or safely. Sick leave may be utilized for appointments with a doctor or dentist.

- 9.4 Initial Period of Employment. Sick leave payment shall not be made to employees during the first six months of work.
- 9.5 Family Sickness Clause. An employee may use up to six (6) days of accumulated sick leave per year for serious illness in their immediate family, as follows: Parent, child, husband, wife or sibling.
- 9.6 On-The-Job-Injury. Days lost as a result of injury on the job, where not covered by Worker's Compensation, shall be deducted as sick days until such time as Worker's Compensation benefits become effective.
- 9.7 Sick Leave Payment. Upon Termination of employment by retirement or death, an employee (or employee's estate) will be paid for one half (1/2) of his or her accumulated sick leave. An employee who resigns the County's employ and has accumulated at least fifteen (15) years of unbroken service shall be paid one-half (1/2) of accumulated sick leave, not to exceed \$3,500.00.
- 9.8 Leave of Absence. No sick leave shall accrue during an unpaid leave of absence or suspension.
- 9.9 Vacation Conversion. In the event an employee should accrue more than ninety (90) days of sick leave at the end of any calendar year, he/she shall be granted one-half (1/2) of this excess sick leave accumulation to his/her vacation time available in the following year. For purposes of this computation, one day of vacation time will be added for each two full days of excess sick leave accumulation, i.e. 10 days = 5 days vacation; 12 days = 6 days vacation. Sick leave used as vacation under 9.9, shall be deducted from accrued sick leave.

RULE 10

BEREAVEMENT LEAVE

- 10.1 Administration. In the event of a death in a regular full-time employee's immediate family (spouse, child, step child, parent, parent-in-law, grandparent, son-in-law or daughter-in-law, brother or sister or a permanent member of the employee's family, i.e., one who lives in the employee's household), an employee shall be allowed three days paid leave to attend to matters directly pertaining to the death

The Director of Personnel and Employee Relations may authorize up to two additional days of paid or unpaid leave if extenuating circumstances, such as extensive travel, require the employee to be absent.

RULE 11

LEAVE OF ABSENCE

- 11.1 Approval. All leaves of absence must be approved by the department head.
- 11.2 Application for Leave of Absence. The employee shall submit a written request to the department head. Leaves of absence shall be without pay except as otherwise noted below.
- 11.3 Return from Leave of Absence. When leave of absence is granted, the employee agrees to return to work immediately at the expiration of the leave period or extension thereof. Failure to return to work shall be considered a resignation from employment.
- 11.4 Extension. An employee may request an extension of a leave of absence in writing to the department head.
- 11.5 Benefits. No benefits shall accrue to an employee during an unpaid leave of absence. Time spent on leave of absence shall not be considered a break in service. The County will maintain the employee's health insurance if required by law (F.M.L.A.). See Rule 20 for F.M.L.A.
- 11.6 Military Leave. The County shall observe the provisions of the Federal regulations regarding re-employment rights and leaves of absence in accordance with the Military Selective Service Act as amended.
- 11.7 Disability Leave. An employee may request disability leave to cover a period of disability and the Family Medical Leave Act. Medical evidence of disability shall be required in accordance with procedures for the Sick and Accident Insurance. Rule 29, Medical Disputes, applies. A medical release will be required before return to work.
- 11.8 Jury Duty. An employee who is called for jury duty shall notify the department head immediately upon receipt of such notice. If an employee serves on jury duty during normally scheduled work days, the County shall provide payment of the difference of jury duty pay and the employee's regular salary upon presentation of a written statement of jury earnings by proper Court officials. At the employee's option, he may turn over the payment for witness fees to the County Finance Department and receive full pay for that period of time.
- 11.9 Administrative Leave. Administrative leave with pay may be granted to an employee by the department head, for attendance at workshops, seminars, classes or visits to other governmental units or like purposes, for the purpose of improving the skills or obtaining knowledge required in performance of work.
- 11.10 Educational Leave. Unpaid educational leave of up to one year may be granted by the department head, and may be extended for up to one additional year with the approval of the Department Head and the Director of Personnel and Employee relations.

RULE 12

DISCIPLINARY ACTION/SEPARATIONS

- 12.1 Separations. Employees may be separated from employment for cause in accordance with section 12.6.
- 12.2 Work Rules. The work rules enclosed in this policy provide some examples of causes for disciplinary action. The list of work rules is not all inclusive.
- 12.3 Disciplinary Action. No disciplinary action involving a suspension or discharge may be taken without the prior consent of the department head; however, supervisors may unilaterally issue reprimands and warning letters. For departments under the County Executive, no disciplinary action involving a suspension or a discharge may be taken by a department Director without the prior approval of the Director of Personnel and Employee Relations. Department heads who are not under the County Executive should contact the Personnel Department for technical assistance prior to initiating a suspension or a discharge.
- 12.4 Suspension/Salary Test. Any suspension without pay of an exempt employee shall not violate the salary test under the Fair Labor Standards Act.
- 12.5 Resignation. Where practicable, an employee who resigns should submit a resignation in writing to the department head at least fifteen (15) working days prior to the employee's final day of work.
- 12.6 An Employee, pending discharge may apply, within five working days following the determination to discharge said employee, to have his or her case reviewed by (1) the Director of Personnel and Employee Relations, (2) Corporation Counsel for the County, (3) the County Executive or his or her designee, (4) the Chairman of the Board of Commissioners or the Chairperson of Personnel and Human Services, and (5) a representative from a department other than the one to which the employee was assigned. This representative shall be chosen by the Chairman of the Board of Commissioners with concurrence of the County Executive. This group shall review the case, and, if needed, conduct additional investigation if required, and shall make a final determination as to discharge. The decision of this group is final and not subject to further appeal. 12.6 An Employee, pending discharge may apply , within five working days following the determination to discharge said employee, to have his or her case reviewed by the (1)Director of Personnel and Employee Relations, (2) Corporation Counsel for the County, (3) the County Executive or his or her designee, (4) the Chairman of the Board of Commissioners or the Chairperson of Personnel and Human Services , and (5) a representative from a department other than the one to which the employee was assigned. This representative shall be chosen by the Chairman of the Board of Commissioners with concurrence of the County Executive. This group shall review the case, and, if needed, conduct additional investigation if required, and shall make a final

determination as to discharge. This decision of this group is final and not subject to further appeal.

RULE 13

RECLASSIFICATIONS

- 13.1 Deleted
- 13.2 With input from the County Executive, Department Heads, or on its own, the Board of Commissioners, at its sole discretion, may reclassify positions through the annual new budget process, with any reclassification granted becoming effective January 1 of the new budget year.
- 13.3 Step Placement. When an employee is promoted to a classification in a higher salary grade, the employee should be placed in the new range at a step which represents an increase equivalent to at least one-step increase in the old range. That is, the employee should be placed at a salary step in the new range which provides a salary increase which is not less than the difference between the minimum and the first step of the range for the lower class involved. This same formula shall be used for promotions to vacant positions.

An employee who experiences major reductions in responsibilities in his or her position will be reclassified to a lower salary rate; however, the employee's current salary will be frozen until the salary of the lower rate catches up to the employee's current salary. This section does not apply to an employee whose position is abolished, and the employee is subsequently transferred to a lower position.

RULE 14

HEALTH INSURANCE

- 14.1 Insurance. The County shall furnish health insurance benefits to full-time, regular employees equivalent to health insurance provided for in the U.S.W. (Full-time) labor agreement. Eligible employees and retirees will have to contribute to the payment of premiums, per schedule published annually.
- 14.2 Election. An employee who elects not to enroll in the County's health insurance plan shall receive \$1,800 per year in deferred compensation for each year that neither the employee nor his or her spouse is enrolled in the County's health insurance program. In the case of married employees both working for the County and both are eligible for health care, neither shall be eligible for the \$1800 compensation and only one may enroll for single, married, or family coverage. Employees must sign a waiver on a form prescribed by the County prior to the County granting permission for an employee to receive deferred compensation in lieu of health insurance.

- 14.3 Worker's Compensation. The Employer shall provide coverage for all employees.
- 14.4 Utilization of Sick Leave. An employee whose injury, illness or disability is accepted under the Michigan Worker's Compensation Act may utilize his sick leave pay benefits during the statutory one (1) week waiting period, and to supplement the statutory benefits payable thereafter to make up the difference between his compensation coverage and his regular pay. However, total compensation cannot exceed the employee's regular rate of pay.
- 14.5 Sick and Accident Insurance. The County will provide Sickness and Accident insurance for regular full-time employees subject to certain requirements. Insurance shall become operative on the thirty-first calendar day after occurrence and will provide payment of seventy-five (75) percent (with no dollar cap) of the employee's regular base pay for a period not to exceed fifty-two (52) weeks for any one disability. Employees hired on or after January 1, 1997, shall not be eligible for sick and accident insurance until they have completed one year of unbroken service.
- 14.6 Retirees. Retirees will be provided health insurance if there is no break between their last day of work or paid vacation or personal days and their first day of retirement as a retiree receiving a monthly pension check. That is, those who separate from employment, and either defer retirement or who are not immediately eligible for pension benefits, will not be provided with health insurance at any time.

RULE 15

CONTINUOUS LENGTH OF SERVICE

- 15.1 Definition. Continuous length of service for a County employee is that period of employment with Bay County that is considered unbroken.
- 15.2 Break in Service. Continuous length of service shall be considered as broken for the following reasons:
- (a) An employee resigns.
 - (b) An employee is dismissed.
 - (c) An employee fails to return at the expiration of an approved leave of absence.
 - (d) An employee is laid off and not re-called within 12 months. (Consistent with applicable law).
 - (e) An employee takes an unpaid leave of more than 12 months.
- 15.3 Temporary Service. Full-time service which immediately precedes the transfer of a temporary employee to a permanent position shall be given

full credit toward continuous length of service.

- 15.4 Part-time. Regular part-time service shall be credited toward continuous length of service, but provisional, temporary, or seasonal service is not counted towards continuous length of service.

RULE 16

RETIREMENT

Amended 8/10/99 (Resolution 99-237)

- 16.1 Policy. Retirement benefits and health care benefits during retirement shall be provided to eligible employees in accordance with the terms contained in the U.S.W. (F.T.) collective bargaining agreement, and the provisions of the Bay County Employees' Retirement System Ordinance, and Rule 14.6 Retirees, however, retirement benefits and health care benefits during retirement may be provided to certain retirement groups at a level greater than that provided by the U.S.W. (F.T.) collective bargaining agreement.
- 16.2 Separations. Employees who separate from employment without having worked enough years to become vested in the retirement system shall be paid an amount equal to contributions made into the retirement system, plus interest, provided that the employee was hired before January 1, 1996.

RULE 17

PERSONNEL RECORDS AND TRANSACTIONS

- 17.1 The central personnel files for County employees shall be stored in the Personnel Department which will advise and assist, upon request, department heads concerning records systems, procedures, and transactions.

RULE 18

TRAVEL

- 18.1 Travel Policy. Travel while on duty is governed by the Travel Policy, a copy of which is retained in each department. The Fair Labor Standards Act is also applicable for non-exempt employees while on travel time.

RULE 19

LIFE INSURANCE

- 19.1 Eligibility. Those employees eligible for health insurance benefits shall be

provided with \$50,000 in term life insurance after being an employee for twelve months.

A life insurance benefit of ten thousand dollars shall be provided to employees who retire and collect pension benefits from the employer's pension system, provided that the employee retired on or after March 1, 1998, and provided there is no break in time between the last day of work and the first day of retirement as a retiree receiving a monthly pension check. This benefit for retirees will become effective July 1, 1998. The benefit of life insurance in retirement shall only be provided to those who were eligible for life insurance benefits on their last day of work.

RULE 20

FAMILY AND MEDICAL LEAVE ACT (FMLA)

20.1 General.

- A. A regular employee who has completed twelve (12) months of employment and worked at least 1,250 hours for the Employer in the past twelve (12) months may request an unpaid personal leave of absence for a period not to exceed twelve (12) weeks in any twelve (12) month period for any of the other reasons outlined below or as otherwise provided in the FMLA. The Employer will use a rolling twelve (12) month period measured backward from the date an eligible employee uses any FMLA leave. All requests must be initially in writing to the Director of Personnel and Employee Relations, must give the reason for the request, must give the expected duration of the leave, where practicable. A personal leave of absence shall be granted in the following cases:
- (1) The birth of a child and to bond with the newborn child within one year of birth.
 - (2) The placement with the employee of a child for adoption or foster care and to bond with the newly placed child within one year of placement.
 - (3) A serious health condition that makes the employee unable to perform the functions of his or her job.
 - (4) To care for the employee's spouse, son, daughter, or parent who has a serious health condition.
 - (5) Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a military member on covered active duty.
- B. When a husband and wife are both entitled to leave and are employed by the Employer, the aggregate number of work weeks of leave (for reasons (1) through (5) above) to which both may be entitled may be limited to twelve (12) work weeks during any twelve

(12) month period if the leave is taken due to the birth of a child, the placement of a child or to care for a sick parent.

- C. Leave due to the birth of a child or placement of a child with the employee may not be taken intermittently or on a reduced leave schedule unless the Employer agrees to such an arrangement.
- D. Subject to notification and certification requirements described below, leave to care for a spouse, child or parent or due to a serious health condition of the employee may be taken intermittently or on a reduced leave schedule when medically necessary.

E. QUALIFYING EXIGENCY LEAVE

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any "qualifying exigency" arising from the foreign deployment of the employee's spouse, son, daughter, or parent with the Armed Forces, or to care for a servicemember with a serious injury or illness if the employee is the servicemember's spouse, son, daughter, parent or next of kin.

The County shall grant an eligible employee up to **12 workweeks** of unpaid, job-protected leave during any 12-month period for qualifying exigencies that arise when the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of an impending call or order to covered active duty.

Covered active duty means:

for members of the **Regular** Armed Forces, duty during deployment of the member with the Armed Forces to a foreign country; or

for members of the **Reserve** components of the Armed Forces (members of the National Guard and Reserves), duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in support of a contingency operation.

Deployment to a foreign country includes deployment to international waters.

Qualifying exigencies for which an employee may take FMLA leave include making alternative child care arrangements for a child of the deployed military member, attending certain military ceremonies and briefings, or making financial or legal arrangements to address the military member's absence. See [Fact Sheet 28M\(c\), Qualifying Exigency Leave](#), for additional information about qualifying exigencies under the FMLA.

MILITARY CAREGIVER LEAVE

A covered employer must grant an eligible employee up to a total of **26 workweeks** of unpaid, job-protected leave during a "single 12-month period" to care for a covered servicemember with a serious injury or illness. The employee must be the spouse, son, daughter, parent, or next of kin of the covered servicemember.

A covered servicemember is either:

a **current** member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is in outpatient status, or is on the temporary disability retired list, for a serious injury or illness, or

a **veteran** of the Armed Forces (including the National Guard or Reserves) discharged within the five-year period before the family member first takes military caregiver leave to care for the veteran and who is undergoing medical treatment, recuperation, or therapy for a qualifying serious injury or illness. A veteran who was dishonorably discharged does not meet the FMLA definition of a covered servicemember.

For a current servicemember, a serious injury or illness is one that may render the servicemember medically unfit to perform his or her military duties. For a veteran, a serious injury or illness is one that rendered the veteran medically unfit to perform his or her military duties, or an injury or illness that qualifies the veteran for certain benefits from the Department of Veterans Affairs or substantially impairs the veteran's ability to work. For veterans, it includes injuries or illnesses that were incurred or aggravated during military service but that did not manifest until after the veteran left active duty.

20.2 Continuation of Benefits. All FMLA leaves of absence shall be without pay and benefits, unless otherwise stipulated in a collective bargaining agreement or the County's Personnel Policy. The only other exception to this policy is that the Employer shall continue to pay health insurance premiums for eligible employees employed for at least one (1) year and who have at least 1,250 hours of service in the past year (12) months, for up to twelve (12) weeks while the employee is on approved leave of absence under conditions (1), (2), (3), (4) or (5) listed in Section 20.1.a. above. The Employer shall have no obligation to pay health care premiums for the employee on unpaid personal leave for any time period after twelve (12) weeks from and after the employee's initial absence from work. In all other circumstances, the Employer shall not continue to pay health insurance premiums for the employees. Employees may continue insurance coverages at their own expense during an unpaid personal leave of absence after the period noted above. An employee will not accumulate sick leave or vacation time, nor be paid for holidays which may fall during the leave period.

20.3 Reinstatement After Leave. When a leave of absence under conditions (1), (2), (3), (4) or (5) of Section 20.1.a. above is granted for more than twelve (12) weeks, the Employer does not guarantee that the employee will be reinstated in his or her former position or to the same grade and step level when he/she is ready to return to work. That decision will be at the discretion of the Employer.

20.4 Notice. For leave taken due to the birth of a child or the placement of the child with the employee, and where the leave is foreseeable based on the expected birth or placement, the employee shall provide the Employer with not less than thirty (30) days' notice before the date the leave is to begin, except that if the date of the birth or placement requires leave to begin in

less than thirty (30) days, the employee shall provide such notice as soon as practicable.

When the employee's leave is due to care for a spouse, child or parent or to the employee's serious health condition and the leave is foreseeable based on planned medical treatment, the employee:

- (a) Shall make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of the Employer, subject to the approval of the health care provider and;
- (b) Shall provide the Employer with not less than thirty (30) days notice before the date leave is to begin, except that if the date of treatment requires leave to begin in less than thirty (30) days the employee shall provide such notice as is practicable.

20.5 Certification for medical leaves. For leaves taken to care for a sick spouse, child, or parent or due to a serious health condition of the employee, the Employer may require certification issued by the health care provider of the eligible employee or of the child, spouse or parent of the employee, as appropriate. This certification shall be sufficient if it states:

- (a) The date on which the serious health condition commenced;
- (b) The probable duration of the condition;
- (c) The appropriate medical facts within the knowledge of the health care provider regarding the condition;
- (d) When applicable, a statement that the eligible employee is needed to care for child, spouse or parent and an estimate of the amount of time that the employee is needed to provide such care;
- (e) When applicable, a statement that the employee is unable to perform the functions of the position of the employee;
- (f) In cases of certification of intermittent leave or leave on a reduced leave schedule for planned medical treatment the dates on which the treatment is expected to be given and the duration of the treatment;
- (g) In cases of intermittent leave or leave on a reduced schedule due to an employee's serious health condition, a statement of the medical necessity for the intermittent leave or leave on a reduced schedule and the expected duration of the intermittent leave from the leave schedule; and
- (h) When intermittent leave or leave on a reduced leave schedule is requested for the purpose of caring for child, spouse, or parent, a statement that the employee's intermittent leave or leave on a reduced leave schedule is necessary for the care of the child, parent or spouse who has a serious health condition, or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

- 20.6 Second opinion. In any case where the Employer has reason to doubt the validity of the certification as outlined above, the Employer may require, at the Employer's expense, if not covered by insurance, that the eligible employee obtain the opinion of a second health care provider designated or approved by the Employer concerning any information certified by the original certification. The provider of the second opinion shall not be employed on a regular basis by the Employer.
- 20.7 Resolution of conflicting opinions. When the second opinion described above differs from the opinion in the original certification, the Employer may require, at the expense of the Employer, if not covered by insurance, that the employee obtain the opinion of a third health care provider designated or approved jointly by the Employer and the employee concerning the information certified above. The opinion of the third health care provider shall be final and binding on both Employer and employee.
- 20.8 Subsequent re-certification. The Employer may require that the eligible employee obtain subsequent re-certifications on a reasonable basis.

RULE 21

ANTI-NEPOTISM POLICY

- 21.1 The County Board's anti-nepotism policy is enclosed.

RULE 22

DRUG-FREE WORKPLACE POLICY

- 22.1 Policy and Procedures. The following are adopted as policies and procedures, and the full text of those policies and procedures are attached.
- A. Drug Free Work Place Policy Statement
 - B. Drug Free Work Place Rules and Regulations
 - C. Drug Testing Protocol revised
 - D. Drug Testing Consent Form
 - E. Medication/Drug List
- 22.2 Test. Drug and alcohol testing of employees may be implemented by the Director of Personnel and Employee Relations following adoption of the policies and procedures by the Board of Commissioners.

RULE 23

WORK RULES

- 23.1 Administration. The attached Work Rules are to be administered by all supervisors, and shall be followed by employees.

RULE 24

SERVICE INTERRUPTION

- 24.1 Policy. Should any or all County buildings be closed by an executive order which states employees shall not report to scheduled work, scheduled employees shall receive their daily base pay as if they had worked, provided they did not call in sick, or were not taking a vacation day or were on a leave. This also applies to employees who were at work but were ordered to leave the buildings.
- 24.2 Exception. The Service Interruption Procedures, listed above, do not apply to employees in twenty-four hour facilities.
- 24.3 The County Executive makes the decision as to whether or not to declare that a service interruption exists.

RULE 25

SUPPLEMENTARY EMPLOYMENT

- 25.1 Policy. Supplementary employment may be permitted if the additional employment in no way conflicts with the employee's hours of County employment or with the quantity, quality, or interest in County work on the part of the employee. The additional work must in no way conflict with satisfactory and impartial performance of duties or create a conflict of interest or the appearance of one. The decision to approve or reject a request to work additional employment is determined within the sole discretion of the Employer. It is the Employee's responsibility to request permission to engage in supplementary employment, prior to engaging in the employment.

RULE 26

CLEAN INDOOR AIR ACT POLICY

- 26.1 Policy. (See enclosure)

RULE 27

ELECTED OFFICIALS

- 27.1 Coverage. Elected officials shall be fully covered by the benefits and stipulations under the following Rules without using a pro-rata formula; except that benefits under worker's compensation shall be pro-rated.
- Rule 5 Political activity in grant-aided programs and the Federal Hatch Act.

Rule 14.1, 14.2 Health Insurance, excluding sick and accident benefits. shall be granted to commissioners, in accordance with the Affordable Care Act, and per Board of Commissioners Resolution No 2016-29

Rule 14.3 Worker's compensation

Rule 16 Retirement

Rule 18 Travel Policy

Rule 19 Life Insurance

Rule 29 Health Services

27.2 Identification. The following positions referred to, above, are:

County Executive	County Register of Deeds
County Commissioners	County Prosecutor
County Clerk	County Drain Commissioner
County Sheriff	County Treasurer
Circuit Judges	District Judges
Probate Judge	

Judges do not participate in the County's retirement system. RULE 28

MEDICAL DISPUTES

28.1 Policy. In the event of a dispute involving an employee's physical or mental ability to perform his/her job, or his or her eligibility for sick and accident insurance or to return to work after a leave of absence of any kind and the Employer is not satisfied with the determination of the employee's doctor, the Employer may require a report from a medical doctor of the Employer's choosing at the Employer's expense if not covered by the employee's insurance. If the dispute still exists, the County Medical director shall designate a doctor to perform an independent medical evaluation (IME) and provide such diagnoses as to fitness to the Employer and the employee. Any expense of the third doctor shall be borne equally by the Employer and the employee, if not covered by the employee's health insurance. (This rule does not cover worker's compensation cases.) Upon receipt of the IME, the Employer shall take appropriate action.

28.2 Administration. The Director of Personnel and Employee Relations shall coordinate cases involving medical disputes.

RULE 29

HEALTH SERVICES

- 29.1 Health Department. Employees at their own initiative, may request the Health Department to provide the following:
1. Tuberculin test
 2. Tetanus Toroid Series or Booster
 3. Influenza immunization
 4. Diphtheria Series or booster
 5. Polio series or booster
 6. Cholesterol test
 7. Hepatitis B vaccination for employees who need such vaccinations as determined by the County physician.

RULE 30

TYPES OF APPOINTMENT

- 30.1 Types of Appointments. Types of appointments are defined as follows:
- a. Regular full-time - an employee who works at least thirty (30) hours per week on a regularly scheduled basis in a regular position.
 - b. Regular part-time - an employee who works less than thirty (30) hours per week on a regular schedule in a regular position.
 - c. Temporary - an employee who works either part-time or full-time, but is hired for a limited period of time, not to exceed one (1) year of unbroken service, for special projects or during heavy workload periods, or as a substitute for an employee on leave of absence, or as a casual or on-call worker.
 - d. Provisional - an employee who is hired in the absence of an eligible list. Duration of employment shall be until such time as a list can be established or until the position is filled on a regular basis after a posting. Provisional appointees shall meet the minimum qualifications of the positions.
- 30.2 Benefits. Benefits shall be provided to regular full-time employees.

RULE 31

OVERTIME/DOCKING

- 31.1 Policy. Overtime payments and compensatory time for non-exempt employees shall be administered in accordance with the Fair Labor Standards Act. Employees who are exempt under the Fair Labor Standards Act shall not be eligible for overtime pay or compensatory time, and shall not have their pay docked until a review is conducted of the salary test under the Fair Labor Standards Act. Each case must be reviewed on an individual basis by the Director of Personnel and Employee Relations.

RULE 32

TUITION REIMBURSEMENT

- 32.1 Policy. Subject to budgetary constraints, the County may reimburse employees for some or all actual out-of-pocket tuition expenses (excluding books and fees) when the employees are participating, on their own time, in eligible studies at accredited colleges and universities, and subject to criteria listed below. The County reserves the right to reject any request for tuition reimbursement.
- 32.2 Authorization. The employee has submitted a signed tuition reimbursement form to the department head and Director of Personnel and Employee Relations prior to the beginning of the course, and the department head and Director of Personnel and Employee Relations have provided their signature of approval prior to the beginning of the class. Additionally, no tuition reimbursement will be paid without approval of the Ways and Means Committee, which has final authority regarding requests.
- 32.3 Grades. Eligible employees must receive a grade of "B" or better to be granted tuition reimbursement. Tuition reimbursement for ungraded courses will not be granted. The employee must show proof of the letter grade in order to be considered for reimbursement.
- 32.4 Receipts. The employee requesting reimbursement must prove payment of tuition by a specific receipt in order to be eligible for reimbursement.
- 32.5 Class Criteria. Each course must be directly and concretely related to the work the employee is performing. Costs for unrelated courses on a degree program which is related to the work will not be reimbursed.
- 32.6 Dollar Cap. Tuition reimbursement shall be granted on the same basis as the provisions of the United Steelworkers #15157 (Full Time) collective bargaining agreement.

RULE 33

REFERENCES

- 33.1 Procedure. Departments may be contacted from time to time, by employers who are considering hiring former employees of the County. Given the potential for litigation, departments shall refer requests for references without comment to the Personnel Department.

RULE 34

ECONOMIC BENEFITS OF COURT EMPLOYEES

- 34.1 District Court. The Chief Judge of District Court has agreed that employees of District Court shall follow the economic benefits and procedures on economic issues contained in the County's personnel policy.
- 34.2 Probate Court. The Probate Judge has agreed that employees in Probate Court shall follow the economic benefits and procedures on economic issues contained in the County's personnel policy.
- 34.3 Circuit Court. The judges of the Circuit Court have agreed that employees shall follow the economic benefits and procedures on economic issues contained in the County's personnel policy, except as noted below.
- 34.4 History. The employees of the Circuit Court are not allowed to accrue sick time, and have different sick and accident benefits and personal days than all other employees. Accordingly, the Circuit Court has developed a long history of having different fringe benefits than other departments, and the County has agreed to accept some differences.
- 34.5 Pyramiding of Benefits Prohibited. Circuit Court employees shall not pyramid benefits received and shall not be eligible for benefits listed in this rule, plus the same benefits listed under another rule in the personnel policy.
- 34.6 Groupings. Circuit Court employees are grouped as follows for purposes of sick and accident insurance and personal days.
- Group A: Court Administrator, Friend of the Court, Assistant Friend of the Court/Office Manager
 - Group B: Family Counselors, Assistant Director Friend of the Court (Attorney), Coordinator of Assigned Counsel, Administrative Assistant, Law Clerks, Assistant Family Counselors
 - Group C: Judicial Secretaries and Court Recorders
- 34.7 Sick and Accident Benefit. The Circuit Court will provide and pay the required premiums for a sick and accident insurance program or pay sick

and accident insurance benefits for those eligible, regular, full-time employees who have completed 60 calendar days of employment with the Court. Employees who become totally disabled and prevented from working for remuneration or profit and who are otherwise eligible shall receive weekly indemnity benefits consisting of seventy-five percent (75%) of their normal gross weekly wages based on a forty hour work week. These benefits shall be payable from the first day of disability due to accidental bodily injury or hospitalization or from the eighth day of disability due to sickness for a period not to exceed fifty-two weeks for any one period of disability. A recurrence of a previous illness which occurs within six months of return to work shall be considered to be a continuation of that illness for computation of sickness and accident benefits. Employees are not entitled to this benefit for any disability for which they may be entitled to indemnity or compensation paid under a retirement plan, the Social Security Act, or any Workers' Compensation Act. An exception to the above is that group A employees receive their full salary for the first 30 calendar days of illness and then 75% of salary for the duration of time on sick and accident.

Time spent on sick and accident in excess of fifteen work days will be added to the time required to move to a higher pay step.

- 34.8 Personal Days. Paid personal days for full-time, regular circuit court employees shall be provided on a pro-rata basis, using the anniversary date, from date of hire as follows: for group A, 2.5 days per year initially, changing to 3 days after ten years; for groups B and C employees, 5.5 days initially, 6.5 days after 10 years, and 7.5 days after 15 years.

ATTACHMENTS

BAY COUNTY
NONDISCRIMINATION POLICY

A. Bay County declares that it will not, to the extent required by law:

Discriminate against an individual with respect to hiring, employment, compensation, or a term, condition, or privilege of employment, because of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification.

B. Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment; or
3. Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile, or offensive employment environment.

Retaliation against a complainant for the act of filing a complaint is prohibited. Individuals who believe they may have been subjected to illegal discriminatory conduct shall immediately follow the below listed procedures which are intended to be informal and designed to reach a resolution of the complaint. The enclosed complaint form is offered for use.

Step 1. Report the alleged discriminatory conduct to the division head or department head who shall immediately notify the Director of Personnel and Employee Relations of the complaint. The department or division head shall investigate the complaint and attempt resolution. Within ten work days of receiving the complaint, the division or department head shall report in writing to the Director of Personnel and Employee Relations the results of the investigation and attempts at resolution. If the division or department head is the subject of the complaint, advance out of order to Step 2. (See Note 2).

Step 2. Absent a resolution in Step 1, the complainant may, within 30 days of filing the initial complaint with the department or division head appeal to the Director of Personnel and Employee Relations who shall conduct an investigation and attempt resolution. Absent a resolution at this step, the Director of Personnel and Employee Relations shall provide the complainant with a written response to the complaint within thirty work days of receipt of the appeal to Step 2. If the Director of Personnel and Employee Relations is the subject of the complaint, the County Executive shall substitute for the Director of Personnel and Employee Relations.

Step 3. Absent a resolution at step 2, the complainant may, within 10 days of

receiving the Director of Personnel and Employee Relations response, appeal in writing to the County Executive who shall review the complaint files and communicate a determination in writing to the complainant within 10 days of receiving the complaint. This is the last step in the procedures.

- NOTES: 1. Should the courts follow this policy, step 1 may be a non-represented supervisor's step, with step 2 being the court administrator's step, and step 3 being the Chief Judge's step. However, the content of the policy is at the discretion of the Chief Judge since this is a non-economic policy. The Courts are encouraged to follow this policy voluntarily.
2. Under step 1, a complainant may instead choose to lodge the complaint with the County Executive, Corporation Counsel, ~~Director of Administrative Services~~, or Director of Personnel and Employee Relations instead the department or division head.

Adopted by the Bay County Board of Commissioners: 4/12/94; amended 1/1/98
Enclosure: Complaint Form

DISCRIMINATION COMPLAINT

OFFICE USE ONLY
COMPLAINT RECEIVED _____
COMPLAINT NUMBER _____
COMPLAINT CLOSED _____

COMPLAINANT INFORMATION:

NAME: _____
ADDRESS: _____

DATE OF FIRST INCIDENT: _____

DATES OF SUBSEQUENT INCIDENTS: _____

DATE COMPLAINED TO SUPERVISOR/OTHER: _____

HOW? ORAL/WITTEN: _____ TO WHOM: _____

PLEASE LIST THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF ANY WITNESSES. ALSO LIST WHAT THEY MAY BE ABLE TO REPORT.

PLEASE EXPLAIN YOUR COMPLAINT FULLY IN THE ORDER IN WHICH THE EVENTS HAPPENED.

SIGNATURE OF COMPLAINANT: DATE:

BAY COUNTY PERSONNEL ANTI-NEPOTISM POLICY

It is Bay County's policy to hire, promote and transfer employees on the basis of individual merit and to avoid any suggestion of favoritism or discrimination in making such decisions. The employment of relatives in positions where one might have influence over the other's status or job security is regarded as a potential violation of this policy. Even if favoritism or discrimination is not shown, the existence of the situation within the sphere of influence, may precipitate questions difficult to answer or may cause some discomfort for the individuals involved.

It is therefore, our policy to prohibit the hiring of relatives (father, mother, son, daughter, brother, sister, husband, wife) in situations where a relative would be under the direct or general supervision of an elected official, department head, division head or leader, or to employ relatives where the status or employment of that person might be influenced by an elected official, department head, division head or leader.

By adhering to the above policy which prohibits relatives from working in positions where they might have influence over each other's status, or the hiring of those relatives, a potentially discriminatory situation is avoided altogether. Bay County realizes that there may be existing relationships among employees which are contrary to this policy. It is the purpose of this policy statement to avoid creating any new situations where relatives are employed in "spheres of influence relationships", and not to affect the employment of any relationships that currently exist.

Adopted 10/10/88, Motion #24

BAY COUNTY WORK RULES

PURPOSE: The orderly and efficient operation of the county government requires that certain work rules be established. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, maintain uninterrupted service, and to protect the county goodwill and property.

WORK RULES: The following work rules shall be applicable to all county employees. These rules are not intended to be all inclusive and the county shall, when it deems appropriate, establish additional rules to ensure the effective operations of county government.

- (A) Employees shall deal with the public in a courteous and professional manner.
- (B) Where the operations are continuous, an employee shall not leave his post until replaced by the next shift employee or until he or she is relieved by his or her supervisor.
- (C) Employees shall not gather on county premises to conduct any personal business without authorization.
- (D) Employees shall follow all safety regulations to include the wearing of safety articles and the using of protective equipment. Employees shall immediately report accidents or injury to their supervisor.
- (E) Employees shall be responsible for and shall not misuse county property, records, or other materials in their care, custody and control. County property, records, or other materials shall not be removed from the premises without written permission.
- (F) Employees shall avoid littering work areas.
- (G) Employees must be at their designated work area on time and ready to work. Employees shall remain at their work area, at work, until the scheduled quitting time unless permission to leave is granted by their supervisor.
- (H) An employee shall immediately report to his or her supervisor his or her inability to work and the reason therefore.
- (I) Employees shall immediately report the loss of their badge or identification card to their supervisor. Employees shall not allow other persons to use their badge or identification card at any time.
- (J) Employees shall not park in prohibited areas.
- (K) Employees shall notify their supervisor whenever there is a change in their personal data.
- (L) Employees shall not restrict or interrupt work or interfere with the work of others.

- (M) Employees shall report for and remain at work only in a fit physical condition.
- (N) Employees shall not neglect their duties and responsibilities or refuse to perform assigned work.
- (O) Employees shall not engage in immoral conduct, fight, engage in horseplay, gamble, or use abusive language while on duty or on county premises.
- (P) Employees shall not use county telephones for personal calls or conduct personal business during working hours on county premises.
- (Q) Employees shall not engage in unapproved soliciting, partisan political activity, use their position for personal gain, or use their position to coerce others.
- (R) Employees shall not post notices on the county premises without prior written approval from the appropriate authority.
- (S) Employees shall not possess unauthorized firearms, weapons, or explosive devices on county time, premises, or business.
- (T) Employees shall not falsify records, reports, or claims of illness or injury.
- (U) Employees shall not punch or sign another employee's time card or worksheet.
- (V) Employees shall not engage in activities during non-working hours that are harmful to the county's service or which inhibit their effectiveness on the job.
- (W) Employees shall not be a party to a fraudulent act.
- (X) Employees shall not be involved in a theft of goods, services, or accept payment for time while not at an assigned duty.
- (Y) Employees shall not possess, use, or be under the influence of illegal drugs, legal drugs being used unlawfully, controlled substances, or intoxicating substances on County time, premises or business.
- (Z) Employees shall not harass, discriminate, bully, or otherwise intimidate for any reason any employee or other person while on company time and/or property.

DISCIPLINARY ACTION: Employees who violate any of the above work rules shall be subject to disciplinary action up to an including discharge.

May, 1983

Revised, 1/98 (Changed item (Y) only)

Revised, 4/2014 (added item (Z) only)

BAY COUNTY CLEAN INDOOR AIR POLICY

SMOKE FREE WORKPLACE

To protect and enhance indoor air quality and contribute to the health and well-being of all persons who work in and use Bay County buildings and vehicles, effective September 1, 1991, all Bay County buildings and vehicles shall be smoke-free. This policy is established pursuant to Board Resolution #91-149 and the Michigan Clean Indoor Air Act 1988 PA 294, 296, 315.

The success of this policy will depend upon the thoughtfulness and cooperation of smokers. Infractions of this policy should be brought to the attention of the appropriate supervisor who shall then report to the Director of the Bay County Health Department.

Adopted: 6/11/91

Effective: 9/01/91

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 20, 2016

RESOLUTION

BY: PERSONNEL/HUMAN SERVICES COMMITTEE (9/20/16)

RESOLVED By the Bay County Board of Commissioners that the attached Bay County Drug Testing Protocols and Procedures, as revised, is hereby adopted.

MICHAEL E. LUTZ, CHAIR AND COMMITTEE

Personnel - Revised Bay County Drug Testing Protocols and Procedures 2016

MOVED BY COMM. _____

SUPPORTED BY COMM. _____

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____

VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____

AMENDED _____ CORRECTED _____ REFERRED _____

BAY COUNTY BOARD OF COMMISSIONERS

SEPTEMBER 13, 2016

RESOLUTION

- BY: WAYS AND MEANS COMMITTEE (9/6/16)**
- WHEREAS,** The Child Care Fund from the State of Michigan provides a 50% match for expenditures involving placement in agencies, foster homes, our juvenile home facility or institutions. Also covered are programs aimed at working with delinquent youth while the youth remains in their own homes; and
- WHEREAS,** Each state fiscal year a budget is submitted to the state requesting a specific amount of funding for the year beginning in October and ending in September; and
- WHEREAS,** The attached Child Care Fund Budget Summary for the 2016 -2017 Fiscal Year, reflects monies budgeted in the following categories: \$1,225,000 in the Family Foster Care; 1,475,200 for Institutional Care; \$876,077.85 for In Home Care; \$15,000 for Independent Living and it should be noted that 50% of most expenditures will be reimbursed by the state back to Bay County; and
- WHEREAS,** In addition to requesting approval of the 2016-2017 Child Care Fund budget, approval of a budget adjustment for the 2015- 2016 County Budget is also requested; and
- WHEREAS,** The foster care line item needs to be increased by a proportional amount that would better reflect the State 2015-2016 Child Care Fund Budget and it is requested that this line item in Bay County's Budget be increased \$525,000, by a transfer from the General Fund to the Child Care Fund; and
- WHEREAS,** The approved foster care line item in the state budget is \$1,225,000 and it should be noted that the amount of money originally appropriated in the county foster care line item this year was \$425,000, much less then the state budget allocation. This increase would put the county more in proportion with the \$820,000 that the county actually spent last year for foster care; Therefore, Be It
- RESOLVED** That the Bay County Board of Commissioners approves the 2016-2017 Child Care Fund Budget; Be It Further
- RESOLVED** That the Bay County Board of Commissioners approves a General Fund transfer to the Child Care Fund Budget in an amount not to exceed \$525,000 which the state of Michigan will reimburse at a rate of 50% for the 2015-2016 Fiscal Year; Be It Finally
- RESOLVED** That any related, required budget adjustments are approved.

**KIM COONAN, CHAIR
AND COMMITTEE**

Probate Court - 2016-2017 Child Care Fund Budget & Budget Adjustment for 2015-2016 Child Care Fund Budget

MOVED BY COMM. _____

SUPPORTED BY COMM.

COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E	COMMISSIONER	Y	N	E
MICHAEL J. DURANCZYK				KIM J. COONAN				MICHAEL E. LUTZ			
ERNIE KRYGIER				THOMAS M. HEREK							
VAUGHN J. BEGICK				DONALD J. TILLEY							

VOTE TOTALS:

ROLL CALL: YEAS _____ NAYS _____ EXCUSED _____
VOICE: YEAS _____ NAYS _____ EXCUSED _____

DISPOSITION: ADOPTED _____ DEFEATED _____ WITHDRAWN _____
AMENDED _____ CORRECTED _____ REFERRED _____