

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 portion 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 Department Head and the County Board of Commissioners.

It is in this context of co-employer that the Board of Commissioners and the Elected Department Heads 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

District #8 Commissioner

District #9 Commissioner

District #10 Commissioner

Circuit Court Judge

Clerk

District Court Judge

Drain Commissioner

Probate Court Judge

Prosecuting Attorney

Register of Deeds

Sheriff

Treasurer

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about the County, and I understand that I should consult my 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 Department Heads.

Our experience has shown that when employees deal openly and directly with 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, 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 Department Head or the Personnel 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 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, Commissioner or relative has a significant ownership in a firm with which the County does business, but also when an employee, Department Head, 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, or Commissioner is in a position to influence a decision that may result in a personal gain for that employee, Department Head, 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 or Commissioners have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to the Finance 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 Department Head may make a request to the Personnel Committee that the previous governmental work experience be considered in establishing the salary or wage for the new employee. The Personnel Committee, upon a request by the 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.

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 management.

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.

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

Department Heads shall establish a personnel file on all department employees. The file shall contain the employee's application, employment physical report 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 Personnel 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.

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

203 POST-EMPLOYMENT REFERENCE CHECKS

The County Administrator and the related 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

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 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 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.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the calendar-year end.

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 and candidates.

III. DEFINITIONS:

- A. **Background Check** – Including, but not limited to, reference, work records, education, professional licenses, driver's record, criminal felony background, Medicaid, and recipient rights, etc.
- B. **Staff Members** – all employees, students, volunteer, 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 employees is on driving probation, the Department Head 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 department head and the personnel committee.

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

V. PROCEDURES:

- A. Department Heads 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 Department Head and will be forwarded to the Personnel 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 in the candidate's personnel file.
- G. Sources
 - a. Background checks will be conducted through the Michigan State Police.
 - 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 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 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 members 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 Personnel 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 department head / elected office holder or their designee should send the Clerks Office's 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. Department heads / elected office holders or their designees are responsible for issuing keys to new employees. Conversely they are also responsible for recovering keys during the out processing phase.
4. The Clerks 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 Clerks Office the employee will receive a 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 Liaison Officer (NLO). The NLO will require a copy of the "Notice of Employment". The NLO will assign a password and user name to the employee granting them access to the County Network with the authorized access granted by the department head / elected office holder. The NLO 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 department head / elected office holder shall send a "Notice of Separation" to both the County Clerk and the NLO. 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 department head / elected officer holder 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 NLO shall immediately upon receiving the "Notice of Separation" terminate the employee's computer access.

V. Records Retention

1. All personnel 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 Department Head. A copy of such documentation shall be forwarded to the Chairman of the Personnel Committee. 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.

Deleted: twenty (20)

Deleted: ninety days

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 Department Head or the Personnel 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 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
- Credit Union
- Deferred Compensation Plan
- Dental/Optical/Hearing Reimbursement Program
- Educational Financial Assistance
- Eldercare & Family Leave
- Holidays
- Jury Duty Leave
- Licensure Assistance
- Life Insurance
- Long-Term Disability
- Major Medical Insurance
- Meal Allow
- Medical Insurance
- Medical Leave
- Membership Dues
- Military Leave
- Parking
- Personal Leave
- 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 45 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 Department Heads. 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 overtime 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.

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
Regular part-time employees
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 Department Head and the Mason County Administrator who is the Insurance Administrator, immediately. An accident report must be completed by the employee and their 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.

Employees who are unable to report to work due to illness or injury should notify their Department Head before the scheduled start of their workday if possible. The 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 appointed 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 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 employee's 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 Personnel 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 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 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.

A 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 Department Head as soon as possible so that the 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 unpaid jury duty leave.

Any jury fees will be signed over to the employees respective department. 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 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 employee's respective department.

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 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 Committee. If any employee does not complete said course(s) the County Finance 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.

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.

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.

YEARS OF ELIGIBLE SERVICE	AMOUNT OF LONGEVITY PAY FOR EACH ADDITIONAL YEAR OF SERVICE
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, other than elected officials (excluding county commissioners), department heads, jail administration and non-union clerical, hired prior to January 1, 1997, the County provides a retirement program based on the MERS benefit program of B-3, 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 2.25%, 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 employees, excluding elected officials (other than commissioners), department heads, jail administration and non-union clerical, hired on or 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.

For elected officials (other than commissioners), department heads, jail administration and non-union clerical employees, 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.

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 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 department head signature. The voucher shall then be reviewed by the County Finance Committee with reimbursement given to the employee upon approval by the Finance 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

For employees hired prior to January 1, 1997, the County provides full premium costs for Hospital and Medical Insurance benefits, for eligible employees and their dependents as defined by the terms of the insurance policy guide. Eligible employees hired on or after January 1, 1997, shall have the following co-pay on the premium costs for Hospital and Medical Insurance benefits:

<u>Years of Seniority</u>	<u>Co-Pay</u>
1-10	20%
11	19%
12	18%
13	17%
14	16%
15	15%
16	14%
17	13%
18	12%
19	11%
20 and above	10%

In 2004, the county established a cap on future increases in the health insurance premium that the county will pay for any increased cost. The starting base cap, for non-union employees who have the B-3 Retirement Plan, will be the following 2004 premiums for the current Traditional with Master Med Option 3 with the \$5.00/\$10.00 drug card:

1-Person	\$359.45
2-Person	\$794.19
Family	\$936.51
FC Rider	\$179.65

The starting base cap, for non-union elected officials and department heads who have the B-4 Retirement Plan, will be the following:

1-Person	\$305.68
2-Person	\$675.09
Family	\$796.11

FC Rider	\$152.85
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The starting base cap, for non-union clerical employees who have the B-4 Retirement Plan, will be the following:

1-Person	\$284.00
2-Person	\$629.58
Family	\$744.95
FC Rider	\$142.00

The starting base cap, for non-union jail administration employees who have the B-4 Retirement Plan, will be the following:

1-Person	\$319.33
2-Person	\$705.28
Family	\$831.67
FC Rider	\$159.68

In 2005, for Department Heads and all non-union employees who are not department heads and do not pay a co-pay required under Section 384 of the Employee Handbook the starting cap base will be increased by the greater of 10% or one half of the overall percentage increase in the county's health insurance premium as provided by Blue Cross/Blue Shield. (For example, if the overall percentage increase is 5% the cap will be increased by 10%, if the overall percentage increase is 15% the cap will be increased by 10% and if the overall percentage increase is 25% the cap will be increased by 12.5%).

In 2005, for all non-union employees who are not department heads and do pay a co-pay required under Section 384 of the Employee Handbook, the starting cap base will be increased by the greater of 15% or 15% plus one half of the overall percentage increase in the county's health insurance premium as provided by Blue Cross/Blue Shield that is over 15%. (For example, if the overall percentage increase is 5% the cap will be increased by 15%, if the overall percentage increase is 15% the cap will be increased by 15% and if the overall percentage increase is 25% the cap will be increased by 20%).

If the actual premium cost of the employee's health insurance plan is less than the county cap then the employee will only be responsible to pay for their co-pay required under Section 384 of the Employee Handbook. If the actual premium cost of the employee's health insurance plan is more than the county cap then the employee will be responsible to pay for their co-pay required under Section 384 of the Employee Handbook plus the amount of the premium over the cap. The County and the employees agree to meet to discuss a change in the health insurance coverage that will keep the actual premium cost below the county cap.

In 2006, for Department Heads, the starting cap base will be increased by the greater of 10% or one half of the overall percentage increase in the county's health insurance premium as provided by Blue Cross/Blue Shield. (For example, if the overall percentage increase is 5% the cap will be increased by 10%, if the overall percentage increase is 15% the cap will be increased by 10% and if the overall percentage increase is 25% the cap will be increased by 12.5%).

In 2006, for all non-union employees who are not department heads and do not pay a co-pay required under Section 384 of the Employee Handbook the starting cap base will be increased by the greater of 7.5% or one half of the overall percentage increase in the county's health insurance premium as provided by Blue Cross/Blue Shield. (For example, if the overall percentage increase is 5% the cap will be increased by 7.5%, if the overall percentage increase is 15% the cap will be increased by 7.5% and if the overall percentage increase is 25% the cap will be increased by 12.5%).

In 2006, for all non-union employees who are not department heads and do pay a co-pay required under Section 384 of the Employee Handbook, the starting cap base will be increased by the greater of 15% or 15% plus one half of the overall percentage increase in the county's health insurance premium as provided by Blue Cross/Blue Shield that is over 15%. (For example, if the overall percentage increase is 5% the cap will be increased by 15%, if the overall percentage increase is 15% the cap will be increased by 15% and if the overall percentage increase is 25% the cap will be increased by 20%). If the actual premium cost of the employee's health insurance plan is less than the county cap then the employee will only be responsible to pay for their co-pay required under Section 384 of the Employee Handbook. If the actual premium cost of the employee's health insurance plan is more than the county cap then the employee will be responsible to pay for their co-pay required under Section 384 of the Employee Handbook plus the amount of the premium over the cap. The County and the employees agree to meet to discuss a change in the health insurance coverage that will keep the actual premium cost below the county cap.

Eligible employee classification(s) are:

Regular full-time employees

The County shall continue to pay the full premium for an employee, hired prior to January 1, 1997, (and for his or her surviving spouse) who retires at the age sixty (60) with ten years of service with the County until they reach the age of sixty-five (65). The County shall continue to pay the full health insurance premium (or appropriate partial premium for employees hired after January 1, 1997) for an employee (and for his or her surviving spouse) who retires at age fifty-five (55) with fifteen (15) years of service with the County until they reach the age of sixty-five (65). After age sixty-five (65) retired employees, eligible for County paid post retirement insurance, shall have their Medicare supplement paid by the County. This applies to Hospital-Surgical and Master Medical only, between the ages of sixty-five (65) to seventy (70) years, with ten (10) years or more years of service. After age seventy (70) retirees are required to pay their own hospitalization fee to the County Clerk. Retirement coverage shall not be effective for any retired employee 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.

Beginning January 1, 1991, a County Commissioner is entitled to hospitalization insurance only if said Commissioner does not have a plan available or provided by another employer or by his or her spouse's employer. If a Commissioner is covered by some other plan, then he or she shall sign a waiver, or if covered by the County Plan, shall sign a certification form every six (6) months.

The County will provide a \$20,000.00 life/double indemnity policy for all eligible employees. Eligible employee classification(s) are:

Regular full-time employees

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- other

The County of Mason follows the rules set by the Federal Government and the I.R.S. for health insurance. This includes areas such as 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 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 time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved 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 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 Department Head must verify the accuracy of the changes by initialing the time record.

403 PAYDAYS

All employees are paid biweekly on every other Thursday. 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.

Employees may have pay directly deposited into their bank accounts if 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

The County provides severance pay to eligible employees whose employment is terminated for reasons that are not prejudicial to the County, as determined by the County in its sole discretion. Severance pay will be provided to the following eligible employee classifications:

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

Specifically excluded from benefits under this provision are employees who: were hired as temporary employees for a specified period of time; leave work due to a reduction in the work force and were offered but refused to accept another suitable position with the organization.

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 Department Head can assist in having your questions answered.

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 Department Heads, or with another Department Head, or bring them to the attention of the Custodial 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 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.
6. Each 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.

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

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 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

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

Smoking will be strictly prohibited within all county buildings 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 is 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 Department Head or the Personnel Committee.

Department Heads or the Personnel 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. 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.

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 Department Head's prior authorization.

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 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 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 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.

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 Personnel

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. and W.K.Z.C. The announcement will include conditions of closing and for what period of time.

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 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.

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	\$6.75
Lunch	\$8.50
Dinner	\$16.50

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 Department Head. Vehicles owned, leased, or rented by the County may not be used for personal use without prior approval.

With prior 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 should be accompanied by receipts for all individual expenses.

Employees should contact their 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 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 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 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 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 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 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 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 Committee upon termination of his or her employment or service with Mason County.

K) The Finance 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 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 because 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 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 Department Heads. 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. 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

I. An employee who has worked for the County at least twelve (12) months (and worked at least 1,250 hours in that period) may apply for a leave of absence pursuant to the Family and Medical Leave Act (FMLA) for the following reasons:

- (a) To care for a newborn son or daughter;
- (b) Because of the placement of a son or daughter with the employee for adoption or foster care;
- (c) In order to care for the spouse, son, daughter, or parent of an employee who has a serious health condition; or
- (d) Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

Any eligible employee will be granted up to twelve (12) unpaid work weeks of leave during a 12 month period for leaves granted under FMLA. However, this shall not prohibit the employee from receiving disability insurance for which the employee qualified.

II. Employees anticipating the need for a leave pursuant to the FMLA are required to provide at least thirty (30) days' advance written notice of the need for the leave. If it is not possible to provide thirty (30) days' advance notice, the employee should provide as much advance notice as practical under the circumstances.

III. In any case in which the necessity for the leave is foreseeable based upon planned medical treatment, employees are required to make a reasonable effort to schedule the treatment so as to not unduly disrupt the operations of the employer.

IV. Employees requesting a medical leave for a serious health condition under paragraphs (c) and (d) above, including intermittent or reduced schedule leave, must provide certification of the serious health condition of the employee or eligible family member which includes the following:

- (a) The date on which the serious health condition began;
- (b) The probable duration of the condition;
- (c) Appropriate medical facts regarding the condition.

Such certification shall be on the form approved by the U.S. Department of Labor.

If the employer questions the need for the leave or the adequacy of the medical certification, it shall have the right to obtain a second opinion, at the employer's expense. If the two health care providers opinions differ, a third opinion from a health care provider may be requested by the employer mutually agreed upon by the employer and the employee, which opinion shall be paid for by the employer and will be final and binding on the parties.

V. Where two (2) spouses work for the employer, they will be allowed a total of twelve (12) weeks between them to take a family leave to care for a son, daughter or parent.

VI. There shall be no loss of seniority or accrued benefits during the period of a family leave. Health insurance benefits shall be maintained during the family leave at the same level and conditions as if the employee has continued to work. Employees will be asked to include any accrued paid time off as part of the twelve (12) week period granted for any of the reasons set forth in item 1 (a), (b), (c) and/or (d) above.

VII. Employees on family leave for twelve (12) weeks or less shall be returned to work to the position they held prior to taking the leave.

VIII. An employee on family leave who desires to return to work must notify their Department Head at least three (3) working days prior to the return date.

IX. If an employee fails to return to work at the conclusion of a family leave, he or she shall be treated as a voluntary quit.

X. An employee who has been absent for medical reasons must obtain a return to work release from his or her physician which must certify the employee is fit for duty without restriction or specify the type, nature and duration of any work restriction, if applicable.

XI. An employee seeking to return to work with medical restrictions shall be returned to work in line with his or her seniority to an available position, if any, which the restricted employee is capable and qualified to perform. If an employee cannot be placed in a suitable position, the employee will be placed on continued leave status until an appropriate accommodation can be made up to a maximum of twelve (12) months.

XII. FMLA benefits are in addition to other leave of absence benefits provided by any collective bargaining agreement.

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 Department Head.

Personal leave may be granted for a period of up to six months each calendar year. With the 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 Personnel 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 Department Head. If the Department Head is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Personnel Committee or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any Department Head who becomes aware of possible sexual or other unlawful harassment should promptly advise the Personnel 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 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 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, vehicles and equipment, 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 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 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 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 Department Head or the County Administrator without fear of reprisal.

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. Managers 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 Personnel 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 the following training requirements and provide documentation of compliance 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 tend 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 in the following manner. All departments who submit with the County Treasurer over \$200,000 per year shall make deposits on a weekly basis at a minimum. All departments who submit with the County Treasurer over \$100,000 but less than \$200,000 per year shall make deposits on a biweekly basis at a minimum. All other departments shall make deposits with the County Treasurer on a monthly basis at a minimum. The County Treasurer shall be responsible for notifying each department of its deposit requirements under this policy.

An employee shall immediately inform their Department Head if the cash/checks received and the monetary transactions do not reconcile. It shall be the Department Head's responsibility to make a full investigation into the missing funds and make a written report of the findings to the Finance Committee and the Personnel Committee. The Finance 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 Department Head, the Finance Committee and the Personnel Committee. Such action may be disciplinary or legal prosecution.

Under no circumstances may any person, either 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 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 Personnel Committee.
5. Procedures: The following procedures, which are subject to change by the Personnel 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 director must complete and sign an Internet/online services request form (Attachment A) 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 message has been prepared on resources owned by Mason County, MI. It is subject to the Internet and Online Services use Policy of Mason County. 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 or 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. Personnel 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 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: _____

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 managers, emergencies can be communicated to key employees away from home during evenings and weekends. Cellular telephone intercom features now enable staff-to-staff communications. 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 finance department 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. Whenever a County employee is telephoning outside of or within County facilities where a land-line telephone is available for use, the employee shall use the land-line phone.
 - c. Employee personal telephone calls are prohibited with the exception of emergency phone calls.
 - d. County cellular phone numbers shall be made available to appropriate County staff to take advantage of increased access to staff.
 - e. 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.
 - f. Employees shall not use cellular phones within a 100 feet of any medical-electrical equipment, oxygen, ventilators, or I.V. and gasoline pumps.
 - g. 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 heads authorization and appropriate documentation, the County shall reimburse for County business calls placed on an employee's private cellular phone.
 5. Recording of Cellular Phone Usage: The Clerk's Office will record expenditures for use of cellular telephones under line item 852.001 – "Cellular Phone" in all funds and activities. This will allow expenditure tracking for such costs to be maintained on a monthly and year-to-date basis for all departments using cellular phones, as well as the total cost to the County.
 6. 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 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 Personnel Committee, may discharge from employment those employees in positions, which are designated to report directly to the Administrator.

7. Equalization Director, Maintenance Supervisor, 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 is acquired 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 department heads having

access to records containing social security numbers shall determine which other personnel with in 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 department head, 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 Committee of the board of commissioners. The Finance 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 Committee and the board of commissioners to explain their request for appropriation.
- 2) An elected department head, 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 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 Committee of the board of commissioners. The Finance 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 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 department head, 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 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 department head, 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 Committee of the board of commissioners. The Finance 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 Committee and the board of commissioners to explain their request for appropriation.

- 2) An elected department head, 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 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 Committee of the board of commissioners. The Finance 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 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 department head, 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 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 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 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 Committee.