

County of Mason

EMPLOYEE HANDBOOK

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Welcome new employee!

On behalf of your colleagues, we welcome you to the County and wish you every success here.

We believe that each employee contributes directly to the County's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the County.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Board of Commissioners
County of Mason

40 INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with the County and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by the County to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As the County continues to grow, the need may arise and the County reserves the right to revise, supplement, or rescind any policies or portions of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

The term "County" when used in the context of the employer shall be defined as the respective Elected Official and the County Board of Commissioners.

It is in this context of co-employer that the Board of Commissioners and the Elected Officials agree to use this handbook as a basis for communicating with their employees the Personnel Policies of the County of Mason.

District #1 Commissioner

District #2 Commissioner

District #3 Commissioner

District #4 Commissioner

District #5 Commissioner

District #6 Commissioner

District #7 Commissioner

Clerk

Treasurer

Drain Commissioner

Prosecuting Attorney

Register of Deeds

Sheriff

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about the County, and I understand that I should consult my Elected Official or Department Head regarding any questions not answered in the handbook. I have entered into my employment relationship with the County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the County can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur from time to time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Commissioners of the County has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)

101 NATURE OF EMPLOYMENT

Employment with the County is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the County may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between the County and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at the County's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Commissioners of the County.

102 EMPLOYEE RELATIONS

The County believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their Elected Officials or Department Heads.

Our experience has shown that when employees deal openly and directly with Elected Officials or Department Heads, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that the County amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the County will be based on merit, qualifications, and abilities. The County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation or gender identity or any other characteristic protected by law.

The County will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employee with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate Elected Official, Department Head or the Finance, Personnel, & Rules Committee. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

105 HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the County may be hired only if they will not be working directly for or supervising a relative. The County employees cannot be transferred into such a reporting relationship.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is defined as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

106 EMPLOYEE MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, medical examinations will be required.

After an offer has been made to an applicant entering a designated job category, a medical examination will be performed at the County's expense by a health professional of the County's choice. The offer of employment and assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know.

107 IMMIGRATION LAW COMPLIANCE

The County is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the County within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Clerk's office. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

108 CONFLICTS OF INTEREST

Employees, Department Heads, Elected Officials, and County Commissioners have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which the County wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the County Administrator for more information or questions about conflicts of interest.

EXAMPLES OF POTENTIAL CONFLICTS

Personal gain may result not only in cases where an employee, Department Head, Elected Official, Commissioner or relative has a significant ownership in a firm with which the County does business, but also when an employee, Department Head, Elected Official, Commissioner or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the County.

Transactions with outside firms must be conducted within a framework established and controlled by the executive level of the County. Business dealings with outside firms should not result in unusual gains for those

firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls designed to ultimately benefit either the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee, Department Head, Elected Official, or Commissioner is in a position to influence a decision that may result in a personal gain for that employee, Department Head, Elected Official, Commissioner or for a relative as a result of the County's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees, Department Heads, Elected Officials, or Commissioners have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Finance, Personnel, & Rules Committee of the County as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

A member of the Board of Commissioners shall not be interested directly or indirectly in any contract or other business transaction with the County, or a board, office or commission thereof, during the time for which (s)he is elected or appointed, nor for one year thereafter unless the contract or transaction has been approved by three quarters of the members of the Board of Commissioners and so shown on the minutes of the Board together with a showing that the Board is cognizant of the member's interest. Public Acts of 1975, No. 206 (MCLA 46.30).

109 PRIOR EMPLOYMENT EXPERIENCE

The salary or wage of all employees will be established based on the County of Mason Salary and Wage Schedule. New employees with no previous governmental work experience in a similar job classification will be paid based on the starting salary and wage. In the case of a new employee with previous governmental work experience in a similar job classification, the Elected Official or Department Head may make a request to the Finance, Personnel, & Rules Committee that the previous governmental work experience be considered in establishing the salary or wage for the new employee. The Finance, Personnel, & Rules Committee, upon a request by the Elected Official or Department Head of the prospective employee, shall have the right to start the new employee at the "start" rate, the "after one year of service" rate, or the "after two years of service" rate.

In the case of an internal transfer of a current employee from one job classification to another job classification, the employee's salary or wage will be set at the "start" rate. An employee making an internal transfer to a similar job classification will retain their salary or wage rate.

110 OUTSIDE EMPLOYMENT

Although, an employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the County, this practice is not encouraged. All employees will be judged by the same performance standards and will be subject to the County's scheduling demands, regardless of any existing outside work requirements.

If the County determines that an employee's outside work interferes with performance or the ability to meet the requirements of the County as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with the County.

Outside employment will present a conflict of interest if it has an adverse impact on the County.

111 MISSION STATEMENT

The mission of Mason County government is to assist in supporting the quality of life by providing a range of services relating to the safety, health, social and economic well being of county residents. The county carries out this responsibility in the following manner:

- (1) providing services directly to county residents;
- (2) cooperating with federal, state and other local governments; and
- (3) linking with private organizations.

Mason County government has a leadership role in advancing an organizational and financial framework for fostering and maintaining services which address individual, family and community needs.

Mason County government, in serving its residents, strives for excellence within the context of available resources. The county is dedicated to making services accessible to residents without regard to ethnic origin, creed, gender or personal situations.

Mason County government is dedicated to serving residents in a timely and competent manner, while maintaining its commitment to honesty, integrity and accountability to the general public.

201 EMPLOYMENT CATEGORIES

It is the intent of the County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the County Board of Commissioners. Overtime must be either provided for in your budget or approved by the County Board of Commissioners.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the County's full-time schedule. Generally, they are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 30 hours per week. Regular part-time employees are eligible for some benefits sponsored by the County, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of the County's other benefit programs except a pro rata amount of holiday pay.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with the County is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. All legally mandated benefits (such as Social Security and workers' compensation insurance) are provided to temporary employees. Some other County-sponsored benefits may also be available, subject to the terms, conditions, and limitations of each benefit program.

CASUAL employees are those who have established an employment relationship with the County but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the County's other benefit programs.

202 ACCESS TO PERSONNEL FILES

Elected Officials and Department Heads shall establish a personnel file on all department employees. The file shall contain the employee's application and any disciplinary action reports as necessary. This personnel file shall remain in the department but shall be made available for inspection, in the department, by the Finance, Personnel, & Rules Committee. An employee may, upon request, inspect their own file. It shall be absolutely forbidden that any employee be allowed to inspect the file of another employee. The required employment physical report shall remain in the payroll files maintained by the Clerk's office. The required employment background check report shall remain in files maintained by the County Administrator.

203 POST-EMPLOYMENT REFERENCE CHECKS

The County Administrator and the related Elected Official or Department Head will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

204 PAYROLL DATA CHANGES

It is the responsibility of each employee to promptly notify the County Clerk of any changes in payroll data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any payroll data has changed notify the County Clerk's office, in writing, within 25 days of the event.

205 INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The County uses this period to evaluate employee capabilities, work habits, and overall performance.

All new and rehired employees work on an introductory basis for the first 6 months after their date of hire. Employees who are promoted or transferred within the County must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the County determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the County, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the County's needs.

Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification.

Employment status is not changed during the secondary introductory period that results from a promotion or transfer within the County.

208 EMPLOYMENT APPLICATIONS

The County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Background checks of previous employment, education, experience, and where appropriate, driving record(s) are routinely conducted. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

209 PERFORMANCE EVALUATION

Elected Officials/Department Heads and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the Elected Official/Department Head and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both Elected Officials/Department Heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

210 BACKGROUND CHECKS

I. PURPOSE: To establish policies and procedures for conducting background checks on staff members of the County of Mason, in order to ensure the safety of customers and fellow staff members.

II. APPLICATION: Background record checks pertain to all staff members, which include employees, students, volunteers, interns, independent contract workers and providers who are representing the county, and candidates.

III. DEFINITIONS:

- A. **Background Check** – Including, but not limited to, reference, work records, education, professional licenses, driver's record, criminal felony background, etc.
- B. **Staff Members** –All employees, students, volunteers, interns, and independent contract workers while they are providing service to Mason County.

- C. Candidate – Any person seeking, having made application for or being considered for employment, volunteering, internships, and independent contracting at Mason County.
- D. MVR –Motor vehicle record check.
- E. Primary Verification – Process of verification of credentials by telephone or mail directly through the primary source (e.g. State Licensing office).
- F. Driving Probation – If an employee is on driving probation, the Department Head or Elected Official will check the employees driving record every three months for driving violations.
- G. Driving Suspension – A suspension, revocation or termination of driving privileges, for any reason, by the State of Michigan or any of its agencies. If an employee is on driving suspension, the employee will not be allowed to drive County vehicles or personal vehicles when performing County business travel. This could lead to termination of employment if the employee’s job requires substantial travel or driving County vehicles. An employee who is put on driving suspension must immediately notify their Elected Officials or department head and the County Administrator acting on behalf of the Finance, Personnel, & Rules Committee.

IV. POLICY: Mason County will conduct background checks on all candidates prior to allowing them to work for Mason County.

V. PROCEDURES:

- A. Elected Officials or Department Heads and the County Administrator shall be responsible for ensuring compliance with this policy.
- B. All criminal background, MVR and primary verification checks will be conducted and processed under the provisions of the Michigan Freedom of Information Act, P.A. 442 of 1976.
- C. Background checks will be conducted on all candidates offered a position with Mason County. All candidates will be informed that they are subject to a background check upon offer of employment and must fill out an Authorization to Obtain Information and General Release Form.
- D. Results will be reviewed for job relatedness by the appropriate Elected Official or Department Head. and will be forwarded to the County Administrator acting on behalf of the Finance, Personnel, & Rules Committee for review. Mason County will obtain the advice of a labor attorney in analyzing the results of questionable background checks to determine the most appropriate action.
- E. Criminal background checks and/or MVR checks that show convictions and/or primary verification checks that show complaints may result in the withdrawal of a job offer to a candidate. Mason County reserves the right to take action on the results of such inquiries to best serve its interest and those of the people it serves.
- F. Copies of the background check results shall be maintained by the County Administrator.
- G. Sources
 - a. Background checks will be conducted through the Michigan State Police or the Sheriff.
 - b. Mason County shall subscribe to the Record Hookup Unit Program through the Michigan Department of State, Bureau of Driver and Vehicle Records, Customer Services Division for automatic notification of motor vehicle violations.
 - c. Current professional licenses and registrations shall be verified noting any complaints registered with the State of Michigan Licensing Office.
 - d. Original transcripts must be sent directly to your Elected Official or Department Head from educational institutions for new degrees.

H. Criminal Background Checks

10.1 The County may deny employment/placement to any candidate, and may suspend and/or terminate the employment/placement of any staff member in the event that a felony conviction of such staff or such candidate involves:

A) Sexual misconduct of any kind including, but not limited to, criminal sexual conduct in any degree, sexual abuse, prostitution, solicitation, indecent exposure, gross indecency, and/or the attempt of any such defenses, or

B) Acts of violence aggression of any kind, including, but not limited to assault, arson, child abuse, vulnerable adult abuse, homicide, kidnapping, robbery, riot, stalking, and/or the attempt of any such offense.

All other convictions types will be reviewed for job relatedness and also reviewed by a labor attorney if necessary.

I. Driver's Record Checks

1. Staff members and candidates who are expected to drive in order to perform defined position responsibilities must provide a copy of a valid driver's license to their Elected Official or Department Head, and must provide updated copies as their driver's license is renewed during the course of their employment.
2. Mason County reserves the right to decline a candidate if his/her driver's license is unacceptable (as determined by this policy and in consultation with Mason County's labor attorney).
3. All staff members who are expected to drive in order to perform defined position responsibilities will be subject to corrective action steps if their driving record is unacceptable. At any time a staff member is unable to perform defined position responsibilities, disciplinary action will be taken consistent with other County policy and procedures.
4. A driver's record check will be obtained as incidents occur on all applicable employees.
5. The driver's record check will be reviewed by the County Administrator acting on behalf of the Finance, Personnel, & Rules Committee to determine if any corrective/remedial action or training is necessary.
6. Corrective Action will be initiated to bring about improvement in employee performance to avoid future accidents/incidents and to assist the employees in becoming a more defensive driver.
7. The Motor Vehicle Record (MVR) will be reviewed with the employee by his/her immediate supervisor if corrective action is required. The MVR will become a part of the employee's personnel file.
8. The guideline that follows are some of the driving offenses that may result in the withdrawal of a job offer to a candidate, or probation or suspension of driving privileges and/or discipline up to and including termination of staff members:
 - A. Any criminal offenses, driving while impaired or other alcohol/drug related offenses, upon conviction, may result in removal from driving duties for a period of at least (1) year and/or disciplinary action. If no additional violations occur during this period, reinstatement on a probationary basis may occur.
 - B. Three (3) moving violations within a one (1) year period may result in being placed on "driving probation" for a one (1) year and/or disciplinary action. If there are no additional infractions during this period, removal from probation can be considered.
 - C. Four (4) moving violations within a two (2) year period may indicate removal from driving for a period of one (1) year and/or disciplinary action. Reinstatement may occur if no violations occur during the one (1) year suspension.

D. Revocation or suspension of a driver's license immediately suspends the employee from driving for the term of the suspension or revocation and will result in disciplinary action.

The above is a guideline and does not remove the employer's discretion in all situations. Any disciplinary action will define, in writing, all future expectations and corrective actions will become necessary to maintain employment. This document will become part of the employee's personnel file.

211 Employee Processing (In/Out)

I. Purpose

The purpose of this policy is to define a procedure for the orderly processing of employees as they start and finish their employment with the County.

II. Scope

This policy applies to all County employees.

III. Procedure (In processing)

1. The Elected Official or Department Head, or their designee should send the Clerk's Office a "Notice of Employment". This notice should include; date of hire, classification, rate of pay, and level of computer access authorized.

The County Clerk is responsible to provide the employee with a copy of this notice, which will be used during the following procedure.

2. After completing the hiring process and being notified of employment all new employees shall first report to the Mason County Clerk for in-processing.
3. Elected Officials or Department Heads or their designees are responsible for issuing key cards to new employees working at the Mason County Courthouse or Jail. Conversely they are also responsible for recovering key cards during the out processing phase.
4. The Clerk's Office will start a personnel file for the employee and have the employee fill out all required paperwork. This should include but not be limited to;
 - a. Social Security withholding forms
 - b. Retirement Forms
 - c. Insurance Forms
 - d. Direct Deposit Forms
 - e. Sick Time Benefit Forms
5. After filling out all required paperwork at the Clerk's Office the employee will receive an online copy of the "Employee Handbook". In the case of employees not covered by the "Employee Handbook" they should be directed to their immediate supervisor to receive a copy of their policy and procedures. The employee shall sign a receipt for the handbook, which shall be placed in their personnel file.
6. The employee should next report to the County Treasurers Office. The Treasurer is responsible for arranging bonding for county employees. In the event that an employee does not require

bonding, they are not required to report to the County Treasurers Office.

7. The employee shall next report to the Network Administrator. The Computer Network Administrator will require a copy of the "Notice of Employment". The Computer Network Administrator will assign a password and user name to the employee granting them access to the County Network with the authorized access granted by the Elected Official or Department Head. The Computer Network Administrator will also require them to sign a user's agreement. This user agreement shall be forwarded to the Clerk's Office to be placed in the employee's personnel file.

IV. Processing (Out)

1. When an employee separates from employment the Elected Official or Department Head shall send a "Notice of Separation" to both the County Clerk and the Computer Network Administrator. This notice should include; date of separation and a time sheet for the employee, if applicable. Final pay authorization shall be subject to review by the Clerk's Office.
2. The Clerk's Office will assure that all appropriate paperwork is completed and in the event that further information is required will contact the Elected Official or Department Head to facilitate getting the required information.
3. In the event that the employee is a notary the employee shall furnish the Clerk's Office their stamp and a signed letter to the State of Michigan requesting termination of their notary status.
4. The Computer Network Administrator shall immediately upon receiving the "Notice of Separation" terminate the employee's computer access.

V. Records Retention

1. All payroll related files shall be maintained at the Clerk's Office.

280 COMPENSATORY TIME

All nonexempt County employees shall receive Compensatory Time if documentation is completed and signed by their Elected Official or Department Head. Compensatory Time shall be approved by the Chairman of the Finance, Personnel, & Rules Committee prior to the qualifying event. Compensatory time-off shall not accrue beyond eighty (80) hours, nor shall compensatory time-off be carried over beyond one year from the date it is earned. The documentation of Compensatory Time shall be placed in the employee's Personnel File along with vacation and sick leave records. Employees are not entitled to compensation for unused Compensatory Time upon termination or retirement.

The falsifying of any Compensatory/Overtime records is prohibited and shall be grounds for disciplinary action, up to and including termination.

Any employees with questions or concerns about their classification as an EXEMPT or NONEXEMPT employee are encouraged to bring these issues to the attention of their immediate Elected Official, Department Head or the Finance, Personnel, & Rules Committee.

301 EMPLOYEE BENEFITS

Eligible employees at the County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law. Benefits eligibility is dependent upon a variety of factors, including employee classification. Your Elected Official or Department Head can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook. The following benefit programs are available to eligible employees:

- Auto, Employer-Owned Car
- Auto Mileage
- Bereavement Leave
- Deferred Compensation Plan
- Dental/Optical/Hearing Reimbursement Program
- Educational Financial Assistance
- Eldercare & Family Leave
- Holidays
- Jury Duty Leave
- Licensure Assistance
- Life Insurance
- Long-Term Retirement Disability
- Major Medical Insurance
- Meal Allowance
- Medical Insurance
- Medical Leave
- Membership Dues
- Military Leave
- Parking
- Personal Leave
- Prescription Drug coverage
- Retirement Plan
- Sick Leave Benefits
- Tool and Equipment Assistance
- Travel Allowances
- Uniform and Uniform Maintenance
- Vacation Benefits
- Witness Duty Leave

Some benefit programs require contributions from employees, but most are fully paid by the County. The benefit package for regular full-time employees represents an average additional cost to the County of approximately 60 percent of wages.

303 VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees (pro rata)

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

YEARS OF ELIGIBLE SERVICE	VACATION DAYS EACH YEAR
After 1 year	12 days
After 5 years	15 days
After 6 years	16 days
After 7 years	17 days
After 8 years	18 days
After 9 years	19 days
After 10 years	20 days

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. Earned vacation time is available for use in the year following its accrual.

Paid vacation time can be used in minimum increments of fifteen minutes. To take vacation, employees should request advance approval at least 24 hours in advance from their Elected Official or Department Head. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include longevity or any special forms of compensation such as overtime or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees may carry unused time forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" of the larger of one (1) year's worth of the employee's vacation benefit or the balance of unused vacation time an employee had as of December 31, 1995, further vacation accrual will stop. When the employee uses paid vacation time and brings the available amount below the cap, vacation accrual will begin again. An employee who has not used their vacation time in amounts sufficient to be under the cap may request an extension of the time available to use the vacation time. An employee must request their Elected Official or Department Head to petition the Finance, Personnel, & Rules Committee for this extension of time. This petition must include the reason why the extension is needed and the length of the extension.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if the County, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

Continuous service (seniority) means employment with the County and on the payroll without a break or interruption. Seniority shall be used for retirement, sick leave, vacation and longevity calculation purposes. Part time service, which immediately precedes the transfer of an employee to full time status, shall receive credit time in figuring the introductory period, however this time shall not accrue seniority benefits.

305 HOLIDAYS

The County will grant holiday time off to all employees on the holidays listed below.

New Year's Day (January 1)
Martin Luther King, Jr. Day (third Monday in January)
Presidents' Day (third Monday in February)
Good Friday (Close at noon)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (first Monday in September)
Veterans' Day (November 11)
Thanksgiving (fourth Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas (December 25)
New Year's Eve (December 31)

The County will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees
Year round part-time employees whose regularly scheduled work day fall on a holiday (pro rata)
Introductory employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. When Christmas Eve or New Year's Eve falls on Friday, the preceding Thursday shall be a holiday. When Christmas or New Year's Eve falls on Saturday or Sunday, the preceding Friday shall be a holiday.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at one and one-half times their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

306 WORKERS' COMPENSATION INSURANCE

The County provides a comprehensive workers' compensation insurance program. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their Elected Official or Department Head and the Mason County Administrator who is the Insurance Administrator, immediately. An accident report must be completed by the employee and their Elected Official or Department Head within forty-eight (48) hours after the occurrence of the injury. These forms can be obtained from the Insurance Administrator. It will be the responsibility of the employee's Elected Official or Department Head to complete the accident report form if the employee is unable to complete it. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Any County employee witnessing an accident, incident or altercation on or involving County property or employees shall provide the Insurance Administrator with a written statement of their observations, including conditions of the physical area, etc.

Neither the County nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off- duty recreational, social, or athletic activity sponsored by the County.

307 SICK LEAVE BENEFITS

The County provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s) are:

- Regular full-time employees
- Regular part-time employees (pro rata)

After six (6) months employment in the first year, eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year," the 12- month period that begins when the employee starts to earn sick leave benefits.

Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member who resides in the employee's household. Sick leave benefits may also be used to attend an employee's doctor appointment or that of a family member who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their Elected Official or Department Head before the scheduled start of their workday if possible. The Elected Official or Department Head must also be contacted on each additional day of absence. Sick leave time can be used in minimum increments of fifteen minutes.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement, verifying the disability, may be requested by the Elected Official or Department Head and may be required as a condition to receiving sick leave benefits.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as overtime or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 150 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness, a doctor appointment, or injury, and may not be used for any other absence. Upon termination, an employee with ten (10) years of service, will be paid for 1/2 of unused sick days at the employees rate of pay at that time.

An employee may agree to give up to twelve (12) days of his or her unused sick leave to another employee, who has exhausted his or her sick leave time, with the prior approval of the Finance, Personnel, & Rules Committee. Both employees must sign a release form provided by the payroll department.

Continuous service (seniority) means employment with the County and on the payroll without a break or interruption. Seniority shall be used for retirement, sick leave, vacation and longevity calculation purposes. Part time service, which immediately precedes the transfer of an employee to full time status, shall receive credit time in figuring the introductory period, however this time shall not accrue seniority benefits.

309 BEREAVEMENT LEAVE

Employees who wish to take time off due to the death of an immediate family member should notify their Elected Official or Department Head immediately.

Up to three days of paid bereavement leave will be provided to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees (pro rata)

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as overtime or shift differentials.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their Elected Official's or Department Heads' approval, use any available paid leave for additional time off as necessary.

The County defines "immediate family" as the employee's spouse, parent, step-parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren.

An Elected Official or Department Head may grant up to five (5) working days under unusual circumstances.

311 JURY DUTY

The County encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees (pro rata)

Employees must show the jury duty summons to their Elected Official or Department Head as soon as possible so that the Elected Official or Department Head may make arrangements to accommodate their absence. Of course, employees are required to report for work whenever the court schedule permits.

Either the County or the employee may request an excuse from jury duty if, in the County's judgment, the employee's absence would create serious operational difficulties.

The County will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits, will continue to accrue during jury duty leave.

Any jury fees will be signed over to the County Treasurer. Any jury fee received for after regular work hours will be retained by the employee as well as mileage reimbursement.

312 WITNESS DUTY

If employees have been subpoenaed or otherwise requested to testify as witnesses by the County, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the County. Employees are free to use any available paid leave benefit (such as vacation leave) to receive compensation for the period of this absence.

The subpoena should be shown to the employee's Elected Official or Department Head immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Any witness fees received while on paid time off will be signed over to the County Treasurer.

313 BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the County's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the County's group rates plus an administration fee. The County provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the County's health insurance plan. The notice contains important information about the employee's rights and obligations.

314 EDUCATIONAL ASSISTANCE

The County recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the County.

The County will provide educational assistance to all eligible employees who have completed twelve (12) months of employment in an eligible employment classification. To maintain eligibility employees must remain

on the active payroll and be performing their job satisfactorily through completion of each course. Employees in the following employee classification(s) are eligible for educational assistance:

- Regular full-time employees
- Regular part-time employees

Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable-future position in the organization in order to be eligible for educational assistance. The County has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact their Elected Official or Department Head for more information or questions about educational assistance. Requests for educational assistance must receive prior approval from the employee's Elected Official or Department Head and the County Finance, Personnel, & Rules Committee. Reimbursement will be made on the basis of one-half (1/2) of the tuition/book(s) fee upon enrollment with a receipt indicating that the tuition/book(s) has been paid, and one-half (1/2) the tuition/book(s) upon the completion of the course(s) with a passing grade or in the case of technical training, satisfactory completion. Documentation of satisfactory completion shall be submitted along with the request for the final one-half (1/2) of the tuition/book(s) fee to the County Finance, Personnel, & Rules Committee. If any employee does not complete said course(s) the County Finance, Personnel, & Rules Committee shall review the cause of non-completion and have the right to regain any fees previously paid.

While educational assistance is expected to enhance employees' performance and professional abilities, the County cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

The County invests in educational assistance to employees with the expectation that the investment be returned through enhanced job performance. However, if an employee voluntarily separates from the County's employment within one year of the last educational assistance payment, the amount of the payment will be considered only a loan. Accordingly, the employee will be required to repay the full amount of the original educational assistance payment.

320 457 PLAN

The County has established a 457 plan that is available to all regular full-time and part-time employees. The purpose of the plan is to encourage eligible employees to save on a pretax basis and to build a financial reserve for retirement.

Under the plan, eligible employees may elect to have the County withhold between 1% and 25% of their gross compensation through payroll deductions to a maximum amount per year prescribed by IRS regulations, which is adjusted by the IRS annually for inflation: and contribute that amount to the plan as a savings contribution.

Employees may suspend their contributions at any time and may also increase or decrease the amount of their contributions by completing a form available from the payroll department. Withdrawals from the plan are permitted once an employee has attained age 59 1/2 or in the event of financial hardship as defined in the plan.

The money contributed by employees is held by the plan's trustees. The value of each employee's account at retirement depends on a number of factors, such as how long an employee has been a member, how much the employee has contributed and investment gains.

The plan allows employees to elect how much of their compensation they want to contribute to the plan and to direct the investment of their funds into professionally managed investment funds.

An employee is fully invested in his or her own contributions. Any questions regarding the 457 plan should be directed to the County Administrator.

380 PERSONAL DAYS

The County provides two (2) paid personal days per calendar year, not to be counted as vacation or sick time. Eligible employee classification(s) are:

Regular full-time employees

After six (6) months of employment in the first year, two (2) personal days are allotted per calendar year.

Employees will not be able to carry forward any personal days from one calendar year to the next calendar year.

Personal days can be used in minimum increments of fifteen minutes. To take a personal day, employees should request advance approval at least 24 hours in advance from their Elected Official or Department Head. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Upon termination of employment, employees will be paid for unused personal days that have been earned. However, if the County, in its sole discretion, terminates employment for cause, forfeiture of unused personal day may result.

381 LONGEVITY PAY

The County provides longevity pay, up to a maximum of \$2,500.00, for its employees to all eligible employees for years of service. Eligible employee classification(s) are:

Regular full-time employees

Clerical employees shall be paid longevity as shown in the following schedule.

YEARS OF ELIGIBLE SERVICE	AMOUNT OF LONGEVITY PAY FOR EACH ADDITIONAL YEAR OF SERVICE
After 5 years	\$100.00
After 10	\$150.00
After 11 years	\$185.00

Custodial employees shall be paid longevity as shown in the following schedule.

YEARS OF ELIGIBLE SERVICE	AMOUNT OF LONGEVITY PAY FOR EACH ADDITIONAL YEAR OF SERVICE
After 3 years	\$100.00
After 11 years	\$170.00

Elected officials, other than County Commissioners, and all appointed officials shall be paid longevity as shown in the following schedule.

<u>YEARS OF ELIGIBLE SERVICE</u>	<u>AMOUNT OF LONGEVITY PAY FOR EACH ADDITIONAL YEAR OF SERVICE</u>
After 1 year	\$100.00
After 10 years	\$150.00

Continuous service (seniority) means employment with the County and on the payroll without a break or interruption. Seniority shall be used for retirement, sick leave, vacation and longevity calculation purposes. Part time service, which immediately precedes the transfer of an employee to full time status, shall receive credit time in figuring the introductory period, however this time shall not accrue seniority benefits.

382 RETIREMENT SYSTEM

The County provides an independent retirement system for all eligible employees. Eligible employee classification(s) are:

Regular full-time employees or those required by State Statute

The County participates in the Michigan Municipal Employees Retirement System (MERS), an agent multiple employer public employee retirement system. MERS is authorized and operated under state law, Act 135 of the Public Acts of 1945 as amended. For employees, elected officials (excluding county commissioners), department heads, jail administration and non-union clerical, the County provides a retirement program based on the MERS benefit program of B-4, E-1, E-2, FAC-3 with vesting after 10 years of credited service at any age with pension payable at age 60 and with an early retirement option at age 55 with 15 or more years of credited service. Benefits are computed based on a three year average of final compensation, multiplied by a factor of 2.50%, multiplied by the number of years of service. Retirees receive an annual cost-of-living increase adjustment of up to 2 1/2%, based on the consumer price index. This adjustment is made January 1 for all retirees who have been on the pension payroll since July 1 or before prior to adjustment. Death or disability benefits are also provided.

For commissioners, elected after January 1, 1997, the County provides a retirement program based on the MERS benefit program of C-1 New, E-1, E-2, FAC-3 with vesting after 10 years of credited service at any age with pension payable at age 60 and with an early retirement option at age 55 with 15 or more years of credited service. Benefits are computed based on a three year average of final compensation, multiplied by a factor of 1.50%, multiplied by the number of years of service. Retirees receive an annual cost-of-living increase adjustment of up to 2 1/2%, based on the consumer price index. This adjustment is made January 1 for all retirees who have been on the pension payroll since July 1 or before prior to adjustment. Death or disability benefits are also provided.

The County annually contributes 100% of the pension obligation for its employees.

The MERS' board has the responsibility and authority for the investment of the system's assets. State statute provides for a seven-member board, which is comprised of three employee members, three officer members, and the State Treasurer. The Governor of the State of Michigan appoints the board members for three-year terms. By statute, the State Treasurer is custodian of system assets.

Continuous service (seniority) means employment with the County and on the payroll without a break or interruption. Seniority shall be used for retirement, sick leave, vacation and longevity calculation purposes. Part time service, which immediately precedes the transfer of an employee to full time status, shall receive credit time in figuring the introductory period however this time shall not accrue seniority benefits.

383 DENTAL/OPTICAL/HEARING REIMBURSEMENT PROGRAM

The County provides a Dental/Optical/Hearing reimbursement program to all eligible employees. Eligible employee classification(s) are:

- Regular full-time employees
- Regular part-time employees (Pro rata)

Dental/Optical/Hearing expenses of eligible employee's spouse and their eligible dependents under 22 years of age. The County defines " eligible dependents " , for Section 383, as the employee's child and the employee's spouse's child.

After January 1, 2003, eligible employees will accrue \$1,200.00 each calendar year with a maximum accrual of \$2,000.00. New employees shall receive a pro- rated allotment after thirty (30) days of employment based on the number of remaining days in the calendar year. Expenses incurred after the employee's eligibility date and prior to their termination date will be eligible for reimbursement up to the maximum dollar allotments.

An eligible employee shall submit their paid original receipt along with the appropriate voucher signed by their Elected Official or Department Head. The paid receipt must include the patient's name, amount paid and the date of the procedure. The voucher must include the employee's name, employee's vendor number, appropriate general ledger number, description of service (i.e. dental, optical or hearing), date, and Elected Official or Department Head signature. The voucher shall then be reviewed by the County Finance, Personnel, & Rules Committee with reimbursement given to the employee upon approval by the Finance, Personnel, & Rules Committee. Unpaid dental, optical, and hearing bills will not be considered for payment. Dental, optical, and hearing expenses incurred by the employee or spouse and their eligible dependents will be considered up to the amount accrued by the employee. An employee shall forfeit any unused Dental/Optical/ Hearing balance upon termination.

Any employee found guilty of submitting false documentation for reimbursement shall be subject to disciplinary action up to and including termination.

384 HOSPITALIZATION AND LIFE INSURANCE

Medical Insurance. The County makes available group medical insurance plans covering certain hospitalization, surgical and medical expenses for participating full-time and regular part-time employees working at least 30 hours per week and their eligible dependents. Summary descriptions of the plan are available in the County Administrator's Office. The specific terms and conditions governing the group medical insurance plan are set forth in detail in the master policy or policies governing the plan as issued by the carrier or carriers. The County reserves the right to modify the coverage provided under the group medical insurance plan, to select the insurance carrier or carriers, to become a self-insurer either wholly or partially, and to select the administrator of such self-insurance plans. Eligible employees begin participation in the group medical insurance plan on the first (1st) day of the premium month following the commencement of employment with the County. Employees electing to participate in the group medical insurance plan shall advise the County in writing of this intent and shall sign the appropriate payroll deduction forms for the payment of the required monthly premium, if any. County Commissioners are not eligible for County paid health insurance effective January 1, 2013.

HSA Contribution. The County will establish a Health Savings Account for each eligible employee taking high deductible insurance coverage and annually contribute the eligible plan deductible amount to each account during the contract period subject to the cap set annually by the State of Michigan under Public Act 152 of 2011. The amount the county contributes to an employees Health Savings Account will be the difference between the state cap amount and the premium amount of the high deductible insurance coverage plan selected by the employee.

Annually, the county will increase the cap so that the total of the health insurance premium and the contribution to the Health Savings Account is no more than the cap set annually by the State of Michigan under Public Act 152 of 2011. The employee will be responsible for any cost above the cap set annually by the State of Michigan under Public Act 152 of 2011. Employees hired after the contribution date who elect to participate in the County's group medical insurance plan will receive a pro-rated HSA contribution based upon the ratio of the number of complete months of service in the medical insurance year to twelve. The County will work with a local financial institution to facilitate setting up an HSA account, but employees are free to set up their own accounts if they wish. Account information must be provided to the County to allow for the direct deposit of the annual County HSA contribution, or employee contributions through payroll deduction, if desired. Pursuant to Internal Revenue Service regulations, contributions to the HSA will be discontinued or reduced in the year that the employee or retiree or their spouse reach the age of 65. A prorata amount will be deposited in the year that an employee or retiree or their spouse reach the age of 65. Employee contributions to their HSA shall be paid through payroll deductions and all employees shall be required to sign the appropriate payroll deduction authorization forms. The co-pay on the health insurance premium and any employee contributions to their Health Savings Accounts shall be paid through payroll deductions and all employees shall be required to sign the appropriate payroll deduction authorization forms.

Medical Insurance for Retirees. If the employee has fifteen (15) or more years of service with the county and retires at age fifty-five (55) or older the County will annually contribute the eligible plan deductible amount to each account subject to the cap set annually by the State of Michigan under Public Act 152 of 2011 to age sixty-five (65) and the Medicare/Medicaid supplement for the employee and covered spouse from age sixty-five (65) to age seventy (70) subject to the cap set annually by the State of Michigan under Public Act 152 of 2011. However, should a retired employee have the availability and provided hospitalization plan by a subsequent employer, or if such retired employee shall have the availability and provided hospitalization plan by his or her spouse's employer, this coverage shall not be effective. The retired employee shall sign a certification form, provided by the County, every six (6) months regarding the availability of another health plan.

After age seventy (70) retirees are required to pay their own hospitalization fee to the County Clerk. In the case of the death of a retiree prior to the retiree reaching age seventy (70) , the surviving covered spouse shall be eligible for the continuation of the County paying its percentage until the date that the deceased retiree would have reached age seventy (70). Retirement coverage shall not be effective for any retired employee or surviving spouse who has the availability of a provided hospitalization plan by a subsequent employer or if such retired employee shall have the availability of a provided hospitalization plan by his or her spouse's employer. The retired employee shall sign a certification form every six (6) months regarding the availability of another health plan.

Employees hired after October 9, 2012 are not eligible for retiree health insurance.

Payments in Lieu of Medical Insurance. Employees who are eligible for coverage under the County's group medical insurance plan who are also eligible for group health insurance coverage provided by an employer other than the County and can provide proof of such alternate coverage can opt out of the County's group medical insurance plan and its related HSA. Employees who opt out will receive credit in a monthly amount of \$335.50, but will not be eligible for coverage in the County's group medical insurance plan. That amount will be paid to the employee's deferred compensation account or directly to the employee as taxable compensation. This payment is not available to County employees who are married to another County employee. An employee who subsequently loses medical/ hospitalization coverage from another source shall have the right to obtain medical/ hospitalization coverage from the County as provided in this document at the earliest date possible after written notice to the County Clerk. Said employee shall be entitled to a pro rata contribution to the County's qualified deferred compensation plan or directly to the employee as taxable compensation to date the employee becomes covered by the Employers medical/hospitalization plan. Employees who decline enrollment in the County's group medical insurance plan for themselves or their dependents (including their spouse) because they have other health insurance, may only subsequently enroll during the open enrollment (December) period. The only exception would be if you or your dependent loses eligibility from the other coverage and you are eligible under the County's plan.

Term Life Insurance. All regular full-time employees shall be eligible for group term life insurance policy coverage in the amount of \$20,000 with double indemnity payments. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The County pays the required monthly premium for eligible employees and reserves the right to change carriers from time to time.

Continuation of Insurance Premiums. In the event that an employee eligible for insurance coverage is discharged, quits, retires, resigns, is laid off, or commences an unpaid leave of absence, the County shall have no obligation or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, retirement, resignation, layoff, or unpaid leave of absence commences; provided, however, that employees on a family and medical leave of absence shall continue to be eligible for County paid insurance for the period of their family and medical leave on the same terms that would exist if they were not on the leave. Employees on County approved unpaid leaves of absence may continue insurance benefits on a month by month basis by paying to the County, in advance, the amount of the next month's premium for that employee and/or their lawful dependents, subject to the approval of the insurance program. The County shall resume payment of its portion of insurance premiums for eligible employees who return to work as of the first (1st) day of the premium month following the date of the employee's return to work. The County provides health insurance continuation for disabled employees. If an employee meets the requirements of (MERS) Michigan Employment Retirement System for disability retirement allowance, said employee's health insurance plan will continue in the same manner as if the employee retired under normal conditions.

If disability is terminated and the employee does not return to work the health insurance will be discontinued.

Health Insurance General Principles. The County of Mason follows the rules set by the Federal Government and the I.R.S. for health insurance. This includes areas such COBRA and Medicare. All status changes are the responsibility of the employee and not the County. As health insurance is constantly changing, check with the County Clerk's Office on insurance issues such as status changes, eligibility and related topics. Examples of some of the status changes are:

- annulment;
- Events that change an Employee's number of Dependents, including birth, adoption, placement for adoption, or death of Dependent;

- A termination or commencement of employment by the Employee, Spouse, or Dependent.
- Dependent satisfies or ceases to satisfy the requirements for unmarried Dependents;
- A change in the place of residence or work of the Employee, Spouse, or Dependent.

Events that change an Employee's legal marital status, including marriage, death of Spouse, divorce, legal separation, or

Special Enrollment Provisions

If you decline enrollment in the County of Mason's health insurance coverage for yourself or your dependents (including your Spouse) because you have other health insurance, you may only enroll yourself or your eligible dependents during the open enrollment (December) period. The only exception would be if you or your dependent loses eligibility from the other coverage and you are eligible under the County's plan.

HUSBAND/WIFE BOTH EMPLOYED BY COUNTY

If both the husband and wife are employed by the County they cannot be covered under one policy and the other take the dollar amount incentive for not taking the health insurance.

385 PROFESSIONAL CONFERENCES

County employees occasionally need to attend a conference, seminar, meeting or technical training session outside the County of Mason. Each employee shall be paid for their time away from their worksite on regularly scheduled office hours. Compensatory time shall not be considered for overnight lodging.

Appointed Department Heads and employees must have prior approval from their supervisors to attend. Registration fees may be paid for in advance by submitting a completed voucher to the Finance, Personnel, & Rules Committee for approval. Pre-payment of fees is contingent on the submittal of the voucher in a manner, which allows the payment to be processed and approved in the normal payment cycle.

Reimbursements for mileage, meals and lodging shall be as set forth in the Business Travel Expense section of this policy handbook.

401 TIMEKEEPING

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the hours worked each day. They should also record the hours incurred during a departure from work for personal reasons. Overtime work must always be approved by the Board of Commissioners before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The Elected Official or Department Head will review and then initial the time record before submitting it for payroll

processing. In addition, if corrections or modifications are made to the time record, both the employee and the Elected Official or Department Head must verify the accuracy of the changes by initialing the time record.

All payroll time will be reported, every pay period, to the payroll clerk on forms made available by the County Clerk's office.

403 PAYDAYS

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off, such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Employee pay will be directly deposited into their bank accounts once they provide advance written authorization to the County. Employees will receive an itemized statement of wages when the County makes direct deposits.

405 EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for nondisciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the County is based on mutual consent, both the employee and the County have the right to terminate employment. Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Any employee who voluntarily released themselves from County employment, who has been subsequently rehired, shall not be given benefits or considerations above any newly hired employee other than any retirement benefits retained upon separation.

407 SEVERANCE PAY

Employees are not generally eligible for severance pay upon termination of employment, but in its sole discretion the County may elect to provide severance pay to a terminating employee provided that the employee provides a full release of all claims as part of the severance agreement.

408 PAY ADVANCES

The County does not provide pay advances on unearned wages to employees.

409 ADMINISTRATIVE PAY CORRECTIONS

The County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the County Clerk's office so that corrections can be made as quickly as possible.

410 PAY DEDUCTIONS

The law requires that the County make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The County also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." The County matches the amount of Social Security taxes paid by each employee.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

The County cooperates with the local credit unions and banking facilities as a service to its employees. The County, upon the employee's written instructions and approval, will make regular deductions from their paycheck and pay the amount to the credit union or bank of their choice. Further information can be obtained from the payroll division of the County Clerk's office.

The Payroll Department reserves the right to limit the number of institutions and the minimum dollar amount per pay period for deductions.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your Elected Official or Department Head can assist in having your questions answered.

500 SECURITY POLICY FOR COURT FACILITIES

No weapons are allowed in the courthouse, courtroom office, space used for official court business or by judicial employees. This prohibition does not apply to court security personnel in the performance of their official duties or to law enforcement officers, correction officers and reserve officers who have completed the 40-hour sheriff department weapons training program and who are transporting prisoners. The Chief Judge may authorize additional exceptions in extraordinary circumstances.

All persons and their belongings and all parcels, unless specifically excepted are subject to screening by Sheriff's Deputies, court officers and/or security personnel for the purpose of keeping weapons from entering the facility.

If at any time there is an articulable and reasonable suspicion that a weapon may be found, a person or object is subject to search. The search shall be no more intrusive than necessary to protect against the dangers presented.

Notice shall be posted that "No weapons are permitted in this Courthouse, courtroom office, hallways, restrooms, or space used for official court business. All person and parcels are subject to a search for weapons and restricted items as a condition of entry. Persons in violation of this order may be held in contempt of court."

501 SAFETY

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the County has established a workplace safety program. This program is a top priority for the County. The Maintenance Superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The County provides information to employees about workplace safety and health issues through regular internal communication channels such as department head-employee meetings, bulletin board postings, memos, or other written communications.

Employees and Department Heads receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their Elected Official or Department Head, or with another Elected Official or Department Head, or bring them to the attention of the Maintenance Superintendent. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate Elected Official or Department Head. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their supervisor and the County Administrator, who is the Insurance Administrator. Such written reports are necessary and should be filed with the County Administrator in order to comply with laws and initiate insurance and workers' compensation benefits procedures.

Some of the following practices will reduce the risk of losses due to fire:

1. Do not pile objects in walk areas.
2. Do not smoke in any County Building. This is a violation of County policies.
3. Use flammable materials only under appropriate conditions.
4. Take the time to check all equipment and appliances at the close of each business day to make sure they are turned off.
5. All employees should leave the building whenever the fire alarm is activated and should remain outside the building until the responding fire department personnel gives the okay for re-entry. All courthouse employees should gather at the northwest corner of the county courthouse property. Employees at other county buildings should discuss and decide on a mutual gathering location.
6. Each Elected Official or Department Head should establish a policy for their department concerning the manner of evacuation, safeguarding of office materials (files, cash on hand, etc.) and the responsibilities of each employee.

502 WORK SCHEDULES

The normal work schedule for the Clerk's Office District Court Office, Zoning Department, Animal Control, Administrator, Maintenance Department, Drain Commissioner's Engineering and Maintenance Technicians, Treasurer's Office, Equalization Department, Friend of the Court Office and Prosecutor's Office employees is eight hours a day, five days a week. Some employees in these offices may be scheduled to work less hours.

The normal work schedule for all others employees is seven hours a day, five days a week.

Elected Officials or Department Heads will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

504 USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for long-distance and toll calls is not permitted without Elected Official or Department Head approval. Employees should practice discretion in using county telephones when making personal calls and shall be required to reimburse the County for any charges resulting from their personal use of the telephone.

The use of the County-paid postage for personal correspondence is not permitted.

To ensure effective telephone communications, employees should always use the appropriate greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

505 SMOKING & VAPING

To protect and enhance indoor air quality and contribute to the health and well-being of all employees and citizens, Mason County government buildings and grounds shall be entirely smoke & vaping free.

Smoking & vaping will be strictly prohibited within all county buildings, grounds, and public spaces including conference rooms, reception areas, restrooms, stairwells, hallways and work stations. This policy applies to all employees, clients, contractors and visitors.

Prominent signs displaying the following statement will be posted at all entrances and throughout the building.

(Smoking and vaping are prohibited in all buildings, pursuant to the Michigan Clean Indoor Air Act.)

The success of this policy will depend upon the thoughtfulness, consideration and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

Persons observing a violation of this policy should bring it to the attention of their Elected Official or Department Head, Maintenance Supervisor, or the Finance, Personnel, & Rules Committee.

Elected Officials or Department Heads, Maintenance Supervisor, or the Finance, Personnel, & Rules Committee receiving a complaint will investigate and take action to resolve the issue as soon as possible.

Persons found to have violated this policy will be subject to disciplinary action(s) in the same manner and magnitude as violations of other County policies. A violation of this policy will be considered "inappropriate

conduct" for purposes of disciplinary options under the personnel policies of the Mason County Board of Commissioners. Progressive discipline measures must be used in imposing punishment.

506 REST AND MEAL PERIODS

Each workday, employees are provided with two rest periods of 15 minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond the allotted rest period time.

All employees are provided with one unpaid meal period of 60 minutes in length each workday. Elected Officials or Department Heads will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Elected Officials or Department Heads are encouraged to schedule meal periods in a manner, which will allow their particular office to remain open through out the meal period.

507 OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Elected Official's or Department Head's prior authorization and funds must be provided for it in the budget. Prior approval must be received from the Mason County Board of Commissioners if overtime is not authorized in a office's budget.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

508 USE OF EQUIPMENT AND VEHICLES

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Employees are expected to promptly report, to their Elected Official or Department Head, if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The Elected Official or Department Head can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

Employees authorized to use County vehicles shall abide by the following rules:

1. There will be no personal use of the vehicles.
2. Employees must obey all traffic laws and are personally responsible for all traffic tickets.
3. There will be no non-employee passengers without the written authorization signed by the employee's Elected Official or Department Head.

4. Employees shall not consume or possess any alcoholic beverages, narcotics, drugs or controlled substances while in possession or operation of a County vehicle.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

509 DISTRACTED DRIVING POLICY

To set forth the policy of Mason County with respect to the use of electronic devices by all employees who drive a vehicle while performing their duties and responsibilities on behalf of Mason County. This includes all devices, whether owned by Mason County or by the employee, and includes smartphones, PDAs, BlackBerrys, MP3 players, GPS devices, two-way radios, etc.

The interpretation and administration of this policy shall be the responsibility of the Elected Official or Department Head. It is the responsibility of the employee to use electronic devices safely and adhere to all federal, state, and local rules and regulations regarding the use of electronic devices, including in-vehicle technologies (such as navigation systems) and other features. Current or pending legislation will be monitored by general counsel with respect to the regulation of cellular phones and related equipment by drivers to ensure ongoing compliance with all applicable legislation.

Mason County employs many individuals who use cell phone and other wireless communication devices in carrying out their daily duties and responsibilities. Mason County recognizes that potential distractions may arise when cell phones and related devices are in use while operating a car, van, or truck (i.e., "moving vehicle"). In keeping with our obligation under federal and state health and safety laws to maintain a safe and healthful workplace, and to control potential risk to our employees, passengers, and the general public, Mason County has adopted this policy on the use of cell phones and similar devices by employees while operating a moving vehicle. This policy applies to employee use of both agency vehicles and private vehicles in the course of, and within the scope of, their employment.

It shall be the policy of Mason County that:

- Employees should be familiar with state laws and local ordinances that may apply to cell phone use within a moving vehicle. Local prohibition of cell phone use by law means employees are prohibited by this policy from using a cell phone or related devices.
- No employee is to engage in the use of a cell/mobile phone, engage in any form of text messaging, internet use, reading, or sending e-mails while operating a motor vehicle that is in motion. Emergency phone calls are the only exception, such as to summon "911" or other similar number for emergency assistance.
- Addresses or other information must be entered into a navigation or dispatch device prior to putting the vehicle in motion.
- Phone calls should be handled by the employee when the vehicle is not in motion. Allow calls to go to voice mail until the employee can safely pull off the road to respond.
- Employees using mobile phones must not discuss confidential issues while others are in the vehicle who do not have a "need to know" such information.

- Employees are expected to practice common phone courtesy and refrain from loud or offensive talk with others present.
- Employees who may have responsibilities for operating other agency equipment (powered lawn equipment, forklift trucks, golf carts, backhoes, or similar equipment) are prohibited from using cell phone while operating said equipment, unless such use is essential for the employee to perform his or her job duties.
- Questions regarding this policy should be directed by employees to their Elected Official or Department Head.
- Violation of this policy may result in disciplinary action, up to and including termination of employment.

Every employee is expected to exercise good judgment while driving a motor vehicle or other equipment, whether on the phone or not. Adopting these guidelines can help reduce potential liability, prevent possible injury, and perhaps save lives.

510 EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt county operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio will be asked to broadcast notification of the closing. Such a determination shall be made by a Committee composed of the Chairman of the Finance, Personnel, & Rules Committee, the County Clerk and the County Treasurer upon consultation with the County Sheriff and the Maintenance Superintendent. The Committee will make its decision in time to have the announcement made on the 7:00 a.m. news broadcast at W.K.L.A., WMOM, K-Rock, and Big Dog radio stations.. The Committee will also notify the WZZM News, 7&4 News, and 9&10 News television stations. The announcement will include conditions of closing and for what period of time. The Mason County Clerk and Treasurer will notify the radio and television stations. The County Administrator's office will also post the closing on the county website.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay. Employees who do not report for work if an office is not officially closed or closed without proper authorization shall not be paid for lost time.

512 BUSINESS TRAVEL EXPENSES

The County will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location. All business travel must be approved in advance by the appropriate Elected Official or Department Head.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the County. Employees are expected to limit expenses to reasonable amounts. Employees should pre arrange their lodging accommodations so that they can obtain a county check to pay for lodging prior to traveling on county business so that the county can avoid paying sales

tax. Employees should check with the County Administrator to determine if a county vehicle is available for use on their trip.

Expenses that generally will be reimbursed include the following:

Taxi fares, only when there is no less expensive alternative.

Mileage costs for use of personal cars, only when less expensive transportation is not available.

Cost of standard accommodations in mid-priced hotels, motels, or similar lodgings. This does not preclude individuals from staying at the host hotel of conventions or seminars.

Reimbursements for meals not exceeding the following charges:

Breakfast	\$ 8.50
Lunch	\$ 8.50
Dinner	\$19.00

Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare. Any tips for the service of alcoholic beverages are not reimbursed.

Charges for telephone calls, fax, and similar services required for business purposes.

Charges considered unacceptable for reimbursement to an employee are as follows:

1. Personal goods and services
2. Personal telephone calls
3. Entertainment
4. Alcoholic Beverages
5. Travel not related to County business

Employees who are involved in an accident while traveling on business must promptly report the incident to their Elected Official or Department Head. Vehicles owned, leased, or rented by the County may not be used for personal use without prior approval.

With prior Elected Official or Department Head approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such nonbusiness travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within 14 days. Reports shall be accompanied by original receipts for all individual expenses.

Employees should contact their Elected Official or Department Head for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

513 USE OF COUNTY CREDIT CARD POLICY

The Credit Card Policy for Mason County is as follows;

A) The Chairperson of the Finance, Personnel, & Rules Committee or his/her designee is authorized to secure the issuance of credit cards for use by selected County officials and employees and is responsible for the accounting, monitoring, retrieving and generally overseeing compliance with this credit card policy.

B) The Chairperson of the Finance, Personnel, & Rules Committee may designate any or all of his/her responsibilities under this policy to the County Administrator or to the appropriate Elected Official or Department Head. Such designation must be done in writing and signed by the Chairperson of the Finance, Personnel, & Rules Committee and the designated individual.

C) A list of all credit cards in use by County officials shall be maintained by the Chairperson of the Finance, Personnel, & Rules Committee, said list to detail the entity issuing the card, name in which the card was issued, account number, credit limit, date issued and persons authorized to use each credit card. Each official or employee who has been issued a credit card shall sign the list indicating that he or she has received the credit card and has received and read a copy of this policy.

D) The total combined authorized credit limit of all credit cards issued to Mason County shall not exceed 1% of the total budget of the County for the current fiscal year.

E) Any Elected Official or Department Head seeking authorization to obtain a credit card or additional credit cards must make a written request to the Chairperson of the Finance, Personnel, & Rules Committee. Written request shall state the reason why the credit card or additional cards are needed.

F) No employee may use a credit card without the knowledge and written permission of their Elected Official, Department Head or his/her designee.

G) A credit card held in the name of the County and/or a department of the County shall be used only for the purchase of goods and services for the official business of the County. The use of the credit cards is limited to the following circumstances:

Travels, meals and accommodations while on county business; Necessary expenses incurred in operating a County vehicle; Circumstances where it is impractical to secure a County check but only when such purchases have been authorized, in writing, by the appropriate Elected Official or Department Head.

H) County officials and employees who use a County credit card shall include a copy of the vendor's credit card slip with the request for payment submitted to the Finance, Personnel, & Rules Committee. If no credit card slip was obtained that described the transaction, the employee shall submit a signed voucher that shows the name of the vendor or entity from which the goods or services were purchased, the date and amount of the transaction, the official business that required the transaction and the chart of account number indicating the line item to which the transaction is to be charged. All credit card slips submitted for payment shall include this information as well. Vouchers shall also include a statement explaining why a credit card slip was not obtained.

I) An official or employee who is issued a credit card is responsible for its protection and custody. If a credit card is lost or stolen, the entity issuing the lost or stolen card shall be immediately notified to cancel the card. The Chairperson of the Finance, Personnel, & Rules Committee shall also be immediately notified.

J) An official or employees issued a credit card shall return the credit card to the Chairperson of the Finance, Personnel, & Rules Committee upon termination of his or her employment or service with Mason County.

K) The Finance, Personnel, & Rules Committee of the County Board shall review each credit card statement to ensure that transactions comply with this policy. Any transactions that appear on statements that are not documented with a credit card slip or signed voucher shall be immediately discussed with the appropriate Elected Official or Department Head.

L) Payment to the entity issuing the credit card shall not be made until approved by the Finance, Personnel, & Rules Committee of the County Board of Commissioners.

M) Credit card balances shall be paid in full within the issuing credit card company's allotted time frame so as not to incur finance charges. At no time shall this exceed 30 days from the statement date. The only exception to this would be under the protest filed with the credit card company for an invalid charge.

N) Failure to timely submit voucher packets so that payment can be made in time to avoid finance charges may be cause to revoke a department's privilege to use the credit card.

O) Personal use of county credit cards is strictly forbidden. A Department Head or employee inappropriately using a county credit card shall be subject to disciplinary action, up to and including termination of employment.

514 VISITORS IN THE WORKPLACE

Friends, relatives and children of employees are not allowed in the working areas without the approval of the appropriate Elected Official or Department Head. Employees are responsible for the conduct and safety of their visitors. Visits should be restricted to a reasonable time as determined by the appropriate Elected Official or Department Head. Excessive visits can be disruptive to the work area and are discouraged.

580 USE OF PERSONAL VEHICLES

All County employees who are authorized to use their personal vehicles on County business are entitled to payment for mileage. The mileage rate will be that rate established by the Internal Revenue Service (Permissible Business Mileage). Personal vehicles used on County business are not covered by County insurance. Employees using their own vehicles are required to purchase auto insurance as provided by state law. Requests for reimbursement of mileage shall be accompanied by an official travel log bearing the following:

1. Employees
2. Date(s) of travel
3. Purpose of travel
4. Site to site mileage
5. Elected Official or Department head approval

In addition, employees are personally responsible for any traffic tickets and any accidental damage to their personal vehicles.

601 FAMILY AND MEDICAL LEAVE POLICY

Employees who have been employed for at least 12 months are eligible for leaves of absence for family and medical reasons under the terms and conditions set forth below and as those terms and conditions are supplemented and explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act, provided that they were employed for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the requested leave:

- A. Qualifying reasons for leaves.** An eligible employee is entitled to a total of 12 workweeks of leave during a “rolling” 12-month period measured backward from the date an employee uses any leave for any one, or more, of the following reasons:

FMLA REGULAR LEAVE:

1. The birth of a son or daughter, and to care for the newborn child;
2. The placement with the employee of a son or daughter for adoption or foster care;
3. To care for the employee’s spouse, son, daughter, or parent with a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the functions of their job.

FMLA SERVICE MEMBER LEAVE:

1. Because of any qualifying exigency arising out of the fact that a spouse, son, or daughter of the employee is on covered active duty (or has been notified of an impending call to covered active duty) in the Armed Services.
2. To care for a covered service member who is the spouse, son, daughter, parent, or next of kin of an eligible employee and who has suffered a serious injury or illness in the line of duty on active duty.

For purposes of leaves under subparagraphs 3 and 4 above, a “serious health condition” means an illness, injury, impairment, or physical or mental condition that involves (a) inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or (b) continuing treatment by a health care

provider. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems and periodontal disease are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

Continuing treatment includes (i) a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider; (ii) any period of incapacity due to pregnancy, or for prenatal care; (iii) any period of incapacity or treatment for such incapacity due to a chronic serious health condition; (iv) a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; and (v) any period of absence to receive multiple treatments by a health care provider for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment. A **period of incapacity** means an inability to work, attend school, or perform other regular daily activities due to the serious health condition or its treatment and recovery.

B. Requests for leave. Employees desiring leaves of absence under this section shall provide written notice to the County setting forth the reasons for the requested leave, the anticipated start date of the leave, and its anticipated duration. The timing of this notice shall be as follows:

1. **Foreseeable leaves.** An employee must provide at least 30 days advance notice before the leave is to begin if the need for the leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of a family member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin or a change in circumstances, notice must be given as soon as possible. Employees are expected to consult with the County prior to the scheduling of planned medical treatment in order to work out a treatment schedule which best suits the needs of both the County and the employee and the County may, for justifiable cause, require an employee to attempt to reschedule treatment, subject to the ability of the health care provider to reschedule the treatment and the approval of the health care provider as to any modification of the treatment schedule. In the event that an employee fails to give the required notice with no reasonable excuse for the delay, the County may deny the taking of the leave until at least 30 days after the date the employee provides notice to the County of the need for the leave.
2. **Unforeseeable leaves.** When the need for leave, or its approximate timing, is not foreseeable, an employee shall give notice to the County as soon as practicable under the facts and circumstances of the particular case. It is expected that an employee will give notice to the County within no more than one or two working days of learning of the need for leave, except in extraordinary circumstances. In the case of a medical emergency requiring leave because of an employee's own serious health condition or to care for a the employee's spouse, son, daughter or parent with a serious health condition, written advance notice is not required.

Employees shall provide notice to the County either in person or by telephone, telegraph, facsimile ("fax") machine or other electronic means. Notice may be given by the employee's representative (e.g., a spouse, family member or other responsible party) if the employee is unable to do so

personally. The employee or representative will be expected to provide more information when it can readily be accomplished as a practical matter, taking into consideration the exigencies of the situation.

The County has the obligation to determine if a particular leave request qualifies for FMLA leave. This determination shall be promptly communicated to the employee as soon as the County has received sufficient information to make a determination if a requested leave qualifies as FMLA.

- C. Medical Certification.** A request for leave to care for the employee's spouse, son, daughter, or parent with a serious health condition, or due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, must be supported by a certification issued by the health care provider of the employee or the employee's ill family member. The employee must provide the requested certification to the County within 15 calendar days, unless it is not practicable under particular circumstances to do so despite the employee's diligent, good faith efforts. An employee who fails to provide the certification may be denied the taking of leave until the required certification is provided.

If the County has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion at the County's expense from a health care provider of its choice, provided that the selected health care provider cannot be employed on a regular basis by the County. If the opinions of the employee's and the County's designated health care providers differ, the County may require the employee at the County's expense to obtain certification from a third health care provider designated or approved jointly by the County and the employee. The County and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. This third opinion shall be final and binding.

The County may request recertification at any reasonable interval, but not more often than every 30 days, unless:

1. The employee requests an extension of leave;
2. Circumstances described by the original certification have changed significantly (e.g., the duration of the illness, the nature of the illness, complications); or
3. The County receives information that casts doubt upon the continuing validity of the certification.

The County may also require recertification of the employee's or the family member's serious health condition when it is prevented from recovering its share of health benefit premium payments made on the employee's behalf during a period of unpaid leave because the employee is unable to return to work after leave due to the continuation, reoccurrence, or onset of a serious health condition.

Employees whose leave was occasioned by a serious health condition that made the employee unable to perform their job are required to obtain and present certification from the health care provider that they are fit for duty and able to return to their work. This certification must be provided at the time the employee seeks reinstatement at the end of the leave, and the County may deny restoration until satisfactory certification is provided.

- B. **Length of leave.** An employee is eligible for up to 12 workweeks of leave each year. This year is based upon a “rolling” 12-month period measured backward from the date an employee uses any leave under this section. This 12 workweeks of leave may be taken in one continuous period or “intermittently or on a reduced leave schedule” under certain circumstances. “Intermittent leave” is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. A “reduced leave schedule” is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hours per workday. Leave taken because of a birth or placement of a child for adoption or foster care may only be taken intermittently or on a reduced leave schedule with the prior written approval of the County. Leave taken to care for a sick family member or for an employee’s own serious health condition may be taken intermittently or on a reduced leave schedule when medically necessary.

A covered service member is a member of the Armed Forces who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness or a veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and was a member of the Armed Forces at any time during the period of 5 years preceding the date on which the veteran undergoes the medical treatment, recuperation, or therapy. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who suffered a serious injury or illness in the line of duty on covered active duty in the Armed Forces shall be entitled to a total of 26 workweeks of leave during a 12 month period to care for that service member. This service member family leave shall only be available during a single 12 month period, and during that 12 month period the an eligible employee shall only be entitled to a total of 26 weeks of combined regular FMLA leave and Service Member Family Leave.

For intermittent leave or leave on a reduced leave schedule, there must be a medical need for leave (as distinguished from voluntary treatments and procedures) and it must be that such medical need can be best accommodated through an intermittent or reduced leave schedule. In the case of a request for intermittent leave or leave on a reduced leave schedule which is medically necessary, the employee shall advise the County of the reasons why the intermittent/reduced leave schedule is necessary and the schedule for treatment, if applicable. The treatment regimen and other information described in the certification of a serious health condition meets the requirement for certification of the medical necessity of intermittent leave or leave on a reduced leave schedule. Employees needing intermittent leave or leave on a reduced leave schedule must attempt to schedule their leave so as not to disrupt the County’s operations. The employee and the County shall attempt to work out a schedule which meets the employee’s needs without unduly disrupting the County’s operations, subject to the approval of the health care provider.

If an employee requests intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, including during a period of recovery from a serious health condition, the County may require the employee to transfer temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee’s regular position. The alternative position must have equivalent pay and benefits. The County may also transfer the employee to a part-time job with the same rate of pay and benefits, provided the employee is not required to take more leave than is medically necessary. The County may not eliminate benefits which otherwise would not be provided to part-time employees; however, the County may proportionately reduce earned benefits where such reduction is normally made by the County for its part-time employees.

If an employee takes leave on an intermittent or reduced leave schedule, only the amount of leave actually taken is counted toward the maximum 12 weeks of leave. Where an employee normally works a part-time schedule or variable hours, the amount of leave is determined on a pro rata or proportional basis by comparing the new schedule with the employee's normal schedule. If an employee's schedule varies from week to week, a weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period is used for calculating the employee's normal workweek.

E. Payment status while on leave. Employees on leaves of absence under this section shall be paid in accordance with the following:

1. In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
 - a. Paid sick leave
 - b. Paid vacation
2. In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
 - a. Paid sick leave
 - b. Paid vacation

As a condition of the leave, employees must utilize available paid leave and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave, the remainder of the leave shall be without pay.

F. Benefit status while on leave. While on leave, an employee's coverage under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period. An employee may choose not to retain health coverage during the leave, and upon return from the leave is entitled to reinstatement of the group health plan coverage without any qualifying period, physical examination, or exclusion of pre-existing conditions.

Except as required by the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), the County's obligation to maintain health benefits ceases when an employee informs the County of their intent not to return from leave (including at the start of leave if the County is so informed before the leave starts), or the employee fails to return from leave and thereby terminates employment, or the employee exhausts their leave entitlement.

The County may recover its share of health plan premiums paid during a period of unpaid leave from an employee if the employee fails to return to work after the employee's leave entitlement has been exhausted or expires, unless the reason the employee does not return is due to:

1. The continuation, recurrence, or onset of a serious health condition which would entitle the employee to leave under this section, unless the County requests medical certification and the employee does not provide such certification in a timely manner (within 30 days); or
2. Other circumstances beyond the employee's control.

The County's right to recover its share of health premiums paid during periods of unpaid leave extends to the entire period of unpaid leave taken by the employee. When an employee fails to return to work, except for the reasons stated above, health premiums paid by the County during a period of leave are a debt owed by non-returning employee to the County. In the circumstances where recovery is allowed, the County may recover its share of health insurance premiums through deduction from any sums due to the employee (e.g., unpaid wages, vacation pay, profit sharing, etc.). Alternatively, the County may initiate legal action against the employee to recover its share of health insurance premiums.

- G. Rights upon return to work.** On return from leave, an employee shall be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, unless the employee is no longer qualified for the position because of their physical or mental condition or the failure to maintain a necessary license or certification.

FMLA PROCEDURE

In order to comply with the provisions of the FMLA, the following procedures shall be followed:

- A. Posting requirements.** A notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour Division shall be posted in conspicuous places where employees are employed. The notice must be posted prominently where it can be readily seen by employees and applicants for employment, and shall be large enough to be easily read and contain fully legible text. In the event that a substantial portion of the workforce is comprised of workers who are not literate in English, the notice shall be provided in a language in which the employees are literate. A copy of this notice is attached as Exhibit A.
- B. General notice requirements.** The information concerning FMLA entitlements and employee obligations under the FMLA as set forth in the Wage and Hour Division FMLA Fact Sheet shall be included in written guidance to employees concerning employee benefits or leave rights. In addition, information regarding the employer's policies regarding the FMLA shall be included in this written guidance.
- C. Specific notice requirements.** Written notice shall be given to the employee the first time in each six month period that an employee gives notice of the need for FMLA leave. The notice shall be given within a reasonable time after notice of the need for leave is given by the employee, within one or two business days if feasible, and shall be given in a language in which the employee is literate. If leave has already begun, the notice should be mailed to the employee's address of record. This notice shall include, as appropriate:
1. That the leave will be counted against the employee's annual FMLA leave entitlement;

2. Any requirements for the employee to furnish medical certification of a serious health condition and the consequences of failing to do so;
3. The employee's right to substitute paid leave and whether the County will require the substitution of paid leave, and the conditions related to any substitution;
4. Any requirement for the employee to make any premium payments to maintain health benefits and the arrangements for making such payments, and the possible consequences of failure to make such payments on a timely basis (i.e., the circumstances under which coverage may lapse);
5. Any requirement for the employee to present a fitness for duty certificate to be restored to employment;
6. The employee's status as a key employee and the potential consequence that restoration may be denied following FMLA leave, explaining the conditions required for such denial;
7. The employee's right to restoration to the same or an equivalent job upon return from leave;
8. The employee's potential liability for payment of health insurance premiums paid by the employer during the employee's unpaid FMLA leave if the employee fails to return to work after taking FMLA leave.

If the specific information provided in the notice changes with respect to a subsequent period of FMLA leave during the six month period, the County shall within one or two business days after receipt of the employee's notice of need for leave provide written notice referencing the prior notice and setting forth any information that has changed.

Written notification of the need to provide medical certification or a fitness for duty report shall be given with respect to each employee notice of a need for leave unless the initial notice in the six-months period and the written documents describing the County's leave policies clearly provide that certification or a fitness for duty report would be required. Oral notification of this requirement must be made if subsequent written notification is not provided.

A copy of the required notice is attached as Exhibit B.

- D. Review of the adequacy of medical certification.** An employee requesting FMLA leave to care for the employee's seriously-ill spouse, son, daughter, or parent, or due to the employee's own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's position must be supported by a certification issued by the health care provider of the employee or the employee's ill family member. This certification requirement is satisfied by submission of a completed certificate in the form attached as Exhibit C.

Additional information cannot be requested from the employee's health care provider after an employee submits a complete certification signed by the health care provider, unless the employee is also on a worker's compensation leave of absence. However, a health care provider representing the County may contact the employee's health care provider, with the employee's permission, for purposes of clarification and authentication of the medical certification.

If the County has reason to doubt the validity of a medical certification, it may require the employee to obtain a second opinion at the County's expense from a health care provider of its choice, provided that the selected health care provider cannot be employed on a regular basis by the County. If the opinions of the employee's and the County's designated health care providers differ, the County may require the employee at the County's expense to obtain certification from a third health care provider designated or approved jointly by the County and the employee. The County and the employee must each act in good faith to attempt to reach agreement on whom to select for the third opinion provider. This third opinion shall be final and binding.

- E. Designation as FMLA Leave.** The County is responsible for designating leave, paid or unpaid, as FMLA qualifying. This designation decision must be based only upon information received from the employee or the employee's spokesperson. In instances where the County does not have sufficient information about the reason for an employee's use of paid leave, the County should inquire further of the employee or the spokesperson to ascertain whether the paid leave is potentially FMLA qualifying.

Once the County acquires knowledge that leave is being taken for an FMLA required reason, the County must promptly (within two business days absent extenuating circumstances) notify the employee that the paid leave is designated and will be counted as FMLA leave. The County's notice that the leave has been designated as FMLA leave may be given orally or in writing. If the notice is oral, it shall be confirmed in writing no later than the following payday.

If the leave is taken for an FMLA reason and has not been so designated by the County, an employee may request such designation by notifying the County within two business days of returning to work that the leave was for an FMLA reason.

- F. Recordkeeping.** In addition to the records required to be maintained under the Fair Labor Standards Act, the County Clerk's Office shall keep for a period of at least three years the following information:

1. Dates FMLA leave is taken by FMLA eligible employees. Leave must be designated in records as FMLA leave; leave so designated may not include leave required under state law or an employer plan which is not also covered by FMLA.
2. If FMLA leave is taken by eligible employees in increments of less than one full day, the hours of the leave.
3. Copies of employee notices of leave furnished to the County under FMLA, if in writing, and copies of all general and specific written notices given to employees. Copies may be maintained in employee personnel records.
4. Any documents describing employee benefits or County policies and practices regarding the taking of paid and unpaid leaves.
5. Premium payments of employee benefits.
6. Records of any dispute between the County and eligible employee regarding designation of leave as FMLA leave, including any written statement from the County or employee of the reasons for the designation and for the disagreement.

Records and documents relating to medical certifications, recertifications or medical histories of employees or employees' family members, created for purposes of FMLA, shall be maintained as confidential medical records by the Clerk's Office in separate files/records from the usual personnel files.

603 PERSONAL LEAVE

The County provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Employees in the following employment classification(s) are eligible to request personal leave as described in this policy:

Regular full-time employees

Eligible employees may request personal leave only after having completed one year of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their Elected Official or Department Head.

Personal leave may be granted for a period of up to six months each calendar year. With the Elected Official's or Department Head's approval, an employee may take any available sick leave or vacation leave as part of the approved period of leave.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the County for the first 30 calendar days after the approved personal leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from personal leave, benefits will again be provided by the County according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, the County cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, the County will assume the employee has resigned.

605 MILITARY LEAVE

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

The leave will be unpaid. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the County until 30 calendar days after military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish

coverage to continue. When the employee returns from military leave, benefits will again be provided by the County according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon the employee's return to active employment.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

607 PREGNANCY-RELATED ABSENCES

The County will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave. Accumulated sick leave and/or vacation time may be applied for this purpose until exhausted.

701 EMPLOYEE CONDUCT AND WORK RULES

To ensure orderly operations and provide the best possible work environment, the County expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence or impairment of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct

Violation of safety or health rules

Smoking in prohibited areas

Sexual or other unlawful or unwelcome harassment

Possession, transfer or sale of dangerous or unauthorized materials, such as explosives or firearms, in the workplace

Excessive absenteeism or any absence without notice

Unauthorized absence from work station during the workday

Excessive tardiness

Inappropriate attire and grooming habits

Acceptance of gifts or gratuity from any individual or agency that may be construed as influencing a decision of a County employee is prohibited

Employees are prohibited from using the County's address as their permanent mailing address unless the employee resides at a County facility

Unauthorized use of telephones, mail system, or other employer-owned equipment

Violation of personnel policies

Unsatisfactory performance or conduct

Any employee upon action by their respective Elected Official may be discharged from employment for an infraction of these employee conduct and work rules. An appointed Department Head with the approval of the Finance, Personnel, & Rules Committee may also exercise the above discharge.

702 PROGRESSIVE DISCIPLINE

The purpose of this policy is to state the County's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

The County's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with the County is based on mutual consent and both the employee and the County have the right to terminate employment at will, with or without cause or advance notice, the County may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

The County recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

While it is impossible to list every type of behavior that may be deemed a serious offense, the EMPLOYEE CONDUCT AND WORK RULES policy includes examples of problems that may result in immediate suspension or termination of employment. However, the problems listed are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and the County.

703 SEXUAL AND OTHER UNLAWFUL HARASSMENT

The County is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her Elected Official or Department Head. If the Elected Official or Department Head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Finance, Personnel, & Rules Committee or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any Elected Official or Department Head who becomes aware of possible sexual or other unlawful harassment should promptly advise the Finance, Personnel, & Rules Committee or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

The County Board of Commissioners shall have the power to take such legal action as provided by law in regards to an Elected Official in violation of this policy to protect the County from liability.

704 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, the County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the County. In the rare instances when employees cannot avoid being late to work or are unable to work as

scheduled, they should notify their Elected Official or Department Head as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

705 PERSONAL APPEARANCE

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the County presents to customers and visitors.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Consult your Elected Official or Department Head if you have questions as to what constitutes appropriate attire.

706 RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All the County property must be returned by employees on or before their last day of work. Where permitted by applicable laws, the County may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The County may also take all action deemed appropriate to recover or protect its property.

708 RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with the County. Although advance notice is not required, the County requests at least two weeks' written resignation notice from all employees.

If an employee does not provide advance notice as requested, the employee may be considered ineligible for rehire.

712 SOLICITATION

In an effort to assure a productive and harmonious work environment, persons not employed by the County may not solicit or distribute literature in the workplace at any time for any purpose.

The County recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

In addition, the posting of written solicitations on company bulletin boards is prohibited. Bulletin boards are reserved for official organization communications on such items as:

- Employee announcements
- Internal memoranda

Job openings
Organization announcements
Workers' compensation insurance information
State disability insurance/unemployment insurance information
Meeting notices
Labor law posters

716 DRUG-FREE WORKPLACE POLICY AND STATEMENT

I. OBJECTIVE

A. To provide all County employees with a safe drug-free workplace and to promote high standards of employee health.

B. To carry out the County's basic responsibility to serve the public safely and without undue interruption.

C. To comply with Drug-Free Workplace Act of 1988.

II. POLICY AND STATEMENT

A. Employees are the County's most valuable resource, and for that reason, their health and safety are of paramount concern.

B. The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs or controlled substances while on the job or on County property or in County vehicles will result in disciplinary action up to and including discharge. Employees shall be informed of the preceding statement and, as a condition of employment, shall agree to notify the Employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such a conviction. The County will notify the federal contracting agency within ten (10) days after receipt of such notice of conviction.

C. The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, or controlled substances off-duty and off County premises may also result in the disciplinary action up to and including discharge. These actions can affect on-the-job performance and the confidence of the public and the government in the County's ability to meet its responsibilities.

D. Alcohol is prohibited on County property, vehicles, equipment and operations. Alcohol use that adversely affects an employee's job performance or the public and/or regulatory perception of the County is not acceptable.

E. The legal use of controlled substances prescribed by a licensed physician is not prohibited, but employees in selected positions designated by the County are required to make such use known to an appropriate County representative such as, but not limited to, drivers, operators, licensed personnel and electricians.

F. Violation of the County's policy may result in disciplinary action up to and including termination.

G. Law enforcement officials will be notified whenever illegal drugs are found.

H. Whenever possible, the County will assist in overcoming drug, alcohol and other problems that may adversely affect employee job performance.

I. In cases of confirmed illegal drug use, sale or possession on or off County premises, operating vehicles and/or equipment while under the influence, appropriate measures will be taken to determine the scope of the problem.

III. RESPONSIBILITY OF EMPLOYEES

A. Compliance with this drug-free workplace statement is a condition of continued employment.

B. Employees who are convicted of any criminal drug statute for a violation occurring in the workplace must notify the County Administrator of the conviction within five days. Failure to notify the County Administrator of such conviction will result in discharge.

IV. POLICY RESPONSIBILITY

A. All Elected Officials or Department Heads are responsible for being alert to possible violations of this policy by employees under their supervision.

B. The County Administrator shall provide assistance to Elected Officials or Department Heads faced with a need to act under this policy.

C. The County Administrator will oversee the overall application of this policy and back up the Elected Official's or Department Head's implementation of it as needed.

D. The County Administrator will notify federal agencies under contract with the County within ten (10) days after receiving notice of a conviction as noted above.

E. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their Elected Official, Department Head or the County Administrator without fear of reprisal.

718 SOCIAL MEDIA

At Mason County, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends, and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media. This policy applies to all employees who work for Mason County or one of its subsidiary agencies.

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social Media* includes all means of communicating or posting information or content for any sort of the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board, or a chat room whether or not associated or affiliated with Mason County, as well as any other form of electronic communication.

The same principals and guidelines found in Mason County policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance or the performance of fellow co-workers, or otherwise adversely affects members of the public, contractors, people who work on behalf of Mason County, or Mason County's legitimate business interests may result in disciplinary action, up to and including termination.

Carefully read these guidelines and related policies, including, but not limited to, Mason County's policies concerning ethics, harassment, discrimination, computer equipment use, information systems, etc., to ensure that your postings are consistent with these policies. 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 you to disciplinary action, up to and including termination.

Always be fair and courteous to fellow co-workers, persons who serve on boards or commissions, elected and appointed officials, members of the public, contractors or people who work on behalf of Mason County. Also keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio, that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage members of the public, co-workers, or contractors, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, or any other status protected by law or Mason County policy.

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything, therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about Mason County, fellow co-workers, members of the public, contractors, people working on behalf of Mason County, competitors, or others.

- Maintain the confidentiality of Mason County trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal business related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a Mason County website without identifying yourself as a Mason County Employee.
- Express only your personal opinions. Never represent yourself as a spokesperson for Mason County. If Mason County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Mason County, fellow co-workers, citizens, contractors, or people working on behalf of Mason County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Mason County."

Refrain from using social media while on work time or on County provided equipment, unless it is work-related as authorized by your Elected Official or Department Head or consistent with Mason County's computer equipment use policy. Do not use Mason County email addresses to register on social networks, blogs, or other online tools utilized for personal use. Any conduct pertaining to this policy that adversely affects job performance, the performance of a co-worker, or otherwise adversely affects members of the public, or those who work on behalf of or represent Mason County, may result in disciplinary action.

Mason County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another co-worker for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Employees should not speak to the media on Mason County's behalf without contacting the Public Information Officer who currently is the County Administrator. All media inquiries should be directed to him.

If you have questions or need further guidance, please contact your Elected Official, Department Head or the County Administrator.

720 MASON COUNTY WEBSITE LINK POLICY

Purpose: The purpose of this policy is to ensure proper and consistent linkage to the Mason County Governmental Website.

Requests for providing links to the www.masoncounty.net homepage must comply with any one (1) of the following:

1. Link must be to another governmental entity including but not limited to townships, cities, villages, state or federal agencies.

OR

2. Link must be to a local, inter-county school district.

OR

3. Link must be to a local, inter-county media outlet.

OR

4. Link must be to a local non-profit resource.

All requests must be made in writing (paper or electronic) to the County Administrator.

Mason County reserves the right to remove any broken link.

722 COMPUTER NETWORK CHARGEBACKS

The following policy is established to set forth a procedure to allocate non-network computer related service costs to the county departments.

The Network Operation & Maintenance Fund was established to provide for the operation and maintenance of the Mason County Network. The Network is funded using cost allocation assessments to the various departments on the Network based upon the number of e-mail boxes utilized by each department as of January 1st of each year.

The Network consists of operating and maintaining the following:

- a. servers;
- b. switches, hubs and routers;
- c. data cabling within and between the Courthouse, Jail, Services Building and District Library;
- d. e-mail and internet service;
- e. employee login, password and user group maintenance;

Individual workstations and their associated costs are not a part of the Network. Non-network related costs include but are not limited to the following:

- a. purchase of new equipment or replacement equipment;

- b. removing workstations from the Network;
- c. installing or removing software from workstations;
- d. software, e-mail and internet training or support;
- e. installing or removing local printers, print servers and print shares;

All Elected Officials and Department Heads shall assure that all licensed software is removed from each individual workstation prior to that workstation being taken out of county service.

The Board shall sponsor and/or encourage training of Elected Officials and Department Heads and/or administrative staff in the operation and maintenance of the network.

Non-network related costs that must be performed by or coordinated through the Network support vendor on a charge back basis include the following:

- a. configuring workstations, print shares and print servers for use on the Network;
- b. new data cable drops in individual departments
- c. specialized software installed on Network servers

For non-network related support service, Elected Officials and Department Heads may utilize either Network block time purchased from Optimal Solutions, Inc. (the current Network support vendor) at a discounted rate on a charge back basis. Or, the Elected Officials or Department Heads may make arrangements with another vendor with costs to be invoiced to their department.

Charge backs for non-network related support services shall be made monthly based upon Optimal Solutions, Inc. invoices by the Network Liaison Officer. The Network Liaison Officer shall provide affected department heads with a summary of charges affecting their department.

Replacement Equipment – replacement workstations, printers, etc. may be purchased subject to Board of Commissioners budget approval and placed in service without Network Advisory Board approval provided that such equipment is network compatible and is configured in accordance with adopted network standards and this Policy.

New Equipment – additional workstations may be added to the network only with Network Advisory Board approval.

800 LIFE-THREATENING ILLNESSES IN THE WORKPLACE

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The County supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the County will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The County will take reasonable precautions to protect such information from inappropriate disclosure. Elected Officials, Department Heads, and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

Employees with questions or concerns about life-threatening illnesses are encouraged to contact the Finance, Personnel, & Rules Committee for information and referral to appropriate services and resources.

870 MARKSMANSHIP TRAINING FOR EMPLOYEES REQUIRED TO CARRY A FIREARM

Employees required to carry a firearm as part of their county employment must meet qualification requirements. If allowed by the Sheriff, they may qualify with the Sheriff Department using the current MCOLES Qualification Standard. If the Sheriff Department is not available then the following training requirements are to be used and documented. Documentation of compliance is filed with the County Administrator on an annual basis.

MANDATORY HANDGUN PROFICIENCY ASSESSMENT

Targets – TCQ-94

Score – On all phases 100% of specified shots must be within the Center of Mass ring. Must pass each course (marksmanship, full light combat, low light combat and shotgun) 2 out of 3 times.

ALL HOT LINE MARKSMANSHIP COURSE (FULL LIGHT ONLY)

Distance: 15 yards

Time: 90 seconds

Single target

12 rounds total

Position: Standing or kneeling, shooters' choice

COMBAT COURSE (FULL LIGHT)

TARGET – TCQ –94

18 ROUNDS TOTAL

SCORE – 100% of specified shot must be within the Center of Mass ring. Must pass course 2 out of 3 times.

CLOSE COMBAT STAGE

Distance: 4 yards

Rounds: 6

Time: 3 seconds per target exposure

2 Targets (minimum 3' apart laterally)

Exposure 1 – Starting with the handgun secured in the holster, draw and fire 1 round on each target

Exposure 2 – Starting in the ready position, fire 1 round on each target

Exposure 3 – Starting with the handgun in the secondary hand only, from the ready position, fire one round on each target

INTERMEDIATE COMBAT STAGE

Rounds: 12

On command, move the barricade then draw for first stage

2 Targets (minimum 3' apart laterally)

Distance: 1 target at 7 yards, 1 target at 10 yards

* Must appear from different position on each exposure, one exposure required from off-hand side of cover, one exposure must be from the covered kneeling position. Two-hand shooting position for all stages – no “weak” hand firing

Time: 4 second exposure per 2 shot stage

6 second exposure per 4 shot stage

Start from exposed area away from cover.

Exposure 1 – Safely draw while moving to cover – Identify and challenge, but do not engage

Exposure 2 – 1 round on each target – 4 seconds

Exposure 3 – 2 rounds on each target – 6 seconds, mandatory reload at end of this stage

Exposure 4 – 2 rounds on each target – 6 seconds

REDUCED LIGHT COMBAT COURSE

(No flash lights)

NOTE: For low-light firing there must be the minimum amount of light to identify each target as a threat. Flashlights may not be used to illuminate the targets or the firearm.

TARGET – TCQ-94

SCORE – 100% of specified shots must be within the Center of Mass ring. Must pass course 2 out of 3 times.

CLOSE COMBAT STATE

Distance: 4 yards

Rounds: 6

Time: 3 seconds per target exposure

2 Targets (minimum 3’ apart laterally)

Exposure 1 – Starting with the handgun secured in the holster, draw and fire 1 round on each target

Exposure 2 – Starting in the ready position, fire 1 round on each target

Exposure 3 – Starting with the handgun in the secondary hand only, from the ready position, fire one round on each target

INTERMEDIATE COMBAT STAGE

Rounds: 12

On command, move to the barricade then draw for first stage

2 Targets (minimum 3’ apart laterally)

Distance: 1 target at 7 yards, 1 target at 10 yards

* Must appear from different position on each exposure, one exposure required from off-hand side of cover, one exposure must be from the covered kneeling position. Two-hand shooting position for all stages – no “weak” hand firing

Time: 4 second exposure per 2 shot stage

6 second exposure per 4 shot stage

Start from exposed area away from cover.

Exposure 1 – Safely draw while moving to cover – Identify and challenge, but do not engage

Exposure 2 – 1 round on each target – 4 seconds

Exposure 3 – 2 rounds on each target – 6 seconds, mandatory reload at end of this stage

Exposure 4 – 2 rounds on each target – 6 seconds

Exposure 5 – 1 round on each target – 4 seconds

MANADATORY SHOTGUN PROFICIENCY ASSESSEMENT

TARGET: TCQ-94

DISTANCE: All fired at 15 yards

SCORE – STAGE 1 (“00B” standard 9 pellet load): 70% on silhouette (32 pellets)

STAGE 2 (SLUG): 100% (5 slugs) within Center of Mass Ring

Must pass course 2 out of 3 times.

STAGE 1: 25 seconds to fire each 5 rounds (loading and unloading evaluated, but not timed)

5 rounds “00B” (have 5 slugs available for immediate combat reload)

Administrative load 4 rounds “00B”

Under direction, chamber round and add 5th round

On command, fire 5 rounds from stand position

Immediate combat load with 5 slugs

Unload under supervision for evaluation

STAGE 2:

Time: 25 seconds to fire each 5 rounds

Combat load 5 slugs

Fire 5 rounds from standing position

880 MONETARY TRANSACTIONS

Each County department must reconcile its monetary transactions to its record of receipts. All cash and checks received must be deposited in a timely manner with the County Treasurer. Deposits and/or transmittals shall bear record of the receipts involved. Deposits of receipts shall be made to the County Treasurer weekly. The County Treasurer shall be responsible for notifying each department of its deposit requirements under this policy.

An employee shall immediately inform their Elected Official or Department Head if the cash/checks received and the monetary transactions do not reconcile. It shall be the Elected Official's or Department Head's responsibility to make a full investigation into the missing funds and make a written report of the findings to the Finance, Personnel, & Rules Committee. The Finance, Personnel, & Rules Committee will contact the fraud division of the State of Michigan Department of Treasury, when required.

Action may be taken against any employee(s) involved if deemed necessary by their Elected Official, Department Head, or the Finance, Personnel, & Rules Committee. Such action may be disciplinary or legal prosecution.

Under no circumstances may any person, either Elected Official, Department Head or employee, "borrow" from funds on hand for personal use. Such "borrowing" will be considered as theft and will be grounds for dismissal and/or prosecution. In addition, said funds shall not be used for any office purchases.

Under no circumstances may any person, either Elected Official, Department Head or employee exchange personal checks for cash on hand. Such an exchange shall be considered as inappropriate behavior and shall be grounds for dismissal.

885 USE OF INTERNET AND ONLINE SERVICES POLICY

The Mason County Board of Commissioners authorizes the use of the Internet and online services for the support of county tasks when necessary. The Board has developed these services to enhance the ability of the county offices to provide high quality information to Mason County residents, to increase the efficiency of communications within/between government offices, and to expand the county's responsiveness to the public.

1. Use and Misuse: The Internet and online services provided by Mason County are established for public purposes to assist employees in conducting the business of the county. Use of the Internet services provided by Mason County may be revoked at any time for unacceptable use. The County retains the right to keep, retrieve and monitor all access to Internet and online service activity, including e-mail messages sent to or from the County's gateway.
2. Conformance with Operational Procedures: Restrictions may be placed on use of the Internet or online services to protect the County and its resources. Downloading of information from the Internet or opening file attachments from e-mail messages shall be done in accordance with standards and procedures, which shall be established by the Mason County Computer Network Advisory Board, which are designed to protect the County's equipment and software and to limit potential liabilities. Failure to comply with these standards and procedures by an employee may result in revocation of Internet and/or online service privileges or disciplinary action.
3. Responsibility of Elected Officials/Department Heads: Each Elected Official and Department Head must accept the responsibility to uphold and enforce this Policy, and subsequent Procedures and Standards as may be established, before Internet or online services are utilized within their respective offices.
4. Identification of County Resources: The use of county resources shall be clearly indicated in all communications utilizing Internet and online services.
 - a. User Registration/Acceptance of Policy: The name of a user of any County account shall be registered with the Mason County Computer Network Advisory Board. Each county user will sign a statement certifying the he/she will abide by the provisions included in this policy, procedures and standards. If more than one user is assigned to an account, all those using the account shall be registered with the Mason County Computer Network Advisory Network Board. Unauthorized use of another user's account is prohibited.
 - b. Signature Line: Each electronic mail transmission shall include a signature line identifying the message as County property and the name, department and telephone number of the user.
5. Implementation Authority: Upon adoption of this Statement of Policy, the Board of Commissioners authorizes the Mason County Computer Network Advisory Board to establish standards and procedures necessary for its implementation.

Mason County Internet and Online Services Standards and Procedures for Internet and Online Services

1. Providers: The County will provide Internet access or other service accounts for employees for business purposes only.
2. Certification: All users must sign an Internet service request form as outlined below.

3. Acceptable Use Standards: It is expected that employees keep in mind that access to the County's online service is for public purposes. Use of these services implies that good judgment be exercised when seeking information on the Internet and sending electronic mail. Acceptable uses for the Internet will include; but not be limited to, the following:
 - a. Research/Education: Communication with professional associations, other governments, universities, businesses and/or individuals associated with the facilitation of County business, research and education efforts, as authorized by the elected official or department head.
 - b. General Public: Distribution of information to the general public, whereby such information is made available under County guidelines and policies for the release of information and under the Freedom of Information Act.
 - c. Incidental Communication: Incidental communication among county employees and professional colleagues which facilitates work assignments and professional discussion in a work-related field of knowledge. Incidental communication with family and friends and other non-business communications shall not be conducted on County time.

4. Unacceptable Use Standards: Unacceptable uses for the Internet and online services will include, but not limited to, the following:
 - a. Personal Use: Personal use not related to the conduct of work on behalf of Mason County or other organizations as set forth in section 3.
 - b. Unlawful Access: Efforts to gain unlawful access to information or computer and communications resources.
 - c. Malicious Code: Intentional introduction of, or experimentation with, malicious code such as computer worms or viruses. Intentional or unintentional introduction of a virus to the county's network may result in disciplinary action.
 - d. No County Affiliation: Illegal, fraudulent, or malicious activity; political activity; religious promotion; or activity on behalf of organizations or individuals having no affiliation with the County.
 - e. Copyright/Patent Violations: Transmission of materials of applicable copyright laws or patents.
 - f. Work Interference: Sending of messages likely to result in the loss of recipients' work or systems, and any other types of use that could cause congestion of the network or otherwise interfere with the work of others.
 - g. Obscene/Profane: Generating, receiving, viewing, storing, transmitting or other use of data or other matter which is abusive, profane, pornographic or offensive to a reasonable person.
 - h. Personal Web Pages: To ensure a uniform County web presentation, development of a web or home page for personal or department purposes is not permitted on a County account, unless authorized by the Finance, Personnel, & Rules Committee.

5. Procedures: The following procedures, which are subject to change by the Finance, Personnel, & Rules Committee, are established for users of Internet and online services:
 - a. Access: Each user of Internet and/or online services shall be registered with the Mason County Computer Network Advisory Board before any outside service is accessed.
 - b. Usage Request: A user and the user's Elected Official/Department Head must complete and sign an Internet/online services request form on page 67 and return it to MCCNAB Board before a user name is assigned and access to the Internet is allowed on a County-owned account.
 - c. Remote Access: An employee may access a County account from a remote location other than the site designed for that account (e.g., telecommuting or checking e-mail while away from the

office on business) only with written approval of the employee's supervisor and only for County business.

- d. **Signature Line:** All users must establish a signature line at the bottom of every message that prominently states, "This e-mail system is the property of the County of Mason. All data and other electronic messages within this system are the property of the County of Mason. E-mail messages in this system may be considered County Records and therefore may be subject to Freedom of Information Act requests and other legal disclosure."
. The signature line also must include user's name, department, and phone number.
 - e. **Anti-Virus Scans:** Files from all outside sources, including the Internet, must be scanned with anti-virus software either by user or user's department before the first use. Failure to comply with this provision may result in suspension of privileges or disciplinary action.
 - f. **Compliance Review:** Violations of the Internet and Online Services Policy or Standards and Procedures will be evaluated on a case-by-case basis by the Administration and the Elected Official/Department Head. Violations may result in disciplinary action, and, if appropriate, may include referral of a case to the appropriate authorities for civil or criminal prosecution.
 - g. **Audits:** Elected Officials/Department Heads will receive periodic reports on Internet and online usage within their departments and are expected to discuss any questionable usage with their employees. Finance, Personnel, & Rules Committee may audit Internet and online use by any employee at any time and may suspend departmental or user accounts as a result of violations of the policy, standards and procedures set forth herein.
6. **Costs:** The County will make provision in the departmental budgets to provide internet or other online service accounts for employees, provided procedures and standards are followed, under the following circumstances.
- a. **Budget Availability:** Funding must be available and budgeted within a department's adopted budget.
 - b. **Departmental Regulation:** Department Heads/Elected officials will monitor all usage by their employees and costs within their departments.
 - c. **Efficient/Effective Use:** The Internet or another online service is recognized as an efficient and cost-effective tool in comparison with other communication tools, such as telephone, mail, fax machine or interoffice memos.
 - d. **Additional Costs:** No additional Internet account costs (e.g., upgrading browsers) may be incurred by a user without consent of the Computer Network Administrator.

INTERNET/ONLINE SERVICES USE REQUEST

Employee/Account User:

I hereby request to use the Internet and online services which are available via the Mason County account. My signature below certifies that I have read the Internet and Online Services Use Policy, and Internet and Online Services Standards and Procedures, and that I understood, accept and will abide by the provisions stated therein.

SIGNATURE: _____ DATE: _____

NAME: _____
(PRINT OR TYPE)

DEPARTMENT: _____

HOME PHONE: _____ OFFICE PHONE: _____

Elected Official/Department Head

I hereby authorize access to the Internet and online services which are available via the Mason County account for the employee indicated above. My signature below certifies that I have read the Internet and Online Services Use Policy, and Internet and Online Services Standards and Procedures, and that I understand, accept and will abide by the provisions stated therein.

Signature: _____ Date: _____

886 MASON COUNTY WIRELESS INTERNET POLICY

The purpose of this policy is to identify procedures for maintaining the security requirements of the Mason County Network in regards to the wireless access points. This policy shall be reviewed and/or revised by the Mason County Computer Network Advisory Board as needed to maintain the security access control measures of the wireless access points to the Mason County Network.

The Mason County Computer Network Advisory Board has established wireless access to the internet for public users and to the Mason County Network for County employees. The access to the wireless network is available through wireless access points in the Mason County Courthouse and the Mason County Sheriff's Department.

Public User WLAN:

While the WLAN with access to the internet for public users has a broadcasted signal, it is controlled by a security key. This security key will be changed at least every six (6) months by the Mason County Computer Network Administrator. The current security key will be provided to the following departments:

Mason County Sheriff's Office
Mason County Emergency Management
Prosecuting Attorney District
Court Circuit Court

These departments may allow visitors to access the internet through the public WLAN. This WLAN has been configured on the firewall to only allow users to access the internet through the network. By using this wireless access, users agree to abide by the terms of Mason County's Acceptable Use Policy governing the use of county-owned resources. County personnel are prohibited from giving assistance regarding the configuration of privately owned computers.

Mason County Users WLAN:

The secondary wireless access point has a masked signal. Each computer that wishes to access the network through this WLAN must be configured to find the signal. This WLAN allows users full access to all of the Mason County Network's resources. This WLAN will be configured on computers that have been approved by the appropriate department head or elected official. The security key for this shall be changed by the Mason County Computer Network Administrator as needed to maintain network security and minimize threats to the network. In addition, any County employee who has county equipment configured for the wireless should have their county computer confiscated and network profile deactivated upon employment termination.

The following individuals are authorized to configure computers for access to this WLAN:

Mason County Computer Network Administrator
Mason County Network First Responders
Mason County Emergency Management Coordinator

890 USE OF CELLULAR TELEPHONE POLICY

PURPOSE

To establish a policy, guideline, and criteria, which will apply to all, elected officials and employees for the acquisition and use of cellular telephones for Mason County business.

STATEMENT OF POLICY

General

Cellular telephones can be used to enhance public safety and administrative efficiency. The cost of such technology must be managed as the Mason County Board of Commissioners fulfill their obligation to conduct County business efficiently and responsibly. This policy is aimed at addressing both needs.

During recent years, the Mason County Sheriff's has used cellular phones as an integral part of law enforcement. Digital telephones prevent eavesdropping. For Elected Officials and Department Heads, emergencies can be communicated to key employees away from home during evenings and weekends. Buildings and Grounds employees depend on cellular telephones to stay in touch as they are constantly on the move among the County facilities.

1. Inventory of Cell Phones: The Elected Officials and Department Heads shall maintain listings of all cellular phone equipment including whether the phone was leased or purchased, cellular phone number, billings, length of contracts, etc. All contracts shall provide, per individual cellular number, a monthly log of numbers called and charges relative to each call.
2. Purchase or lease of cellular phones: After the effective date of this policy, all cellular phone leases or purchases shall be itemized specifically within departmental budgets. Contracts for cellular coverage must be authorized and executed by the Board of Commissioners. Employees shall maintain cellular equipment in working condition and report loss or destruction of such equipment to supervisors immediately.
3. Use of County Cellular phones: Elected Officials and Department Heads shall be responsible for usage and billings for cellular telephones within their respective offices. Any County employee having the use of a Mason County cellular phone shall observe the following restrictions in its usage. Failure to follow this policy may subject the employee to disciplinary action up to and including termination.
 - a. When the County employee leaves the office during normal business hours, the employee shall have the County's cellular phone turned on so that communication can continue with that employee. When outside the office the employee shall carry the cellular phone at all times, in case of emergency.
 - Elected Officials and Department Heads may direct employees to check departmental cellular phones out when on-call and log all transfers of cellular phone among employees for temporary use.
 - Elected Officials and Department Heads may direct or request key employees with cellular telephones to remain available via the cellular phone beyond normal business hours.

- b. Employee personal telephone calls are prohibited with the exception of emergency phone calls.
 - c. County cellular phone numbers shall be made available to appropriate County staff to take advantage of increased access to staff.
 - d. The Elected Official or Department Head shall manage cellular phone usage cost effectively. The Elected Official or Department Head is encouraged to assign cellular phones on a rotating checkout basis and to remove cellular phone privileges in response to changing needs or inappropriate usage.
 - e. Employees shall not use cellular phones within a 100 feet of any medical-electrical equipment, oxygen, ventilators, or I.V. and gasoline pumps.
 - f. Employees shall exercise due care to protect cellular phones from theft and extreme weather, including keeping cellular phones in temperature, secured locations, whether within or outside County offices.
4. Use of Employee's Private Cellular Phones for County Business: With the Elected Official's or Department Head's authorization and appropriate documentation, the County shall reimburse all County employees that use their personal phones for county business 50% of the monthly cost of the phone up to a value not to exceed \$50.00. .
5. Criteria for Acquisition and Use of Cellular Phones: In order for a County employee to be eligible to acquire or use a cellular telephone, any one of the following three (3) criteria shall be met: safety, emergency, and/or efficiency of operations.

891 ADMINISTRATOR

The Board of Commissioners, by a majority vote of its members elect, appoints a County Administrator and sets his or her salary. After his or her appointment, the Administrator holds his or her office at the pleasure of the Board of Commissioners and may be removed in the manner provided by law for the removal of County officers, within terms of any employment contract, and by a majority vote of the Commissioners elected to office. All requests by the Board or committee members for information or action shall be directed to the County Administrator. The County Administrator is the chief administrative officer of the County. The functions and duties of the County Administrator shall include, but shall not be limited to, the following:

- 1. The Administrator may request at any time that County officers or employees furnish information respecting any or all County matters in their charge.
- 2. The Administrator may approve line item budget amendments within county budgets as long as they do not increase the total amount of the budget.
- 3. After receiving reports from and holding conferences with the various departments of the County, the Administrator shall prepare a proposed budget for the consideration of the Finance, Personnel, & Rules Committee, and recommend to said Committee the expenditure and revenues requirements to assist the Committee in formulating the tax needs of the County for allocation purposes.

4. The Administrator shall have authority to approve change orders on County projects up to a maximum of \$5,000.00 with the concurrence of the Chairperson of the Board of Commissioners as long as funds are available in the project budget.

5. The Administrator shall receive annual reports from the Equalization Director, Maintenance Supervisor, Animal Control Officer, Zoning & Building Director, Airport Manager, Emergency Management Coordinator, and MSU Extension Director and facilitate their presentation to the County Board.

6. The Administrator shall, at his or her sole discretion, have authority over and be responsible for hiring, disciplining, and reviewing the employees in positions which are designated to report directly to the Administrator, provided that the Administrator shall not have the authority to hire for any position unless that position has been approved and budgeted by the Board of Commissioners. The Administrator, with the approval of the Finance, Personnel, & Rules Committee, may discharge from employment those employees in positions, which are designated to report directly to the Administrator.

7. Equalization Director, Animal Control Officer, Zoning & Building Director, Airport Manager, and Emergency Management Coordinator shall be designated to report directly to the Administrator.

892 CONTRACTS

All contracts in amounts exceeding \$1,000.00, that obligate the County of Mason must be approved by the full County Board and signed by the Board Chair and witnessed by the County Clerk where applicable. The Board Chair has the authority to sign contracts in amounts less than \$1,000.00

893 SOCIAL SECURITY NUMBER PRIVACY POLICY

PURPOSE

Pursuant to the Michigan Social Security Number Privacy Act, Public Act 454 of 2004, MCL 445.81 et seq., (the “Act”) the County of Mason (“County”) is required to create a privacy policy concerning the social security numbers that it possesses or obtains.

The purposes for such a policy are to:

- 1) Ensure to the extent practicable the confidentiality of the social security numbers it acquires in the course of business.
- 2) Prohibit unlawful disclosure of the acquired social security numbers.
- 3) Limit who has access to information or documents that contain the social security numbers.
- 4) Describe how to properly dispose of documents that contain the social security numbers.
- 5) Establish penalties for violation of the privacy policy.

This privacy policy sets forth the County’s policies and procedures regarding how social security numbers are obtained, stored, transferred, used, discarded and disposed.

POLICY

It is the policy of the County to protect the confidentiality of social security numbers obtained in the ordinary course of County business from employees, vendors, contractors, customers or others. No person shall knowingly obtain, store, transfer, use, disclose, or dispose of a social security number that the County obtains or possesses except in accordance with the Act and this privacy policy.

PUBLICATION

This privacy policy shall be published in any employee handbook, procedures manual, or more similar documents, which may be made available electronically.

PROCEDURE

Obtaining Social Security Numbers. Social security numbers should be collected only where required by federal or state law, or as permitted by federal or state law for legitimate reasons consistent with this privacy policy.

Legitimate reasons for collecting a social security number include, but are not limited to, the following:

A pre-employment background check.

For purposes of verifying employee eligibility for employment.

For tax reporting purposes, for new hire reporting or for purposes of enrollment in any County employee benefit plans.

From creditors or vendors for tax reporting purposes.

Public Display Restriction. All or more than four sequential digits of a social security number shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, permits, licenses or any other materials or documents designed for public display. Documents, materials or computer screens that display all or more than four sequential digits of a social security number shall be kept out of public view at all times.

Account Numbers. All or more than four sequential digits of a social security number shall not be used as a primary account number for an individual or household.

Computer Transmission. All or more than four sequential digits of a social security number shall not be used or transmitted on the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted.

Mailed Documents. County documents containing all or more than four sequential digits of a social security number shall only be sent in cases where federal or state law, rule, regulation or court order or rule authorizes, permits or requires that a social security number appear in the document. Documents containing all or more than four sequential digits of a social security number, that are sent though the mail, shall be protected as to not reveal the number through the envelope window or otherwise be visible from outside the envelope or package.

Freedom of Information Act (FOIA). Where all or more than four sequential digits of a social security number are contained within a document subject to release under the Freedom of Information Act (FOIA), the social security number shall be redacted or otherwise rendered unreadable before the document or copy of a document is disclosed. See MCL 15.243(w).

Storage. All documents containing social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.

Access to Social Security Numbers. Only personnel who have legitimate business reasons to know will have access to records containing social security numbers. The Elected Officials or Department Heads having access to records containing social security numbers shall determine which other personnel within their departments have a legitimate reason in the County's ordinary course of business to have access to such social security numbers. Personnel using records containing social security numbers must take appropriate steps to secure such records when not in immediate use.

Disposal. Documents containing social security numbers will be retained in accordance with the requirements of state and federal laws. At such time documents containing social security numbers may be disposed of, such disposal shall be accomplished in a manner that protects the confidentiality of the social security numbers, such as shredding. All records, which contain social security numbers, which are awaiting disposal by shredding, should be in a locked trash bin. All social security numbers, which can be found on electronic files and databases, must be irretrievable before discarding the files, databases, or computer equipment. This can be done by erasing or physically destroying.

Unauthorized Use or Disclosure of Social Security Numbers. The County shall take reasonable measures to enforce this privacy policy and to correct and prevent the reoccurrence of any known violations. All County personnel must return any document or material that contains social security number(s) to confidential locations when they are not present at their workstation.

COMPLIANCE

Any employee, who knowingly obtains, uses or discloses social security numbers for unlawful purposes or contrary to the requirements of this privacy policy shall be subject to discipline up to and including discharge. Additionally, certain violations of the Act carry criminal and/or civil sanctions. The County will cooperate with appropriate law enforcement or administrative agencies in the apprehension and prosecution of any person who, while acting on behalf of the County, knowingly obtains, uses or discloses social security numbers for any unlawful purposes.

This policy does not apply to Circuit, Probate or District Court records. Court records remain subject to the Supreme Court's document management privacy policies.

894 PUBLIC IMPROVEMENT FUND POLICY

PURPOSE

The purpose of the Public Improvement Fund is to accumulate funds necessary to replace buildings, building infrastructure and furniture necessary to the operations of the various departments of county government. The funds will be accumulated over the life of the existing buildings, building infrastructure and furniture in order to spread out the cost of the replacement over the budget years that the buildings, building infrastructure and furniture is in use.

BENEFITS

The benefits of the Public Improvement Fund are as follows:

- 1) Funds are available to replace buildings, building infrastructure and furniture at the time the buildings, building infrastructure and furniture is either worn out or obsolete.
- 2) Replacement costs are spread out over a number of budget years.
- 3) The county saves interest expense by avoiding borrowing money to pay for buildings, building infrastructure and furniture purchases.
- 4) Funds are available to be used as local match for state and federal grants for buildings, building infrastructure and furniture when they are offered.
- 5) Investment income can be earned on the funds thus decreasing the amount of taxpayer dollars necessary to fund the purchase of buildings, building infrastructure and furniture.

FUNDING

The Public Improvement Fund will be funded as follows:

- 1) General Fund appropriations approved by the county board as part of the annual budget process.

- 2) Jail Operations Fund appropriations approved by the county board as part of the annual budget process.
- 3) General Fund appropriations approved by the county board as part of the yearend budget amendment process.
- 4) Jail Operations Fund appropriations approved by the county board as part of the yearend budget amendment process.
- 5) State and federal grant funds that are earmarked for buildings, building infrastructure and furniture purchases.
- 6) Investment income earned on the reserves in the Public Improvement Fund.
- 7) Tax revenues that are earmarked for buildings, building infrastructure and furniture purchases.

OPERATIONAL PROCESS

Funds in the Public Improvement Fund can be accumulated and expended under the following process:

- 1) An Elected Official, appointed Department Head, the County Administrator, a standing committee of the Board of Commissioners or a board established by the Board of Commissioners can make requests for funds to be appropriated to the Public Improvement Fund. These requests must be submitted in writing to the County Administrator for inclusion on the agenda of the Finance, Personnel, & Rules Committee of the Board of Commissioners. The Finance, Personnel, & Rules Committee will review the request and make a recommendation to the Board of Commissioners for consideration. The Board of Commissioners will either approve or deny the request for appropriation at a public meeting. The individual or entity making the request shall have the opportunity to attend the meetings of the Finance, Personnel, & Rules Committee and the Board of Commissioners to explain their request for appropriation.
- 2) An Elected Official, appointed Department Head, the County Administrator, a standing committee of the Board of Commissioners or a board established by the Board of Commissioners can make written requests for funds to be expended from the Public Improvement Fund. Elected Officials and appointed Department Heads who have a liaison standing committee of the county board must present their written requests to the liaison standing committee. Upon consideration by the liaison standing committee, these requests must be submitted in writing to the County Administrator for inclusion on the agenda of the Finance, Personnel, & Rules Committee of the Board of Commissioners. The Finance, Personnel, & Rules Committee will review the request, the amount of funds available in the Public Improvement Fund and make a recommendation to the Board of Commissioners for consideration. The Board of Commissioners will either approve or deny the request to expend funds at a public meeting. The individual or entity making the request shall have the opportunity to attend the meetings of the Finance, Personnel, & Rules Committee and the Board of Commissioners to explain their request to expend funds from the Public Improvement Fund.
- 3) Upon approval by the county Board of Commissioners, an Elected Official, appointed Department Head, the County Administrator, a standing committee of the Board of Commissioners or a board established by the Board of Commissioners may make the purchase of the approved buildings, building infrastructure and furniture. Invoices related to the purchase must be submitted to the County Administrator for payment.

INVESTMENT OF FUNDS

The County Treasurer shall be responsible for the investment of funds held in the Public Improvement Fund. The Treasurer and the County Administrator shall meet as needed to discuss the timing of future purchases to ensure that the Treasurer can maximize investment income by purchasing long term investment vehicles when appropriate.

EARMARKING OF FUNDS

The County Administrator shall keep an accounting of the balance for the various reserves established in the Public Improvement Fund. The administrator shall allocate investment income earned by the County Treasurer to the appropriate reserve account on a monthly basis. The administrator shall provide the Board of Commissioners with a report detailing the balances in the various reserve accounts on an annual basis or whenever requested by the Finance, Personnel, & Rules Committee.

895 EQUIPMENT REPLACEMENT FUND POLICY

PURPOSE

The purpose of the Equipment Replacement Fund is to accumulate funds necessary to replace equipment necessary to the operations of the various departments of county government. The funds will be accumulated over the life of the existing equipment in order to spread out the cost of the replacement over the budget years that the equipment is in use.

EQUIPMENT DEFINED

For purposes of this policy, Equipment will be defined to include, but not be limited to, vehicles, computers, computer software, furniture, and the K-9 dog.

BENEFITS

The benefits of the Equipment Replacement Fund are as follows:

- 1) Funds are available to replace equipment at the time the equipment is either worn out or obsolete.
- 2) Replacement costs are spread out over a number of budget years
- 3) The county saves interest expense by avoiding borrowing money to pay for equipment purchases.
- 4) Funds are available to be used as local match for state and federal equipment grants when they are offered.
- 5) Investment income can be earned on the funds thus decreasing the amount of taxpayer dollars necessary to fund the purchase of equipment.

FUNDING

The Equipment Replacement Fund will be funded as follows:

- 1) General Fund appropriations approved by the county board as part of the annual budget process.
- 2) Jail Operations Fund appropriations approved by the county board as part of the annual budget process.
- 3) General Fund appropriations approved by the county board as part of the yearend budget amendment process.
- 4) Jail Operations Fund appropriations approved by the county board as part of the yearend budget amendment process.
- 5) State and federal grant funds that are earmarked for equipment purchases.
- 6) Investment income earned on the reserves in the Equipment Replacement Fund.
- 7) Tax revenues that are earmarked for equipment purchases.

OPERATIONAL PROCESS

Funds in the Equipment Replacement Fund can be accumulated and expended under the following process:

- 1) An Elected Official, appointed Department Head, the County Administrator, a standing committee of the Board of Commissioners or a board established by the Board of Commissioners can make requests for funds to be appropriated to the Equipment Replacement Fund. These requests must be submitted in writing to the County Administrator for inclusion on the agenda of the Finance, Personnel, & Rules Committee of the Board of Commissioners. The Finance, Personnel, & Rules Committee will review the request and make a recommendation to the Board of Commissioners for consideration. The Board of Commissioners will either approve or deny the request for appropriation at a public meeting. The

individual or entity making the request shall have the opportunity to attend the meetings of the Finance, Personnel, & Rules Committee and the Board of Commissioners to explain their request for appropriation.

- 2) An Elected Official, appointed Department Head, the County Administrator, a standing committee of the Board of Commissioners or a board established by the Board of Commissioners can make written requests for funds to be expended from the Equipment Replacement Fund. Elected Officials and appointed Department Heads who have a liaison standing committee of the county board must present their written requests to the liaison standing committee. Upon consideration by the liaison standing committee, these requests must be submitted in writing to the County Administrator for inclusion on the agenda of the Finance, Personnel, & Rules Committee of the Board of Commissioners. The Finance, Personnel, & Rules Committee will review the request, the amount of funds available in the Equipment Replacement Fund and make a recommendation to the Board of Commissioners for consideration. The Board of Commissioners will either approve or deny the request to expend funds at a public meeting. The individual or entity making the request shall have the opportunity to attend the meetings of the Finance, Personnel, & Rules Committee and the Board of Commissioners to explain their request to expend funds from the Equipment Replacement Fund.
- 3) Upon approval by the county Board of Commissioners, an Elected Official, appointed Department Head, the County Administrator, a standing committee of the Board of Commissioners or a board established by the Board of Commissioners may make the purchase of the approved equipment. Invoices related to the purchase must be submitted to the County Administrator for payment.

INVESTMENT OF FUNDS

The County Treasurer shall be responsible for the investment of funds held in the Equipment Replacement Fund. The Treasurer and the County Administrator shall meet as needed to discuss the timing of future purchases to ensure that the Treasurer can maximize investment income by purchasing long term investment vehicles when appropriate.

EARMARKING OF FUNDS

The County Administrator shall keep an accounting of the balance for the various reserves established in the Equipment Replacement Fund. The administrator shall allocate investment income earned by the County Treasurer to the appropriate reserve account on a monthly basis. The administrator shall provide the Board of Commissioners with a report detailing the balances in the various reserve accounts on an annual basis or whenever requested by the Finance, Personnel, & Rules Committee.

896 REGISTER OF DEEDS AUTOMATION FUND POLICY

PURPOSE

The purpose of the Register of Deeds Automation Fund Policy is to accumulate funds necessary to upgrade technology within the Register of Deeds office with priority given to upgrading search capabilities. Upgrading technology is defined to include the design and purchase of equipment and supplies and the implementation of systems and procedures that allow the Register of Deeds to receive, enter, record, certify, index, store, search, retrieve, copy and otherwise process by automated procedures and advanced technology documents, instruments, abstracts, maps, plats and other information recorded and maintained by the Register of Deeds.

BENEFITS

The benefits of the Register of Deeds Automation Fund are as follows:

- 1) Funds are available to replace equipment, supplies and systems at the time they are either worn out or obsolete.
- 2) Replacement costs are spread out over a number of budget years.

- 3) The county saves interest expense by avoiding borrowing money to pay for equipment, supplies and systems purchases.
- 4) Funds are available to be used as local match for state and federal grants for equipment, supplies and systems when they are offered.
- 5) Investment income can be earned on the funds thus decreasing the amount of taxpayer dollars necessary to fund the purchase of equipment, supplies and systems.

FUNDING

The Register of Deeds Automation Fund will be funded as follows:

- 1) \$5.00 for each recorded instrument will be deposited into the automation fund in accordance with directives contained in Letter Number 2003-3 from the Local Audit and Finance Division of the State of Michigan Department of Treasury.
- 2) Investment income earned on the funds deposited in the Register of Deeds Automation Fund.

OPERATIONAL PROCESS

Funds in the Register of Deeds Automation Fund can be expended under the following process:

- 1) The Register of Deeds can make written requests for funds to be expended from the Register of Deeds Automation Fund. The Finance, Personnel, & Rules Committee will review the request, the amount of funds available in the Register of Deeds Automation Fund and make a recommendation to the Board of Commissioners for consideration. The Board of Commissioners will either approve or deny the request to expend funds at a public meeting. The Register of Deeds shall have the opportunity to attend the meetings of the Finance, Personnel, & Rules Committee and the Board of Commissioners to explain the request to expend funds from the Register of Deeds Automation Fund.
- 2) Upon approval by the county Board of Commissioners, the Register of Deeds may make the purchase of the approved equipment, supplies and systems. Invoices related to the purchase must be submitted to the County Administrator for payment.

INVESTMENT OF FUNDS

The County Treasurer shall be responsible for the investment of funds held in the Register of Deeds Automation Fund. The Treasurer and the County Administrator shall meet as needed to discuss the timing of future purchases to ensure that the Treasurer can maximize investment income by purchasing long term investment vehicles when appropriate.

EARMARKING OF FUNDS

The County Administrator shall keep an accounting of the balance for the various reserves established in the Register of Deeds Automation Fund. The administrator shall allocate investment income earned by the County Treasurer to the appropriate reserve account on a monthly basis. The administrator shall provide the Board of Commissioners with a report detailing the balances in the various reserve accounts on an annual basis or whenever requested by the Finance, Personnel, & Rules Committee.

897 COUNTY PURCHASING POLICY AND PROCEDURES

I. GENERAL PROVISIONS

A. Purpose

The purpose of these Purchasing Policies and Procedures is to establish levels of authorization to purchase goods and services within budget approval by the Board of Commissioners. The Purchasing Policies and Procedures seek to assure that all purchases of the County are conducted in a systematic and proper manner, to establish a process that engenders confidence from the Taxpayers of the County, that products and services are

purchased at competitive prices, and to establish a process that achieves these objectives without the bureaucratic systems that stifle the efficient operation of County departments.

The main objectives of the County Purchasing Policy are as follows:

Insure that County resources are used wisely and in accordance with generally accepted accounting principles, federal, state, and local laws;

Enable departments to obtain goods and services in a timely and efficient manner;

Assure vendors of impartial and equal treatment;

Assure taxpayers that the County is receiving maximum dollar value for expenditures; and

Keep purchases within budgetary limits by securing only those goods and services for which funds have been approved.

B. Scope

The Purchasing Policies and Procedures are to be followed by all departments and agencies under the direct budgetary control of the Board of Commissioners. This shall include all County departments supervised by Appointed Department Heads, Boards, and Commissions that receive appropriations from the County Board of Commissioners.

C. Application

This Policy applies to contracts for the procurement of supplies, equipment, services, and construction activities entered into by Mason County and its constituent departments and agencies. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift, or bequest that is otherwise consistent with law.

D. Definitions

Budget Administrator – A Department Head, or other appointed officials formally recognized by the Board of Commissioners as a manager of one or more budgetary costs centers.

Competitive Bids – Competitive bids shall be solicited from vendors on items costing in excess of \$25,000.00. Competitive bids will be received as sealed bids only and shall be opened at advertised public bid openings.

Competitive Quotes – Competitive Quotes from vendors on Items costing less than \$25,000.00. Competitive quotes may be received in a more informal manner, which may include, but not limited to through U.S. mail, facsimile, or e-mail.

Expendable/ Recurrent Supplies – Routine supplies needed to carry on the County's daily business (i.e. food, medical supplies, office supplies, janitorial supplies, jail supplies, dog food, etc.)

Emergency Purchases – An authorization granted by the Chairperson of the County Board of Commissioners, Vice-Chairperson, or County Administrator to purchase consumable goods, services or enter into contracts during a declared State of Emergency. All purchasing requirements are waived during this period.

Fixed Asset – A fixed asset shall be defined as a piece of equipment, appliance, infrastructure, or building in which its purchase price is greater than \$5,000.00 and its useful life expectancy exceeds one year.

Professional Services - Professional Services are provided by an outside vendor who has the expertise in a specific discipline by virtue of their education, experience, or both. Such expertise typically requires licensing or certification by a State or Professional organization. Such services include: Accountants, Architects, Attorneys, Auditors, Engineers, Financial Advisors, Planning Consultants, Surveyors, etc.

Proposal – A Proposal is a response from a vendor in lieu of a requirement for a written quote or sealed bid. A proposal is used when it is difficult, too costly, or impractical to develop a detailed set of specifications. A proposal also allows the vendor to propose solutions to problems rather than be confined by the limits of the specifications.

Public Bid Opening – A date and time established to open competitive bids received on Items and/or Services being procured. The public bid opening shall be advertised in the Ludington Daily News, or other paper of general circulation within the county.

Request for Proposals (RFP) – A document issued by a Budget Administrator which contains specifications and County bidding procedures for procurement of items and/or services. An RFP is sent to vendors as a mechanism to solicit for competitive bids.

Request for Qualifications (RFQ) – A document issued by a Budget Administrator, which specifies desired qualifications for a professional or technical service that the County may require.

Sealed Bid – A Sealed Bid is a response from a vendor to a formal request from a department to purchase consumable goods, service agreement, or fixed asset based on specifications prepared by the department and approved by the County Administrator.

Service Agreements – Service Agreements are defined as a contractual obligation in which the County has made a determination that it is better to have a service performed because of price, degree of specialization or lack of sufficient resources. The Service Agreement will specify the responsibility of the vendor and service to be provided and the responsibility of the County, including price. Service Agreements shall include the maintenance and service of County-owned equipment and software, buildings and services provided to the County for internal use such as janitorial work and grounds maintenance.

E. Administration

The Finance, Personnel, and Rules Committee shall administer this Policy. The Finance, Personnel, and Rules Committee shall, with the approval of the Board of Commissioners, establish and amend, where necessary, all rules and regulations to establish consistency with this policy.

F. Purchases

Purchases made pursuant to this policy shall be consistent with good business practices and in accordance with the ethical standards of generally accepted accounting principles and of all applicable local, state, and federal laws.

(1) Purchases of and Contract for Goods, Supplies, and Contractual Services

- a) All purchases of and contracts for goods, supplies, and contractual services required by County shall be made in accordance with this policy.
- b) No contract or purchase can be subdivided to avoid the requirements of this policy.

G. Budget

Purchases will not be authorized which would overdraw a budgetary line items. Budget Administrators contemplating a purchase that may result in exceeding the amount budgeted must contact the County Administrator to request the necessary budget amendment.

H. Lease of Equipment/Property

Lease/installment purchase agreements must be reviewed and recommended for approval to the Board of Commissioners by the County Administrator.

I. Maintenance Agreements

Maintenance Agreements are established to properly protect and maintain County-owned equipment. Maintenance Agreements must be reviewed and recommended for approval by the appropriate Elected Official or Department Head. It is the responsibility of the department or office to see that service is performed in accordance with the terms of the agreement.

J. Term of Warranty

Terms of warranty are to be indicated on the voucher. Many items are delivered with a warranty certificate attached. It is the ordering department's or office's responsibility to record these warranties and submit a copy to the Clerk's Office.

K. Non-Discrimination

Companies doing business with County shall not discriminate against any employee or applicant for employment or customer because of his or her religion, race, color, national origin, age, height, weight, marital status, disability, sexual orientation or gender identity or any other characteristic protected by law.

L. Tax Exempt

County is exempt from the payment of federal and state taxes on most transactions. Tax exempt certificates or other evidence of tax exemption will be provided by the Clerk's Office when requested by vendors.

M. General Requirements

The County Board of Commissioners or authorized agent, reserve the right to accept or reject any or all bids, quotes, or proposals, with or without cause. Bids, quotes, and proposals will be evaluated based on the following criteria:

1. Comparison of unit price and total price.
2. Delivery date promised and adherence to delivery schedule.
3. Reputation regarding quality of product or service.
4. Evaluation of whether minimum requirements have been met.
5. Location of prospective vendor.

N. Process for Written Quotes

Where specified in the Purchasing Policies and Procedures, a budget administrator is required to follow the process listed below for written quotes.

1. A budget administrator shall prepare general specifications regarding the consumable goods to be purchased, services needed, or fixed asset to be purchased. These specifications will be sent to vendors qualified to deliver the product or service.
2. Once the quotes have been received, the budget administrator will review the quotes, select the successful vendor, and issue a voucher.

O. Process for Sealed Bids

Where specified in the Purchasing Policies and Procedures, budget administrators are required to follow the process listed below:

1. Submit, in written form or on a form provided by the County Administrator, a request to the County Administrator to solicit Sealed Bids. The request shall state the estimated cost of the purchase, whether sufficient budgeted funds exist, specification regarding the consumable goods, services, or fixed asset to be purchased. The request must also specify the manner in which the bids will be advertised, the time frame regarding the bid notice, due date for the sealed bids, and the individual(s) responsible for review of the bids to insure the minimum requirements have been met.
2. Upon receiving a request to solicit for bids, the County Administrator or designee must approve or deny the request within one month of its receipt. If the request is denied, the County Administrator must specify the reason for its denial.

3. Once a budget administrator has reviewed the bids, they are to submit the bids and the recommended award to the County Board of Commissioners for approval.

A budget administrator may request the Board of Commissioners to waive the Sealed Bid Process. Such request must be in writing stating the reasons that it is to the advantage of the County to waive the Sealed Bid Process or that it is impractical to have a competitive bid process.

P. Award to Other than the Low Bidder

When the award is not given to the lowest bidder, a full and complete statement of the reason for awarding the bid to another (higher) bidder shall be prepared by the appropriate standing Committee of the Board of Commissioners and filed with other papers relating to the transaction.

Q. Bid Deposits

Bid Deposits shall be required of bidders in an amount and in such form as required by the County when determined necessary by the County or as required by law.

R. Rejection of all Bids or Offerors

It shall be within the discretion of the Board of Commissioners, if appropriate, not to award a contract to a bidder or offeror for any reason, including determination that the party is not a responsible bidder or offeror.

S. Bid, Payment, and Performance Bonds

To protect the County's interests, bid surety, payment bonds, or performance bonds or other security may be required for supply or service contracts in conformance with Federal or State law as the Board of Commissioners deem advisable. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute of a determination of a bidder or offeror's responsibility. Financial statements or performance bonds may be required from any company, if deemed appropriate by the Board of Commissioners.

T. Purchase of Consumable Goods

At all times, budget administrators are encouraged to seek competitive bids for the purchase of consumable goods.

1. Less than \$2,500 – If an individual purchase of consumable goods (order) is less than \$2,500, a budget administrator is not required to solicit three quotes for the purchase. A budget administrator may purchase such consumable goods.
2. Greater than \$2,500 – If the estimated purchase will exceed \$2,500, a budget administrator shall solicit three quotes for the purchase of consumable goods.
3. The Finance, Personnel, and Rules Committee may waive the requirement to solicit three quotes for the purchase of consumable goods if a budget administrator submits in writing a valid reason as to why competitive quotes should be waived. Budget administrators may appeal the decision of the Finance, Personnel, & Rules Committee to the Board of Commissioners should the waiver not be granted.
4. The County may waive the requirement to solicit three quotes for the purchase of consumable goods if the County is able to purchase an acceptable and competitively priced item from the State of Michigan Extended Purchasing Program.

U. Service Agreements

At all times it is encouraged that three quotes or bids be solicited for service agreements.

1. Less than \$2,500/less than one year – If a services agreement is for a period of less than one year and the estimated cost is less than \$2,500, a budget administrator is not required to solicit three quotes for the service. The Chairperson of the Board is authorized to sign service agreements on behalf of the county if sufficient budget funds exist for that purpose.
2. More than \$2,500/longer than one year – If a service agreement covers a period longer than one year or its estimated cost exceeds \$2,500 but is less than \$10,000, a budget administrator is required to solicit three written bids for the service. The bids are to be presented to the Finance, Personnel, & Rules Committee along with a recommendation from the authorized budget administrator, for final approval. An authorized budget administrator may request a waiver of the bid requirements to the Finance, Personnel, & Rules Committee who may waive the requirement to solicit three quotes if a budget administrator submits valid reasons as to why competitive bid requirements should be waived. Budget administrator may appeal the decision of the Finance, Personnel, & Rules Committee to the Board of Commissioners should a waiver not be granted.
3. If the service agreement covers a period longer than one year or its estimated cost exceeds \$25,000, authorized budget administrators are required to solicit sealed bids for the service pursuant to Section O.

V. Purchase of Fixed Assets

1. Less than \$5,000 – If the estimated purchase price of a fixed asset is less than \$5,000, a budget administrator shall solicit three quotes. The Finance, Personnel, & Rules Committee may waive the three-quote minimum if a budget administrator provides sufficient justification.
2. More than \$5,000 but less than \$25,000 – If the estimated purchase price of the fixed asset is greater than \$5,000 but less than \$25,000, a budget administrator shall solicit three written quotes for the purchase of the fixed asset. A budget administrator may request that the Board of Commissioners waive the requirement to solicit three written quotes if adequate justification is provided.
3. More than \$25,000 – If the estimated purchase price of a fixed asset is greater than \$25,000, budget administrators must follow the steps specified in Section O.

W. Professional Services

It is the policy of the Board of Commissioners to solicit professional services based on qualifications. A competitive bid selection process may be used at the Board's discretion. This policy recognizes the importance of experience and the ability to work with County employees and the General Public are as equally important as price.

X. Sole Procurement

A Contract may be awarded, without competition, when the Board of Commissioners determines, after conducting a good faith review of available resources, that there are limited appropriate sources for the required supply, equipment, services, or construction item. The County Administrator or the soliciting office/department, where delegated by the County Administrator shall conduct negotiations, as appropriate, as to price, delivery, and terms.

Y. Computer Equipment Acquisition

All computer requests for hardware, software, licensing, and consulting services submitted shall only be commenced after review and recommendations by the County Computer Network Advisory Board.

Z. Disposal of Fixed Assets.

A complete inventory of all equipment shall be maintained by each County Department and Office. This County inventory shall be reviewed and updated at least annually.

Equipment which is thought to be surplus, worn out or otherwise unnecessary to the operation of a department shall be reported as such to the County Administrator by Department Heads or Elected Officials.

It shall be the Board of Commissioner's responsibility to declare personal property of the County as surplus and authorize its disposition. The Board of Commissioners shall decide whether to make other use of the equipment, assign the equipment to another County department, or authorize the trade-in, sale, donation or other disposal of the equipment. Items disposed of shall be removed from the inventory list. A permanent record shall be kept of the manner of disposition of all County property.

If governmental fund surplus goods are sold at auction, or disposed of by other sale, the proceeds of the sale shall be returned to the County Treasurer who shall deposit the same into a County General Fund revenue account entitled Proceeds from Sale of Fixed Assets. The proceeds from the disposition of surplus goods of a proprietary fund shall remain in the proprietary fund. When fixed assets are disposed of by any means, it shall be properly recorded in the Fixed Assets Ledger by the County Administrator.

The following policy shall apply to disposition of surplus computer and network related equipment.

A county officer or department head may declare equipment within their respective offices surplus. All surplus equipment shall be turned into the Computer Network Administrator who shall store said equipment until its final disposition is made. The Computer Network Administrator shall keep a listing of said surplus equipment. The list shall periodically be reported to the Network Advisory Board and made available to county officers and department heads upon request.

The Computer Network Administrator may utilize surplus equipment for parts and other repairs to equipment currently in service that may be in need of repair, or may hold equipment in reserve to be placed in service in the event of equipment failure.

For equipment not held in reserve the Network Advisory Board is authorized by the Mason County Board of Commissioners to sell surplus equipment. Surplus equipment may be offered at public auction, offered for sale at fair market value, or sold or disposed of in any other manner that the Network Advisory Board deems in the best interests of the County.

Other than operating system software, all equipment sold shall have all licensed software uninstalled and have all files containing data relating to county business removed.

Proceeds from the sale of equipment shall be returned to the capital account of the Network Operation & Maintenance Fund #636 and be subject to the existing Policy regarding its expenditure.

AA. Exclusions

The provisions of the entire purchasing Policy shall not apply to the following:

- (1) Employment of temporary, part-time, or full-time employees of the County

- (2) Collective bargaining agreements between employee associations and the County
- (3) The Board of Commissioners' Policy for banking, daily cash management, short-term investments.
- (4) The rental, lease, or purchase of real estate.
- (5) Purchase of utilities (gas, water, sewage, electricity, etc.).
- (6) Purchase of insurance. The Board of Commissioners shall have the authority and duty to purchase or contract for insurance required by the County.
- (7) Professional service contracts with the independent auditors, who conduct the annual audit of the County and legal counsel, who are contracted for by the Board of Commissioners.

AB. Insurance Requirements

Contractor insurance requirements should be based on the dollar size of the contract, length of time of the contract, and the hazard level of the work to be performed. Insurance requirements should be based on the following three categories:

Low Hazard might be best illustrated by artisan type contractors such as carpenters, plumbers (no digging or trenching), painters, and small repair type contractors.

Medium Hazard would include roofers, plumbing with minor digging, cement contractors, grading of land, landscapers, building maintenance and cleaning contractors, and brick layers.

High Hazard include excavation and underground contractor, road contractors, erection and welding projects, all major building or parks and recreation playground construction and renovation, and all infrastructure construction and renovation, including removal of contaminants or pollutants.

All contractors and/or vendors are required to have the following insurance:

- 1) Workers Compensation and Employers' Liability, Michigan Statutory Limits of Liability including thirty (30) day Notice of Cancellation
- 2) Commercial General Liability Insurance (Occurrence basis only) with the following coverage inclusions:
 - Broad Form General Liability Endorsement.
 - Independent Contractor Coverage.
 - Products & Completed Operations.
 - Contractual Liability
 - Mason County named as Additional Insured
 - Thirty (30) day Notice of Cancellation
- 3) Motor Vehicle Liability Coverage, and Michigan No-Fault Coverages including all owned, non-owned, and hired vehicles
- 4) Owners and Contractors Protective Liability (OCP) in the name of the County including thirty (30) day Notice of Cancellation

- 5) Other coverages which may be required under certain contracts such as Pollution Liability, Medical Malpractice, Professional Liability, etc
- 6) County will be named as Additional Insured on all insurance coverage, with the exception of Workers Compensation and Employers' Liability Insurance.

Limits of Liability for General Liability, and Vehicle Liability shall be within the following guidelines based on contract amounts:

- Low and Medium Hazard Projects up to \$750,000 and up to 180 Days Duration: Include coverage in items AB: 1, 2, 3, & 6 above. Minimum of \$1,000,000 per occurrence and aggregate.
- Low and Medium Hazard Projects from \$750,001 to \$1,750,000: Include coverage in items AB: 1, 2, 3, & 6 above. Minimum of \$2,000,000 per occurrence and aggregate.
- All High Hazard Projects and all contracts above \$1,750,001 to \$2,750,000: Include coverage in items AB: 1, 2, 3, 4, & 6 Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of cancellation.

AC. Professional Services Contracts Requirements:

Professional Liability Coverage (Errors and Omissions) is required for all contracts for professional services such as architect, engineer, design firm or similar professions, and medical professions, etc.

Limits of Liability for General Liability, and Vehicle Liability shall be within the following guidelines based on contract amounts:

- Projects up to \$750,000: Minimum of \$1,000,000 per occurrence and aggregate.
- Projects \$750,001 to \$1,750,000: Minimum of \$2,000,000 per occurrence and aggregate.
- Projects \$1,750,001 to \$2,750,000: Minimum of \$3,000,000 per occurrence and aggregate.
- The required amounts continue to escalate by adding \$1,000,000 to the beginning and ending project range and to the minimum insurance requirement.
- A Waiver of Subrogation is required on the certificate of liability insurance.
- The certificate of liability insurance is required to have a 30-day notice of cancellation.

Liability limits over \$1,000,000 per occurrence may be obtained by using an Excess Liability (Umbrella) policy in addition to the primary policies)

898 ANIMALS IN COUNTY FACILITIES

Animals not employed as service animals (police dogs, leaders for the blind or other animals assisting the disabled) are not permitted in Mason County facilities as a matter of security, health, and safety. Any requests for exceptions under this policy or accommodations under the American's with Disabilities Act must be made in writing to the County Administrator for consideration by the Finance, Personnel, & Rules Committee.

899 FACILITIES USE

A. Purpose

The purpose of this policy is to establish administrative regulations which standardize the procedures utilized for the temporary and occasional use of conference and meeting rooms in County-owned Facilities and the grounds of the various buildings by County employees and outside organizations/groups with a public purpose.

B. Authority

Mason County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

C. Application

The regulations and procedures outlined in this policy statement apply to all County-owned facilities.

D. Responsibility

The authority to approve use of County-owned facilities is the responsibility of the Buildings, Planning, Drains, and Airport Committee.

E. Definitions

County-Owned Facilities - For the purpose of this policy, County-owned facilities shall mean the Mason County Courthouse, Mason County Animal Control Building, and Mason County Drain Commission & Zoning Building. Mason County Parks Facilities shall be governed by the policies established by the Parks and Recreation Commission. The use of the Mason County Airport Terminal Building will be governed by the Ludington/Scottville Area Chamber of Commerce. The use of the Mason County Fairgrounds will be governed by the Western Michigan Fair Association. The following County-owned buildings are not available for public meeting purposes due to security concerns, inadequate accommodations, or personnel to effectively monitor its use: Mason County Jail, District Health Department Facility, Department of Health & Human Services Buildings, and the Mason County Services Building.

Public Purpose - For the purpose of the policy, an activity will be considered to have a public purpose if it is sponsored by, conducted on behalf of, or at the request of the governing board, a department, or an agency of a governmental unit; or if it is sponsored by, conducted on behalf of, or at the request of a private, non-profit organization whose board includes representatives appointed by the Board of Commissioners or the Chair of the Board of Commissioners, or non-profit organization that provides services for the community as a whole.

Local Governmental Unit - A township, village, or city government agency based in Mason County.

Other Governmental Unit - A township, village, or city, government agency based outside the boundaries of Mason County, or a county, state, or federal government agency.

Outside Organization - Any organization not under the jurisdiction or budgetary control of the Mason County Board of Commissioners.

F. Policy

1. General Statement

- a. The basic guideline of this policy shall be to provide temporary, occasional use of conference and meeting rooms in County-owned facilities by other organizations for activities with a stated public purpose. The Buildings, Planning, Drains, and Airport Committee shall determine whether the request to use the facility serves a public purpose.
- b. No facility may be used for economic or for-profit purposes.
- c. Use of County-owned equipment within the building by an outside organization may be permitted when scheduling permits and the requesting organization provides sufficient personnel, supplies and/or funding to operate the equipment.
- d. The outside organization utilizing any County facility shall indemnify and hold harmless the County of Mason, its elected and appointed officials, employees and others working on behalf of Mason County against any and all claims, demands, suits, or loss, including all costs and any fees connected therewith, brought by anyone and for any damages, which may be asserted, claimed or recovered against, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, brought by anyone which arises out the sole, comparative or partial negligence, error, omission or commission of any party associated with the utilization of a County facility.
- e. Liability for damage to County property and/or facilities will be assessed at 100% of the amount of damages, regardless of whether there was a deposit on the use or not.
- f. Conflicts in the interpretation of this policy will be determined by the Buildings, Planning, Drains, and Airport Committee or the County Board of Commissioners when appropriate.
- g. The County Board of Commissioners may consider requests to waive any requirement or guidelines contained in this policy.

2. Prohibitions on County Facilities Use

- a. Hunting on County-owned or leased property is strictly prohibited.
- b. Alcohol beverages on County-owned or leased property is strictly prohibited.
- c. No weapons shall be allowed in any County-owned facility except for authorized law enforcement personnel subject to written policies and procedures established by the Mason County Sheriff's Department and Mason County Trial Court, and authorization granted by state or federal law.
 - 1.) Use of the Mason County Courthouse shall be pursuant to the September 19, 2001 Mason County Security Policy for Court Facilities and the Michigan Supreme Court Administrative Order 2001-1 as related to Public Act 381 of 2000 that no weapons are allowed in the courthouse, courtroom, office or space used for official court business or by judicial employees. This prohibition does not apply

to court security personnel in the performance of their official duties or to law enforcement officers who are transporting prisoners. The Chief Judge may authorize additional exceptions in extraordinary circumstances.

G. Procedures And Standards

1. The Buildings, Planning, Drains, and Airport Committee shall review and approve the use of meeting rooms in the Mason County Courthouse, Mason County Animal Control Building, Mason County Drain Commission & Zoning Building. The Mason County Parks and Recreation Ranger shall be responsible for review and approval of the use of County Parks Facilities according to the policies established by the Mason County Parks and Recreation Commission in addition to the pertinent policies established in this document.
2. All requests by outside organizations for temporary use of a County-owned facility require completion of a Facility Use Request Form developed by the Buildings, Planning, Drains, and Airport Committee. The Facility Use Request Form must be completed and submitted to the Mason County Administrator at least 60 days prior to the date of their event.
3. The appropriate contact person for the County-owned facility being considered for use shall base their decision for approval or denial depending on availability and conflicts with County business and the following:
 - a. The meeting/assembly is open to the general public.
 - b. The meeting/assembly is for legal purposes.
 - c. The meeting/assembly is supervised by a responsible adult.
 - d. The meeting/assembly has been determined to comply with this policy.
 - e. Reservations for the meeting/assembly may require a security deposit.
 - f. Execution of a facility use agreement that includes provisions of this policy.
 - g. Payment of fees assessed in compliance with a facility-use fee schedule approved by the Board of Commissioners upon approval of an application for facility use.
4. Decisions of the designated contacts may be appealed to the Buildings, Planning, Drains, and Airport Committee, or if applicable, to the County Board of Commissioners.
5. The County may assess charges for extraordinary cleaning or repairs. An additional, non-returnable fee may be charged if the meeting/assembly is held at a time which will require that the building be opened and staffed by an employee of the County. Such fees shall not be required if the group is sponsored by an official County department or agency and a representative of such will open the building, remain with the group, and close the building at the termination of the meeting.

H. Administrative Procedures

Exceptions - Any exceptions or unusual circumstances not provided for in this policy must have specific approval from the Buildings, Planning, Drains, and Airport Committee.

I. Administrator - Legal Counsel Review

The Mason County Administrator has determined that this policy as submitted to the Mason County Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Prosecuting Attorney has determined that this policy as submitted contains content that appears to be legal activities of the Mason County Board of Commissioners.