



# **Alpena County**

**Copy of Employee Handbook**

**December 1, 2022**

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# Core Policies

## 1.0 Welcome

Union employees should abide by their Union Contract rules and policies when there are discrepancies between the Union Contract and the Employee Handbook.

### 1.1 A Welcome Policy

Welcome! You have just joined a fast-paced organization dedicated to excellent public service and committed to our community. We hope that your employment with Alpena County will be rewarding and challenging. We take pride in our employees as well as in the services we provide.

Alpena County complies with all federal and state employment laws, and this handbook generally reflects those laws. The County also complies with any applicable local laws, although there may not be an express written policy regarding those laws contained in the handbook.

The employment policies and/or benefits summaries in this handbook are written for all employees. When questions arise concerning the interpretation of these policies as they relate to employees who are covered by a collective-bargaining agreement, the answers will be determined by reference to the actual union contract, rather than the summaries contained in this handbook.

Please take the time now to read this handbook carefully. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this handbook, which sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. The County reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the Human Resources Department.

We wish you success in your employment here at Alpena County!

All the best,

Board of Commissioners, County Administrator  
Alpena County

### 1.2 At-Will Employment

Your employment with Alpena County is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice and with or without cause. Likewise, we respect your right to leave the County employment at any time, with or without notice and with or without cause.

Nothing in this handbook or any other County document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment.

If a written contract between you and the County is inconsistent with this handbook, the written contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce

employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

Employees who resign or retire shall notify their Department Head in writing at least two (2) weeks prior to the effective date of the resignation or retirement. The County may schedule an exit interview with any employee who leaves the County employment. All benefits will not go beyond the termination date unless otherwise directed by plan documents. When an employee resigns or retires and gives notice to the Department Head, it is the Department Head's responsibility to forward the original letter to the Human Resource Department. Department Heads must complete the Termination of Employee form found on the Electronic HR portal. This form must be printed off, completed, signed, and submitted to the Human Resource Department by the day following the termination date.

## **2.0 Introductory Language and Policies**

### **2.1 Ethics Code**

Alpena County will conduct business honestly and ethically wherever operations are maintained. We strive to improve the quality of our services, products, and operations and will maintain a reputation for honesty, fairness, respect, responsibility, integrity, trust, and sound business judgment. Our managers and employees are expected to adhere to high standards of business and personal integrity as a representation of our business practices, at all times consistent with their duty of loyalty to the Alpena County.

We expect that Elected Officials, Departments heads, and employees will not knowingly misrepresent the County and will not speak on behalf of the County unless specifically authorized.

All documents, data, and information processed/derived from Alpena County remains the sole property of Alpena County. When an employee leaves employment with Alpena County, all records must remain in the possession of Alpena County and no copies can be retained by the individual

Violation of the Code of Ethics can result in discipline, up to and including termination of employment. The degree of discipline imposed may be influenced by the existence of voluntary disclosure of any ethical violation and whether or not the violator cooperated in any subsequent investigation.

### **2.2 Revisions to Handbook**

This handbook is our attempt to keep you informed of the terms and conditions of your employment, including Alpena County policies and procedures. The handbook is not a contract. The County reserves the right to revise, add, or delete from this handbook as we determine to be in our best interest, except the policy concerning at-will employment. When changes are made to the policies and guidelines contained herein, we will endeavor to communicate them in a timely fashion, typically in a written supplement to the handbook or in a posting on company bulletin boards.

## **3.0 Hiring and Orientation Policies**

### **3.1 Conflicts of Interest**

Alpena County is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, customer relations, safety, security, and morale. If there is any actual or potential conflict of interest between you and a competitor, supplier, distributor, or contractor to the County, you must disclose it to your Department Head. If an actual or potential conflict of interest is determined to exist, the County will take such steps as it deems necessary to reduce or eliminate this conflict.

### **3.2 Employment Authorization Verification**

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with Alpena County. If you are currently employed and have not complied with this requirement or if your status has changed, inform your Department Head.

If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the County.

It is your obligation to provide Alpena County with your current contact information, including current mailing address and telephone number. Inform the County of any changes to your marital or tax withholding status-and complete new forms-if you move. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Human Resource Department.

### **3.3 Employment of Relatives and Friends**

We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at Alpena County. It is your obligation to inform the Company of any such potential conflict so the Company can determine how best to respond to the particular situation.

### **3.4 Job Descriptions**

Alpena County attempts to maintain a job description for each position. If you do not have a current copy of your job description, you should request one from your Department Head.

Job descriptions prepared by the County serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the County may have to revise, add to, or delete from your job duties per business needs. On occasion, the County may need to revise job descriptions with or without advance notice to employees.

If you have any questions regarding your job description or the scope of your duties, please speak with your Department Head.

### **3.5 Regular Full-Time Personnel**

Regular full-time employees are those who have completed their introductory period and are regularly scheduled to work more than 30 hours per week. Unless stated otherwise or specifically permitted by law, all the benefits provided to employees at Alpena County are for regular full-time employees only. This includes vacation, holiday pay, health insurance, and other benefits coverage.

### **3.6 Regular Part-Time Personnel**

All employees who work fewer than 30 hours per week are considered part time. Part-time employees are not eligible for County benefits unless specified otherwise in this handbook, in the benefit plan summaries, or specifically permitted by law.

#### *Irregular employee*

An irregular employee is an individual not included within the definitions of full-time or regular part-time employee who is working on any other basis, including temporary, casual, seasonal, or school interns. Part-time employees are not eligible for any benefits.

#### *Contractual employee*

A contractual employee is an individual who is working for the County of Alpena under a separate signed contractual agreement with the County. Any benefits available to the contractual employee will be outlined in the agreement or a defined handbook.

#### Grant funded /Fee for Service employee

An employee whose wage and benefits are paid with grant monies or pass-through monies. Benefits are to be paid out of grant/pass through funds and these benefits are not to incur future liability to the County. An employee who is paid with pass through monies and if funding is reduced or eliminated, the hours will be reduced or eliminated, and benefits will also be reduced or eliminated.

#### Multi-entity funded employee

An employee whose wage and benefits are paid with multi-entity monies. Benefits are to be out of multi-entity funds and these benefits are not to incur future liability to the County.

### **3.7 New Hires and Introductory Periods**

The first 6 months of your employment is considered an introductory period. During this period, you will become familiar with Alpena County and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Your introductory period with the County can be shortened or lengthened as deemed appropriate by management and Human Resources. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the "at-will" employment relationship. An employee may be discharged for any reason during the introductory period without recourse to the grievance procedure. The employment relationship with the employee after introductory period is subject to the employee's continued performance of assigned work in a manner satisfactory to the County and the County's financial ability and need to continue the services provided by the employee.

### **Re-Employment of Retirees**

An individual is considered to be a County retiree when he/she is being paid a retirement allowance from MERS on account of service with the County. A County retiree may not be employed to fill a full-time position, a regular part time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular position that is anticipated to last 6 or more months. The County may make exceptions to this policy in instances where the County Board of Commissioners determines that the services of the retiree are essential to the continued functioning of the County and there are no other qualified individuals available to perform these services.

1.) The County will not accept an application for re-employment from a County retiree until that retiree has been off the County payroll for at least thirty (30) days.

2.) The application of a retiree will not normally be considered to fill a full-time position, a regular part time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular full- time position that is anticipated to last more than 6 or more months.

3.) In instances where the County is unable to fill a full-time position, a regular part-time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular position that is anticipated to last 6 or more months because there are no other qualified individuals available to perform a particular position, the County may consider an application from a retiree for that position. In order to consider a retiree for such a position, the County will be required to verify that normal recruitment efforts have been unsuccessful and that no other qualified applicants for the position have been located.

4.) A retiree hired to fill a full-time position or a regular part-time position in which the individual will be regularly scheduled to work at least ten days per month will be hired as a temporary employee and may only retain that position until the County is able to secure a qualified applicant for that position who is not a County retiree.

5.) Re-employed retirees are not eligible for any benefits.

### **3.8 Training Program**

In most cases, and for most departments, training employees is done on an individual basis by the department manager. Even if you have had previous experience in the specified functions of your job duties, it is necessary for you to learn our specific procedures, as well as the responsibilities of the specific position. If you ever feel you require additional training, consult your Department Head.

## **4.0 Wage and Hour Policies**

### **4.1 Attendance**

If you know ahead of time that you will be absent or late, provide reasonable advance notice to your Supervisor/Department Head. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law.

Alpena County reserves the right to apply unused vacation, sick time, or other paid time off to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to the policy.

#### **Absenteeism**

Employees shall report promptly for work and remain at work until the end of the work schedule. In the event that employees are unable to report for work, they must notify their Supervisor/Department Head as soon as possible, but no later than one (1) hour before the beginning of the workday. Where the operations are continuous, an employee shall not leave his post until replaced by the next shift employee or until he or she is relieved by his or her supervisor.

### **4.2 Business Expenses**

The purpose of this policy is to define approved nontravel business expenses and the authority for incurring and approving such expenses at Alpena County.

Approved business expenses are the reasonable and necessary expenses incurred by employees to achieve legitimate business purposes that are not covered by normal County procurement processes.

#### **Business Meetings (Employer-Sponsored Events and Meetings)**

The County pays for expenses necessary to achieve a valid business purpose when meetings are held with customers, vendors, or other County employees. The employee present is to pay for and report all expenses.

The County will make every effort to have a master account set up for County-wide and large group events. However, if you are at a small meeting or staying by yourself at a hotel, pay individually and submit for reimbursement accordingly.

#### **Technical and Training Seminars**

The County pays for expenses associated with attendance at classes and seminars that enhance job-related skills. Prior approval must be obtained by your Department Head.

#### **Gifts**

Employees shall not accept loans, gifts of money or goods, services, or any other proffered arrangements for personal benefit under any circumstance directly or indirectly involving possible influence or appearance



of influence upon the manner in which they perform work, makes decisions, or otherwise discharge their duties as County employees.

### Other Expenses

The County will pay for postage and telephone expenses that are for business purposes.

### Reporting

Report approved expenses on the standard expense report form and include a description of the expense, its business purpose, date, place, and the participants.

## **4.3 Direct Deposit**

Alpena County pays all employees electronically through direct deposit. Employees will be paid biweekly on Fridays. For hourly employees, pay checks will cover a two-week period which starts Sunday and ends on Saturday preceding the pay day. For salaried employees, pay checks will cover a two-week period ending on the Friday of the pay day. Review your paycheck for accuracy. If you find an issue, report it to your Department Head immediately.

### **Review Employee Pay Stubs**

We make every effort to ensure our employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we will promptly make any correction that is necessary. The Employee is to review their pay stub/transmittal when they receive it to make sure it is correct. If the employee believes a mistake has occurred or has any questions, discuss with Department Head and contact the Clerk's Office. If an error is discovered the procedure below will be followed:

### **Overpaid/Underpaid**

**A. Underpayment:** Employees claiming that they have not been properly paid shall submit in writing a payroll correction request to their Department Head identifying the error. Department Heads will promptly investigate all claims made by employees that they were not correctly paid. In instances where the employee's claim is substantiated, the Department Head shall submit the approved payroll correction form to the payroll department within 30 days of occurrence.

**B. Overpayment:** When it is determined that an employee has been overpaid due to a mathematical miscalculation, typographical error, clerical error, or misprint in the processing of their regularly scheduled wages or fringe benefits, the County may recover these overpayments within six (6) months of the occurrence by deduction from subsequent paychecks in accordance with the forgoing:

- Employees will be provided with a written explanation of the deduction at least one pay period in advance.
- Any one deduction shall not be larger than 15% of the employee's gross wages earned in that pay period.
- The deduction is made after the County has made all deductions expressly permitted or required by law or a collective bargaining agreement, and after any employee- authorized deduction.
- The deduction does not reduce the employees' regularly scheduled gross wages to a rate that is less than the minimum wage.
- In the event that the overpayment occurred more than six (6) months earlier, the amount may not be recovered without a written authorization signed by the employee or an order of a court

## **4.4 Introduction to Wage and Hour Policies**

At Alpena County, pay depends on a wide range of factors, including pay scale surveys, individual effort, profits, and market forces. If you have any questions about your compensation, including matters such as paid time off, bonus pay/longevity pay, overtime, benefits, or paycheck deductions, speak with your

Department Head.

The work week for all employees except those in law enforcement classifications shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the following Saturday. The work week for employees in law enforcement classifications shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the second following Saturday.

### **Fair Labor Standards Act**

It is our policy and practice to accurately compensate employees and to do so in compliance with all applicable state and federal laws. We comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and prohibit management from making any improper deductions from the salaries of exempt employees. Exempt employees are those employed in a bona fide executive, administrative, or professional capacity, and employed in certain computer-related occupations and who are exempt from FLSA's overtime pay requirements. Federal and state laws require Alpena County to keep accurate records of hours worked by nonexempt (hourly) employees. To ensure that the employee is paid properly for all time worked and that no improper deductions are made and/or benefits are provided, the employee must record correctly all work time and review his/her paychecks promptly to identify and to report all errors. Employees are required to record their hours of work through utilization of the automated time attendance system. Punch in no more than five minutes ahead of your start time and clock out no later than five minutes after your quitting time. All employees are required to enter their hours worked accurately, including all lunch periods. You are required to notify your Department Head of any pay discrepancies, unrecorded or misrecorded work hours. It is the employee's responsibility to see to it that their timecards are approved on time, regardless of whether they are sick or on vacation. Be sure to indicate your days off. Any changes to your timecard must be approved by your Department Head. Automated timecards are due by 11:00 a.m. on the Monday of pay week. Falsification of time records or recording time for other employees may result in discipline up to and including termination of employment

### **Work Hours Expectation for Salaried Employees**

It is expected that salaried employees will work at least the number of hours specified as the minimum per week for their position (40, 35, or 30) and will be present each day during the normal hours set forth for that position. Salaried employees may also be expected to work additional hours as necessary to carry out their job responsibilities. While it may be subject to review and modification from time to time, such as during salary review times, the salary will be a predetermined amount that will not be subject to deductions for variations in the quantity or quality of the work you perform. You will receive your full salary for any work week in which work is performed. However, under federal law, your salary is subject to certain deductions. Per federal law, your salary can be reduced for the following reasons in a work week in which work was performed:

1. Full day absences for personal reasons, other than sickness or disability including vacations;
2. Full day absences for sickness or disability, if the deduction is made in accordance with a bon-fide plan, policy, or practice of providing compensation for salary lost due to illness;
3. Leave taken pursuant to the Family and Medical Leave Act (FMLA);
4. Full day disciplinary suspensions for infractions of our written policies and procedures;
5. Unpaid disciplinary suspension of one or more full days, imposed in good faith for violations of written workplace conduct rules;
6. To offset amounts received as payment for jury or witness fees or military pay;
7. For time not worked during the employee's initial or final work week if the employee worked less than a full week.

Your salary may also be reduced for certain reductions such as: health, dental or life insurance premiums; state, federal or local taxes, social security; or voluntary contributions to a 457 or pension plan. However, in any work week in which you performed any work, your salary will not be reduced for any of the following reasons:

1. Partial day absences for person reasons, sickness, or disability;
2. Absences due to the facility being closed on a scheduled work day;
3. Absences for jury duty, attendance as a witness, or military leave in any week in which you have performed any work; or

#### 4. Any other deductions prohibited by State or Federal law

Additionally, as a public sector employee paid pursuant to a pay system established by statute, ordinance or regulation, or by a policy or practice established according to principles of public accountability, under which you accrue personal leave and sick leave, your pay may be reduced or you may be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work-day, if accrued leave is not used because:

1. Permission for its use has not been sought or has been sought and denied;
2. Accrued leave has been exhausted; or
3. You as the employee elected to use leave without pay.

If you believe that an improper deduction has been made, you should immediately report this information to your Department Head, or Clerk's Office. Reports of improper deductions will be promptly investigated, and corrective action will be taken where appropriate. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made. Employees who utilize this complaint procedure shall not be retaliated against for making use of this policy. Employees with questions concerning this policy are encouraged to contact the Human Resource Department

### **Work Schedule**

The work schedule of all County employees shall be determined by each Department Head and the Personnel Committee. The normal work schedule for 37 ½ hour full-time employees not working in seven day a week operation is from 8:00 a.m. until 4:30 p.m. Any additional hours worked require prior approval by noting it in the attendance system and in writing from the Department Head. Employees working a 40-hour work week shall work hours before and/or after 8:00 a.m. until 4:30 p.m. to complete their required hours. The County may change the normal work schedule whenever operating conditions warrant such changes.

### **Overtime**

All employees shall be expected to work overtime upon request. Overtime must be authorized in advance by their Department Heads. If you are classified as a non-exempt employee and therefore eligible for overtime pay or extra pay (including pay due under our handbook or a collective bargaining agreement), the employee must maintain a record of the total hours the employee works each day. These hours must be accurately recorded in the Time Management System (aka timecard). Each employee must verify that the reported hours are complete and accurate. The employee's timecard must accurately reflect all regular and overtime hours worked, any absences, early or late arrivals, early or late departures, and meal breaks. At the end of each pay period, the employee should verify his/her completed timecard to his/her Department Head for verification and approval. When the employee receives each paycheck, please verify immediately that you were paid correctly for all regular and overtime hours worked each pay period. Do not work any hours that are not authorized. Do not start work early, finish work late, work during a meal break or perform other extra or overtime work unless authorized to do so and that time is recorded on the timecard. Further, it is a violation of policy for any employee to falsify a timecard, or to alter another employee's timecard, or to instruct another employee to incorrectly or falsely report hours worked or alter another employee's time care to under- or over-report hours work. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to, and including, discharge.

If you are classified as exempt at the time of your hiring, you are not eligible for overtime pay as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your Department Head for clarification.

### **Meal and Rest Periods**

Alpena County strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your Department Head regarding procedures and schedules for rest and meal breaks. The County requests that employees accurately observe and

record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your Department Head know; in addition, notify your Department Head as soon as possible if you were unable to or prohibited from taking a meal or rest period.

### Meal Periods

All full-time employees will be allowed a one (1) hour meal period without pay. This meal period shall be at or near the midpoint of the scheduled day. The timing of an employee's meal period shall be scheduled by his/her Department Head so as not to interfere with prompt and efficient service to the County and the public.

### Break Periods

Department Heads will endeavor to provide employees with a fifteen (15) minute break period during the first half of their workday and a fifteen (15) minute break period during the second half of their workday. All break periods will be scheduled by Department Heads to not interfere with the prompt and efficient service to the County and the public. During these periods, employees remain on active duty and must take appropriate actions if necessary

## **Compensatory Time**

To establish policies and procedures regarding compensatory time for employees who are not exempt from the overtime pay requirements of the Fair Labor Standards Act. Hourly employees who are required to work more than their regularly scheduled hours in a work week may elect to receive compensatory time in lieu of receiving pay for the hours worked. This compensatory time shall be credited at the rate of one and one half (1-1/2) hours for every hour worked in excess eight (8) hours in any twenty-four (24) hour workday and for all hours worked more than forty (40) hours in any work week. The scheduling of compensatory time off shall be arranged in advance by the employee with their Department Head. A request for use of compensatory time may be denied or canceled if it would unduly disrupt the County's operations. Compensatory time off may be accumulated to a maximum of forty (40) hours. Employees whose employment with the County is terminated shall receive pay for accrued but unused compensatory time.

Salaried employees are not allowed to accrue or utilize Compensatory Time.

## **Employee Anniversary**

An employee's anniversary date is the most recent date upon which the employee Commenced work for the County, and the same date thereafter in succeeding years. An employee who is rehired shall be considered a new employee. All eligibility requirements must be met for all benefits based on the rehire date.

## **Employee Compensation/Step Plan**

The County maintains a step plan for each job classification. An hourly and salary employee's regular rate of pay is established by the employee's placement on the step plan. Employees normally begin at the "start" rate and progress from step to step in the step plan to completion of the specified period in that classification. The Department Head may withhold a step increase from employees whose performance has not been satisfactory.

## **Procedures**

The step plan pay for each classification will be related to the duties and responsibilities of the position, the educational requirements for that position, and the prevailing rates of pay for comparable work, increases in the cost of living, the financial condition of the County and other relevant considerations. The Personnel Committee will review these factors on an annual basis and make recommendations to the Board of Commissioners regarding revisions to the step plan.

*Rules of the step plan for non-union hourly employees and appointed Department Heads:*

- Any step change in this plan requires the approval of the HR Department.
- The Department Head may recommend a step change for an employee once a performance evaluation has been completed.
- A letter of recommendation must be submitted to the HR Department for review and consideration.
- A performance evaluation must be submitted with the letter of recommendation which will be placed in the employee Personnel file.
- Steps 1, 2, 3, 4, and 5 are annual steps subject to satisfactory employee performance evaluations.

## **Performance Reviews**

Employees will periodically receive a performance review. The Department Head shall submit the written evaluation on a form prescribed by the County at the end of the evaluation period. This evaluation shall be dated and signed by the Department Head. There shall be an employee-Department Head conference to review each written evaluation. At the completion of the conference, the evaluation shall be signed by the employee. The employee will be permitted a timeframe within five (5) working days to prepare a written statement to attach to the evaluation if there is disagreement with its contents. Evaluations are placed in the employee's personnel file, and a copy provided to the employee. No step scale increases shall be given until the employee receives a satisfactory evaluation by the Department Head and a recommendation is provided to the HR Department. An unsatisfactory evaluation will be followed by a subsequent evaluation at the end of 60 days. If at the end of this period the evaluation remains "unsatisfactory," then disciplinary action will be taken, up to and including dismissal.

### **4.5 Job Abandonment**

If you fail to show up for work or call in with an acceptable reason for the absence for a period of three consecutive days, you will be considered to have abandoned your job and voluntarily resigned from Alpena County.

### **4.6 Paycheck Deductions**

Alpena County is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, Social Security and Medicare (FICA) taxes, State Income Taxes, State Unemployment taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your Department Head.

The County will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your Department Head.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday.

The County will not retaliate against employees who report erroneous deductions in accordance with this policy.

## 4.7 Recording Time

Alpena County is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that the County has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using the County Employee's Self Service time clock. Exempt employees may also be required to track days or time worked. Speak with your Department Head for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established County procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Timecards must be approved at the end of each pay period. Approval must be done by Monday at 10:00 AM.

If you are required to clock in, you should clock in no more than five minutes before the time you actually start working and clock out no later than five minutes after you actually stop working.

Notify your Department Head of any pay discrepancies, unrecorded or mis recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to your Department Head any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

## 4.8 Travel Expenses

The purpose of this policy is to define approved business travel expenses and the authority for incurring and approving such expenses at Alpena County.

Some nonexempt positions within Alpena County require travel. Travel expenses are the reasonable and necessary expenses incurred by employees when traveling on approved Alpena County business trips. Travel is limited to business activities for which other means of communication is inadequate and for which prior approval from your Department Head has been received.

The County pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday varies by department and should be discussed with your Department Head. Under the provisions of the Fair Labor Standards Act (FLSA) travel time is considered work time for the purposes of nonexempt hourly wage and overtime computation as outlined below. When a nonexempt employee travels to another city for a one-day meeting/training, all travel time is counted as time worked except the normal driving time from home to work. Travel that keeps a nonexempt employee away from home overnight is treated differently than travel to a one-day meeting. Travel time (involving a required overnight stay) is clearly work time when it cuts across the employee's workday. The employee is simply substituting travel for other duties. Regular meal period time is not counted. As enforcement policy the Department of Labor (DOL) will not consider as work time that time spend in travel away from home outside of regular working hours as a passenger, on an airplane, train, boat, bus, or automobile. Also, travel time that is outside of normal working hours is not considered work time. Travel time that is required of a non-exempt employee which occurs during the normal working schedule (e.g. 8: 00 to 4:30 pm) is work time even though the travel may take place on a day, such as Saturday, Sunday or a holiday.

All travel expense report forms must be submitted for payment within 30 days of the travel date.

### Advances

The County does not generally provide cash travel advances. Normally, you will be expected to use personal credit cards and/or your own cash and submit approved expenses on the standard Expense Report Form.

### Travel Expenses

The County pays the actual amounts incurred for appropriate expenses when you are on travel assignments. Examples of typical expenses include the following:

- Airline tickets.
- Meals (up to \$50 per day)
- Lodging (Most economical choice)
- Car rental, bus, taxi, parking.
- Telephone and fax.

### Air Travel

Use economy or tourist class fares when traveling on County business. In addition, private, noncommercial aircraft or chartered aircraft is not to be used, and no more than two County Employees should travel together on the same flight.

Airfares are to be charged to personal credit cards and subsequently submitted for reimbursement on a monthly expense report.

### Hotels

Neither in-room movies nor refreshment bars are approved County expenses.

### Insurance

The County does not pay for personal travel insurance for employees.

### Rental Cars

You are to use rental firms having existing relationships with the County and, where feasible, have negotiated discount rates. Available reasonable transportation is to be used.

### Personal Vehicles

When using your own vehicle for business purposes, you must maintain insurance coverage as required by law and may not have more than 1 points on your driving record. Travel between your home and primary office is not considered to be business travel. You may not use your personal vehicle for business travel without authorization. Every attempt should be made to utilize the use of courier and delivery services in order to avoid hazard of liability and the time away from work. The County Administrator must authorize any deviation from this policy.

### Reporting

Report approved expenses and include a description of the expense, its business purpose, date, place, and the participants.

### Travel Reservations

Airline travel, rental cars, and hotels must be booked through the corporate designated travel agency in order to be reimbursed.

### Home to Work Travel

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

#### Home to Work on a Special One Day Assignment in Another City

If you regularly work at a fixed location in one city and you are given a special one-day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the Company may deduct/not count that time you would normally spend commuting to the regular work site.

#### Travel That Is All in a Day's Work

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

#### Travel Away from Home Community

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on nonworking days. The County will not consider as work time that time spent in travel away from home outside of your regular working hours as a passenger on an airplane, train, boat, bus, or automobile.

#### Work Performed While Traveling

Any work you perform while traveling must be counted as hours worked.

#### Calculating and Reporting Travel Time

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

### **Meal Reimbursement**

Alpena County will reimburse you for your meals while traveling for work. Receipts must be submitted. Meals should not exceed \$50.00 per day.

### **Mileage Reimbursement**

When traveling for County business, mileage will be paid between the employee's home or the Courthouse (whichever is the lesser), and location of the destination. Parking fees or toll fees will be reimbursed upon presentation of a receipt. Contact the Clerk's Office for the current mileage reimbursement.

### **Conference or Meeting Registration**

The County will cover the entire expense, except for items that are for entertainment or personal in nature. When the registration includes meals, additional meal allowance will not be approved.

### **Boards and Commissions:**

Mileage to attend meetings at County facilities will be considered a commuting fee and is taxable under IRS code regulations, publication 463.

### **Travel between work sites**

The County will pay mileage for employees required to use their personal vehicle to travel between work sites. This is considered a reimbursement and is non-taxable. If traveling by air or requesting prepayment contact your Department Head or Commissioners Office.



## **4.9 Use of Employer Credit Cards**

All employees in the possession of a credit card issued by Alpena County will adhere to the strictest guidelines of responsibility for the protection and proper use of that card.

Submit all sales receipts generated by use of the County credit card immediately to your Department Head for signature and line item. The County credit card may not be used for personal reasons. Use of the County credit card is restricted to approved business-related expenses.

Immediately report lost or stolen County cards to your Department Head. Failure to follow this policy may result in disciplinary action up to and including discharge.

## **5.0 Performance, Discipline, Layoff, and Termination**

### **5.1 Criminal Activity/Arrests**

Alpena County will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the County, whether on or off County property, may result in disciplinary action including suspension or termination of employment.

You are expected to be on the job, ready to work, when scheduled. Inability to report to work as scheduled may lead to disciplinary action, up to and including termination of employment, for violation of an attendance policy or job abandonment.

### **5.2 Exit Interview**

You may be asked to participate in an exit interview when you leave Alpena County. The purpose of the exit interview is to provide management with greater insight into your decision to leave employment; identify any trends requiring attention or opportunities for improvement; and to assist the County in developing effective recruitment and retention strategies. Your cooperation in the exit interview process is appreciated.

### **5.3 Retaliation**

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

### **5.4 Open Door/Conflict Resolution Process**

Alpena County strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your Department Head and, if necessary, to Human Resources or upper-level management. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the County, management, its employees, vendors, customers, or any other persons or entities related to the County, bring your concerns to the attention of your Department Head at a time and place that will allow the person to properly listen to your concern. Most problems can be resolved informally through dialogue between you and your immediate Department Head. If you have already brought this matter to the attention of your Department Head before

and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper-level management. Describe the problem, those persons involved in the problem, efforts you have made to resolve the problem, and any suggested solution you may have.

## **5.5 Outside Employment**

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at Alpena County is prohibited. The County recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest. Any outside employment that will conflict with your duties and obligations to the County should be reported to your Department Head. Failure to adhere to this policy may result in discipline up to and including termination.

## **5.6 Post-Employment References**

Alpena County policy is to confirm dates of employment and job title only. With written authorization, the County will confirm compensation. Forward any requests for employment verification to the Human Resources Department. The County will confirm compensation and other information when written authorization from the employee is provided, by court order or a legal subpoena.

## **5.7 Resignation Policy**

Alpena County hopes that your employment with the County will be a mutually rewarding experience; however, the County acknowledges that varying circumstances can cause you to resign employment. The County intends to handle any resignation in a professional manner with minimal disruption to the workplace.

### Notice

The County requests that you provide a minimum of two weeks' notice of your resignation. If you are a Department Head, you are requested to provide a minimum of four weeks' notice. Provide a written resignation letter to your Department Head. If you provide less notice than requested, the County may deem you to be ineligible for rehire, depending on the circumstances of the notice given.

The County reserves the right to provide you with pay in lieu of notice in situations where job or business needs warrant.

### Final Pay

The County will pay separated employees in accordance with applicable laws and other sections of this handbook.

Notify the County if your address changes during the calendar year in which resignation occurs to ensure tax information is sent to the correct address.

### Return of Property

Return all County property at the time of separation, including uniforms, cellphones, keys, tools, laptops, credit cards, and name badges. Failure to return some items may result in deductions from your final paycheck where state law allows. In some circumstances, the County may pursue criminal charges for failure to return County property.

## 5.8 Security

All employees are responsible for helping to make the County a secure work environment. Upon leaving work, lock all desks, lockers, and doors protecting valuable or sensitive material in your work area and report any lost or stolen keys, passes, or similar devices to your Department Head immediately. Refrain from discussing specifics regarding the County's security systems, alarms, passwords, etc. with those outside of the County.

Immediately advise your Department Head of any known or potential security risks and/or suspicious conduct of employees, customers, or guests of the County. Safety and security is the responsibility of all employees and we rely on you to help us keep our premises secure.

- **Use of Office Keys and Passcodes to Enter Buildings**

When a Department Head requests an employee to be issued a key/passcode (s), the Commissioners' Office will be notified which keys/passcodes the employee is to receive. All keys and passcodes are to be signed out through the Commissioners' Office. Employees receiving keys and passcodes are required to show their driver's license and sign the keys/out. Building keys/passcodes are distributed only to individuals who have a valid reason to access the building. All passcodes and/or passwords to County property are to be for use of the employee only and are to be kept confidential. If an employee is on a 30 day or more leave, the employee is required to turn keys into the department head and will re-issued upon returning to work. Employees, whose employment terminates, shall return their keys to offices and buildings to the Commissioners' Office or their Department Head. (Department Head will be responsible to return the keys to the Commissioners' Office).

Any employee who misplaces or loses a key will be charged the cost of a replacement key but not less than \$5.00 per key. If a lost key(s) creates a security concern for the building or office and requires new locks to be installed, it is the responsibility of that employee to bear that expense.

## 5.9 Transfers

Alpena County may transfer your employment from one position to another, as required by service needs, or upon request by you and with management approval. Transfers in excess of 90 days may be considered final and your paycheck may be increased or decreased consistent with the pay scale for your new position.

When a full-time or regular part-time job or vacancy occurs in a County position, notice of the job or vacancy shall be advertised. Employees interested in the job may submit a written application by the deadline. The County shall give due consideration to all applicants for the vacancy, including applications from non-County employees. The applicant considered by the County to be the best qualified shall be awarded the vacancy. When an employee transfer to another division the following rules apply (except if the transfer is within the same union):

- a) Retain County seniority
- b) Forfeit division seniority when leaving a division
- c) New department seniority is established
- d) Longevity is based on County seniority (most recent date of hire with the County)
- e) MERS is defined by each division
- f) Holiday paid will be received provided employee is paid day before and day after holiday (holiday pay will be charged to the department that the employee is paid from on the day before the holiday)
- g) PTO accrual - start at the beginning level of accrual table-
- h) Paid out PTO according to contract or Personnel Handbook-
- i) Probation/Introductory period for use of PTO does not apply.

## **5.10 Reclassifications**

If the job duties have significantly changed for an employee's position, the Department Head may bring a request to the Personnel Committee for consideration during August/September Personnel meetings. Any reclassification granted becomes effective January 1 for the new budget year. Requests for reclassification should be made by August of the current year. If a position's responsibilities have significantly decreased, the County reserves the right to reclassify the position at a lower level.

## **5.11 Workforce Reductions (Layoffs)**

If necessary, based upon business needs, Alpena County management may decide to implement a reduction in force (RIF). We acknowledge that RIFs can be a trying experience for all involved, and the County will make its best effort to make sound business decisions while acknowledging the needs of its workforce.

# **6.0 General Policies**

## **6.1 Bulletin Boards**

Alpena County maintains an official bulletin board for providing employees with official Company notices, including wage and hour laws, changes in policies, and other employment-related notices. At times the Company may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board. Only authorized personnel may add and remove notices from the bulletin board. Physical Bulletin boards located at the Courthouse, Jail, E 911, Annex Building and Base Security for providing employees wage and hour laws. At times, the County may also post information of general interest to employees on the bulletin board. You are responsible for being informed about this material by periodically reviewing the bulletin board and Employee Navigator.

## **6.2 Computer Security and Copying of Software**

Software programs purchased and provided by Alpena County are to be used only for creating, researching, and processing materials for County use. By using County hardware, software, and networking systems you assume personal responsibility for their use and agree to comply with this policy and other applicable County policies, as well as city, state, and federal laws and regulations.

All software acquired for or on behalf of the County or developed by County employees or contract personnel on behalf of the County, is and will be deemed County property. It is the policy of the County to respect all computer software rights and to adhere to the terms of all software licenses to which the County is a party. The Director of Information Systems is responsible for enforcing these guidelines.

You may not illegally duplicate any licensed software or related documentation. Unauthorized duplication of software may subject you and/or the County to both civil and criminal penalties under the United States Copyright Act. To purchase software, obtain your manager's approval. All software acquired by the County must be purchased through Information Systems or appropriate department.

You may not duplicate, copy, or give software to any outsiders including clients, contractors, customers, and others. You may use software on local area networks or on multiple machines only in accordance with applicable license agreements entered by the County.

### **6.3 Authorization for Use of Personal Vehicle**

All employees required to operate a motor vehicle as part of their employment duties must maintain a valid driver's license, acceptable driving record, and appropriate insurance coverage. Alpena County may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license and insurance coverage for your personnel file. Any changes in your driving record, including, but not limited to, driving infractions or changes to your insurance policy, must be reported to the County.

If you use your personal vehicle in the course and scope of employment, you may not operate such vehicle while:

1. Under the influence of drugs, alcohol, or any other substance that might impair your judgment or ability to drive; or
2. Texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

### **6.4 Use of Employer Vehicles**

Company vehicles are to be used for Alpena County business only. Unless the use of the vehicle has been approved for personal use, personal or outside business use is strictly prohibited.

If you drive a County vehicle, all infractions or violations while driving the vehicle and all restrictions, suspensions, or revocations against your driver's license must be immediately reported to your Department Head.

When a County vehicle cannot be operated, is unsafe for use, or has been damaged, notify your Department Head immediately.

As the driver of a County vehicle, you are responsible for the vehicle while in your charge and must not permit unauthorized persons to drive it. You are also responsible for the daily housekeeping of the vehicle; it is to remain clean and uncluttered.

You may not operate a motor vehicle while under the influence of alcohol or a chemical substance or other substance that can impair judgment. You may not operate a motor vehicle while texting, emailing, or otherwise using a cell phone or other handheld device without utilizing a hands-free device.

Multiple driving moving violations that appear on the annual state department of motor vehicle check will result in suspension of rights to drive a County vehicle or drive a personal vehicle on County business. Suspension of rights will continue until one year has passed with no infractions. If there are persistent and ongoing problems with driving infractions, and driving a vehicle is a part of successful execution of job responsibilities, you may be terminated.

### **6.5 Driving Record**

All employees required to operate a motor vehicle as part of their employment duties at Alpena County must maintain a valid driver's license and acceptable driving record. The County may run a motor vehicle department check to determine your driving record. It is your responsibility to provide a copy of your current driver's license for your personnel file. Any changes in your driving record, including but not limited to driving infractions, must be reported to the County.

State law requires all motorists to carry auto liability insurance. It is against the law to drive without insurance. If you use your own vehicle as a part of your employment duties, you must provide management with a current proof of insurance statement or card. New proof of insurance is required every time your policy expires and renews.

## **6.6 Employer-Provided Cell Phones/Mobile Devices**

Alpena County may issue certain employees a County cell phone/mobile device for work-related communications and/or operations. If you drive a vehicle during your employment, you may not use any cell phone/mobile device or other communication device while driving unless the device is equipped or configured with a "hands-free" listening/speaking option, and you in fact utilize the hands-free device.

We understand that you may use the cell phone/mobile device for personal use; however, such personal use should not exceed the plan allowance. When the cell phone/mobile device is used for personal reasons and the activity results in additional cost to the County, you are responsible for the cost of that usage, including all applicable taxes unless prohibited by law.

The County owns and remains entitled to all cell phone/mobile devices issued to employees, including all passwords controlling access to them. You may not change those passwords except with permission. At the time of employment termination, all such equipment and passwords must be returned to the County in operable condition.

Violation of this policy may result in discipline, up to and including termination of employment.

## **6.7 GPS Monitoring of Employer Vehicles**

Alpena County desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting County vehicles, equipment, and drivers. Due to safety, efficiency, and other business purposes, the County uses GPS technology to monitor the whereabouts of our vehicles at all times.

Questions concerning vehicle monitoring should be directed to the Human Resources Department. Questions concerning the proper use of any vehicles should be directed to your Department Head.

Any employees who abuses the privilege of driving company vehicles will be subject to corrective action, up to and including termination of employment. If necessary, the County will also advise law enforcement officials of any illegal conduct.

## **6.8 Mail Use**

You are required to limit usage of the Alpena County mail service to business purposes only. You may not use the County address to receive personal mail. Do not use the County postage meter for your personal mail. Report any suspicious packages or envelopes to Human Resources immediately.

## **6.9 Nonsolicitation/Nondistribution Policy**

To avoid disruption of business operations or disturbance of employees, visitors, and others, Alpena County has implemented a Nonsolicitation/Nondistribution Policy. For purposes of this policy, "solicitation" includes, but is not limited to, selling items or services, requesting contributions, and soliciting or seeking to obtain membership in or support for any organization. Solicitation performed through verbal, written, or electronic means is covered by the Nonsolicitation/Nondistribution Policy.

You are prohibited from soliciting other employees during your assigned working time. For this purpose, working time means time during which either you or the employees who are the object of the solicitation are expected to be actively engaged with assigned work. You may conduct solicitations during your lunch period, coffee breaks, or other authorized nonworking time, so long as you do so when the other employees are also on nonworking time.

To avoid inappropriate litter, clutter, and safety risks, you may not distribute literature or other items that are not work related in working areas at any time. Working areas do not include break/rest areas, lunchrooms, or parking lots. Electronic distribution of materials is prohibited during work time. Literature that violates the company's equal employment opportunity (EEO) and no harassment policies (including threats of violence),

or is knowingly and recklessly false, is never permitted. Non-employees are not permitted to distribute materials on company premises at any time.

This policy is not intended to restrict the statutory rights of employees, including the right to discuss terms and conditions of employment.

Violations of this policy should be reported to Department Head.

## **6.10 Off-Duty Use of Employer Property or Premises**

You may not use Alpena County property for personal use during working time. You are responsible for returning Company property in good condition and repairing or replacing any property damaged as the result of personal use or as the result of negligence. This includes use of copy machines, computers, County products, or office supplies for personal use without prior authorization.

It is County policy to control off duty and nonworking hour use of County facilities either for business or personal reasons. You are prohibited from using County facilities during off duty or nonworking hours without the written consent of your Department Head. If you use County facilities during your off-duty hours or County off-hours, you may be required to sign a log-in and log-out sheet maintained by the County or building manager.

## **6.11 Personal Appearance**

Your personal appearance reflects on the reputation, integrity, and public image of Alpena County. All employees are required to report to work neatly groomed and dressed. You are expected to maintain personal hygiene habits that are generally accepted in the community, including clean clothing, good grooming and personal hygiene, and appropriate attire for the workplace and the work being performed. This may include wearing uniforms or protective safety clothing and equipment, depending upon the job. Use common sense and good judgment in determining what to wear to work.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The County, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on the County. Contact your Department Head to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

## **6.12 Personal Cell Phone/Mobile Device Use**

While Alpena County permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on County property unless authorized in advance by management or when they are used in a manner consistent with your right to engage in concerted activity under section 7 of the National Labor Relations Act (NLRA).

You are expected to comply with County policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the County requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may not connect your personal device to the County network or to County equipment (computers, printers, etc.).

You may have the opportunity to use your personal devices for work purposes. Before using a personal device for work-related purposes, you must obtain written authorization from human resources. The use of personal devices is limited to certain employees and may be limited based on compatibility of technology. To ensure the security of County information, set forth security policies related to specific devices, for example, any software requirements (antivirus, firewall, VPN, etc.). Include details on how information will be removed from a device upon termination of employment. If you are authorized to use a personal device, you will receive a monthly stipend based on the estimated use of the device. If you obtain or currently have a plan that exceeds the monthly stipend, the County will not be liable for the cost difference.

Nothing in this policy is intended to prevent employees from engaging in protected concerted activity under the NLRA.

You will be subject to disciplinary action up to and including termination of employment for violation of this policy.

### **6.13 Personal Data Changes**

It is your obligation to provide Alpena County with your current contact information, including current mailing address and telephone number. Inform the County of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact the Human Resources Department.

### **6.14 Social Media**

At Alpena County, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the County, you are expected to follow our guidelines for appropriate use of social media.

This policy applies to all employees who work for the County.

#### Guidelines

For purposes of this policy, **social media** includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the County, as well as any other form of electronic communication.

The County principles, guidelines, and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any customer, manager, owner, or employees of the County.

#### Know and Follow the Rules



Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

### *Be Respectful*

The County cannot force or mandate respectful and courteous activity by employees on social media during nonworking time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or County policy. Your personal posts and social media activity should not reflect upon or refer to the County.

### *Maintain Accuracy and Confidentiality*

When posting information:

- Maintain the confidential information related to the the County.
- Do not create a link from your personal blog, website, or other social networking site to a County website that identifies you as speaking on behalf of the County.
- Never represent yourself as a spokesperson for the County. If the County is a subject of the content you are creating, do not represent yourself as speaking on behalf of the County. Make it clear in your social media activity that you are speaking on your own behalf.

### *Using Social Media at Work*

Do not use social media while on your work time, unless it is work related as authorized by your manager or consistent with policies that cover equipment owned by the County.

### *Media Contacts*

If you are not authorized to speak on behalf of the County, do not speak to the media on behalf of the County. Direct all media inquiries for official County responses to the Commissioner's Office. Elected Officials can speak for their own office but not for the County.

### *Retaliation and Your Rights*

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

## **6.15 Telephone Use**

Alpena County phones are principally for work-related communications. Unless there is an emergency, limit long distance telephone calls to business purposes only. Limit personal use of County telephones to brief communications during rest periods where possible. Casual conversation with friends and relatives during working hours is strongly discouraged. Telephone use is subject to the Use of Company Technology Policy.

## **6.16 Third Party Disclosures**

From time to time, Alpena County may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should not speak on behalf of the County and should refer any call requesting the position of the County to the County Administrator. If you have any questions about this policy or are not certain what to do when such a contact is made, contact the County Administrator.

## **6.17 Use of Company Technology**

The purpose of this policy is to provide guidelines for encrypted Remote Access IPSec, L2TP, Virtual Private Network (VPN) connections to the County of Alpena corporate network. Approved County of Alpena employees and authorized third parties (customers, vendors, etc.) may utilize the benefits of VPNs, which are a "user managed" service. This means that the user is responsible for coordinating installation with the IT Department who will install and configure a CJIS compliant VPN client on the authorized device.

### General Provisions

- It is the responsibility of employees with VPN privileges to ensure that unauthorized users are not allowed access to County of Alpena internal networks.
- Remote access sessions are prohibited in public areas (coffee shops, restaurants, airports, etc.) and users should be aware of their surroundings to prevent unapproved viewing access to information while they are connected.
- Remote VPN connections will be set up and managed by County of Alpena IT Department.
- All computers remotely connected to County of Alpena internal networks via VPN must have:
  - Automatic logoff or will have automatic screen savers requiring a password after 10 minutes of inactivity
  - Up to date antivirus and malware protection
  - Firewall
  - Most current Microsoft IT approved service packs installed
  - Automatic Microsoft security updates installed
- Users must be approved by their supervisor and will be provided restricted access to the minimum necessary information required to carry out job responsibilities.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Any other user will be subject to denied VPN access and possible termination of contract.

## **6.18 Workplace Privacy and Right to Inspect**

Alpena County property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the County and is subject to inspection at any time, without notice to any employees, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on County premises including that kept in lockers and desks.

## 7.0 Benefits

### 7.1 Retirement Plan

Eligible full-time employees may participate in the County MERS retirement plan. The County maintains a defined contribution retirement plan for full-time base security employees. Part-time employees are not eligible for the defined contribution benefit unless they become full-time. No service credit will be accrued while an employee is on part-time status. The defined contribution retirement plan provides the following benefits:

The County contributes to each participant's account an amount equal to four (4.00%) percent of the participant's compensation

***Union Members can view their retirement plans and contributions in their Union Contract***

#### **MERS Active Duty Service Credit**

Effective July 1, 2012 USERRA law changed to require MERS contributions to be submitted following these guidelines (as defined in MERS Plan documents and County payroll procedures).

- 1.) Employee must return to work within 90 days of their return from active duty. The employee is allowed (but not required to makeup employee contributions).
- 2.) Employer is responsible for paying their contributions due and collecting employee contributions on the calculated average wage reported. Service credit will not be granted until all contributions have been paid.
- 3.) Make up contributions are payable over 3 times the length of the military service period, but not to exceed 5 years. The makeup period does not extend beyond termination of employment.
- 4.) The participant may elect not to pay their required contributions; however, if they are not paid the month(s) will be a service exception. If employee contributions are not paid on estimated wages, service credit is lost, and employer contributions are not required.

In the event that an employee is on military leave for a partial month, and the employee is working enough days in the month to earn service credit making up contributions would not be required. It would be optional if they wanted to get the full employer match. Once they paid the amount that they underpaid in contributions for the reduced hours in the month, the employer match would occur only after the shortage in member contributions was paid.

- Proper documentation will be submitted to the HR Department upon return from Military Leave.
- Once the proper documentation is submitted to the Clerk's Office, the Clerk's Office will review employee's leave to determine if there was a loss of service.
- If there was a loss of service credit to the employee, the Clerk's Office will notify the employee and process the makeup contributions according to the above process

This benefit, as well as other benefits, may be canceled or changed at the discretion of the County, unless otherwise required by law.

#### **MERS 457 Retirement**

To enhance our employees' ability to save for retirement Alpena County offers a 457(b) Retirement Savings Plan to help employees accumulate financial resources for retirement. A participant may elect to contribute three (3.00%) of their compensation into their MERS 457 account and the County will match up to three (3.00%) percent of their compensation. A participant may make contributions more than three (3.00%) percent as permitted by the IRS Code, but the County will not match these additional contributions. Participants are one hundred (100%) percent vested immediately.

## **7.2 Bereavement Leave**

An employee shall be allowed and paid for, not to exceed three (3) working days and not to be deducted from PTO leave, for the purpose of attending the funeral of a person in his/her immediate family. The employee may take this time off following the date of death or at a later time for funeral and/or celebration of life services. An employee who loses work from his/her regularly scheduled hours shall receive his/her regular rate of pay for such time lost for bereavement leave. Immediate family is defined as meaning: mother, father, brother, sister, current spouse (life-partner), child, mother-in-law, father-in-law, grandparents, grandparents of current spouse (life-partner), grandchildren, brother-in-law and sister-in-law. Upon proper showing of need, funeral leave may be extended up to an additional two (2) working days to travel more than three hundred (300) miles for services.

## **7.3 COBRA**

The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible Alpena County employees and their beneficiaries to continue health insurance coverage under the County health plan when a "qualifying event" could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements.

Contact Human Resources to learn more about your COBRA rights.

## **7.4 Continuing Education and Tuition Assistance**

We believe in the continuing education of our employees. If County sends you to a class or training program during normal working hours related to your employment and you are nonexempt, you will be paid training pay for that time. If you are interested in attending an outside class and having the County pay for your attendance, you are required to provide advance written notice describing the class, including the subject matter, length, and cost. Depending on the type of training, the County may reimburse some or all of the fees, including materials expenses, meals, and transportation. If your Department Head approves of your attendance at a class that is not sponsored by the County, you will be reimbursed once you have attended and paid for the class.

## **7.5 Employer-Sponsored Disability Benefits**

Alpena County offers the following employer-sponsored disability insurance benefits to employees when they miss work due to non-work-related disabilities.

### Eligibility

All Full-Time employees are eligible for employer-sponsored Short-Term Disability insurance benefits the first of the month following 30 days of continuous employment and who is unable to work due to illness, pregnancy, or injury (other than a self-inflicted injury) is eligible. An employee receiving workers' compensation or disability pay under any state or federal plan is ineligible for this benefit. To be eligible for continued disability benefits, the employee must not engage in outside employment and is expected to avoid activities that may delay recovery and a return to work. Short Term Disability runs concurrently with FMLA eligibility.

### Short-Term Disability Insurance

The short-term disability benefit provided by Alpena County is a plan for income replacement for employees unable to work due to illness, pregnancy, or injury. Short Term Benefits payments begin Day 1 Injury; surgery; hospitalization Day 8 for sickness. Short-Term Disability insurance generally pays a weekly benefit if you cannot work because of a covered illness or injury. The benefit replaces a portion of your weekly income, providing funds directly to you to help pay your bills and living expenses. Check your plan documents for details about benefit payments and duration.

### Additional Information

The terms and conditions for the disability insurance program are outlined in the Summary of Plan Benefits. Contact Human Resources for a copy of the plan provisions, required forms, and additional information about these benefits.

### **Medical Certification**

The employee must complete Short Term Provider required forms including medical certification of the disability that includes the starting and expected ending date of the disability. This certification must be submitted to the Human Resource Department, who will forward to the insurance provider.

### **Benefit Payment**

The short-term disability benefit payment is 66.6 percent of the employee's base weekly wages or salary calculated on average earnings in the previous six months, to a maximum set forth by union contract or Board of Commissioners. The benefit may be paid for a maximum of 26 weeks per calendar year. Payments are paid by the Insurance Carrier and mailed to the employee. The benefit is taxable income. Your Gross STD weekly benefit may be reduced by other sources of income you receive per the plan policy -contact the Clerk's office.

### **Return to Work**

The employee must return to work as soon as permitted by his or her health care provider. The employee must submit a fitness-to-return-to-duty clearance to the HR Department. An employee whose absence has been designated as Family and Medical Leave Act (FMLA) leave is eligible for reinstatement as provided by the FMLA

*Your Short-term benefits amount may be reduced based on deductible sources of income (ie. Retirement income; social security benefits; car insurance benefits)*

## **7.6 Family and Medical Leave (FMLA)**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), Alpena County provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

### **Eligibility**

To qualify for FMLA leave, you must:

1. Have worked for the County for at least 12 months, although it need not be consecutive.
2. Worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more employees within 75 miles.

### **Reasons for Leave**

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition.
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

The 12-month period is a rolling calendar year.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.
- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.
- **Health care provider** means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events.
  - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and nonroutine childcare situations, arranging for school transfers, or attending school or daycare meetings.
  - Making financial and legal arrangements.
  - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability.
  - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event).
  - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events are available for 90 days following the termination of active-duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty.
  - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility); and
  - Other exigencies that arise that are agreed to by both the Company and you.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

### **Notice and Leave Request Process**

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment, you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the Company first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the County.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

Contact the Human Resource Department to obtain the proper forms.

### **Certification of Need for Leave**

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Human Resource Department. When you request leave, the County will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.

At our expense, the County may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided.

The County also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

### **Call-In Procedures**

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

### **Paid Leave Utilization During FMLA Leave**

FMLA leave is unpaid; however, you will be required to substitute any accrued and unused paid time off for unpaid FMLA leave as permitted by law.

Your FMLA leave runs concurrently with other types of leave, such as accrued paid leave that is substituted for unpaid FMLA leave and any state family leave laws, to the extent allowed by state law. The substitution of paid leave for unpaid FMLA leave does not extend the 12 or 26 weeks (whichever is applicable) of FMLA leave. In addition, the substitution of paid leave for unpaid leave may not result in your receipt of more than 100 percent of your salary.

If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize accrued paid leave. However, where state law permits, you may elect to use accrued paid leave to supplement these benefits.

### **Intermittent Leave**

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the County will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the County may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

### **Parental Leave**

Leave for the birth or placement of a child must be taken within 12 months of the birth or placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

### **Family Care, Personal Medical, Military Exigency, and Military Care Leave**

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

### **Fitness for Duty Requirements**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

### **Health Insurance**

Your health insurance coverage will be maintained by the County during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage lapses that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the County may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the Company may require reimbursement for the health insurance premiums paid during the leave.

### **Reinstatement**

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken. The provisions of the foregoing notwithstanding, the County reserves the right not to reinstate to their former job classification any employee who no longer has the necessary qualifications, skill and ability to perform the work. A medical incident is something that qualifies under FMLA.

Employees whose leave was occasioned by a serious health condition that made the employee unable to perform their job are required to obtain and present certification from the healthcare provider that they are fit for duty and able to return to their work. This certification must be provided before the employee seeks reinstatement at the end of the leave. Employee will not be allowed to return to work until a satisfactory certification is provided to the Human Resource Department.

### **Light Duty**

If the Health Care Provider's certification indicates that an employee may return to work with restrictions,



consideration may be given to assigning an employee to a light-duty assignment. The Personnel Committee in consultation with the Department Head will consider:

1. the estimated length of the disability,
2. the availability of and need for light-duty work, and
3. the limitations and restrictions imposed.

The light-duty program is not a guarantee of permanent, continued employment. To be considered for light duty, an employee must be able to perform the essential functions of his or her original position within ninety (90) days as certified by a physician. If an employee has been on light duty for ninety (90) days and remains unable to perform the essential functions of his or her position, as certified by a health care provider, the employee is no longer eligible for light duty pursuant to this policy. The Personnel Committee in its discretion may grant an extension of light duty. The following light-duty guidelines will be adhered to:

- Staff assigned to light-duty will not necessarily work the same days or the same number of hours per day as his/her regular position. The supervisor at the light-duty work site will be responsible for scheduling the employee
- The employee may request to use leave rather than work the light-duty assignment
- Requests for leave which were previously approved at the regular work site will be honored by the supervisor at the light-duty work site. Requests for leave, once the light-duty assignment has commenced, will be at the option of the supervisor at the light-duty work site
- The number of employees assigned to light-duty will be determined by the Department Head and Personnel Committee after consultation with the work site supervisor
- When light-duty assignments are made, the work site supervisor will assign duties within the limitations and restrictions identified by the physician

### **Spouse Aggregation**

If you and your spouse are both employed by the County, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the County will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

### **Failure to Return**

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The County is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

### **Alternative Employment**

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the County. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

### **Interaction with State and Local Laws**

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

### **Abuse of Leave**

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

## **Designation of Leave**

If the County becomes aware of any qualifying reason for FMLA leave, the County will designate it as such. An employee may not refuse FMLA designation under this policy.

## **Retaliation**

The County will not retaliate against employees who request or take leave in accordance with this policy.

## **7.7 Health Insurance**

The County makes available a group insurance program covering certain hospitalization, surgical and medical expenses for eligible full-time employees and their dependents. Eligible employees who elect to participate in the group health insurance are offered coverage as a single subscriber, two person or family coverage. Your group health benefits are paid in part by the County. The remainder of the costs are paid by you through deductions from your paycheck. Employees shall make premium contributions bimonthly to the health care insurance costs if required as defined each year by the County Board of Commissioners in compliance with Public Act 152. An eligible dependent does not include a person enrolled as an employee under the Plan or any person who is covered as a dependent of another employee covered under the Plan. If you and your spouse are both employed by the Employer, each of you may elect your own coverage (based on your own eligibility for benefits) or one of you may be enrolled as a dependent on the other's coverage, but only one of you may cover your dependent children. Full-time employees are eligible to participate in the group insurance program no earlier than the first (1st) Day of the premium month following the commencement of employment with the County or at a date thereafter that may be established by the insurance carrier. Eligible employees electing to participate in the group insurance plan shall enroll at time of hire, reopening period or an event under COBRA using the Employee Navigator and any contributions required shall be by payroll deduction. Coverage ends the date employment with the county is terminated. In the event of an employee's death, health care coverage will continue for 30 days for eligible dependents. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers. The County reserves the right to select the insurance carrier or carriers, or to become a self-insurer, either wholly or partially, and to select the administrator of such self-insurance programs.

Benefits may be canceled or changed during open enrollment or with a life qualifying event, unless otherwise prohibited by law. If you or a dependent become ineligible for benefits due to a change in work hours or through a life event, or you leave employment with us, you may have the right to continue your health benefits under federal or state law. In such event, the County will provide you with information about your rights to continue your benefits coverage.

### **Employees Not Needing Healthcare Coverage**

Full-time employees who have available health care insurance through another plan and elect to drop out of the County's health care plan shall be eligible to receive an amount per month set by the Board of Commissioners in lieu of health care insurance. To be eligible for in lieu of payments, the employee shall opt out in accordance with IRS rules. The employee's regular paycheck for the second pay will include this amount which is taxable income, or it can be put into the employee's account under the County's deferred income plan. This election shall be made on an annual basis and shall be effective for that full year. To be eligible for receive "In Lieu of" health care – you cannot be covered under another county employee's health care or covered under Medicare-which is considered your primary coverage.

### **Retired County Employee Healthcare Insurance Plan Policy**

The retired county employee/spouse is responsible for full payment of the premium. The County maintains the following rules for the retirees to follow to remain on the health care insurance plan. That a retiree shall pay his/her health care premium by the 10th of each month at the Clerk's Office.

- If payment is late any month, then a \$25 late fee will be added. If the retiree refuses to pay the \$25 late fee, he/she will be dropped from the policy. Written notice will be sent.

- Failure to pay his/her monthly health care premium for two months in a row, the Clerk will automatically cancel the retiree from the health care plan with written notice.
- The retiree or his/her estate will be invoiced for the past due health care premiums
- Payments of premiums are due in advance of coverage period. Example: if the due date is 2/10/2023, then the coverage period is 3/1/2023 to 3/31/2023
- The County will offer a group healthcare suffix for retirees of which the retiree will be responsible for the full premium amount.

## 7.8 Dental Insurance

All regular full-time employees who have completed 30 days of employment at Alpena County are eligible for the County dental plan. Dental plan benefits are described in detail on the Employee Navigator.

## 7.9 Vision Care Insurance

All regular full-time employees who have completed 30 days of employment at Alpena County are eligible for the County vision care plan. Vision care plan benefits are described in detail on the Employee Navigator

## 7.10 Holidays

Alpena County offers the following paid holidays each year:

New Year's Day (January 1)

Martin Luther King's Birthday (Third Monday in January)

President's Day (3rd Monday of February)

Good Friday (except 88<sup>th</sup> District Court Employees)

Memorial Day (Last Monday in May)

Juneteenth (June 19<sup>th</sup>) (**\*Only 88<sup>th</sup> District Court Employees**)

Independence Day (July 4)

Labor Day (First Monday in September)

Veteran's Day (November 11)

Thanksgiving Day (Fourth Thursday in November)

Day after Thanksgiving (Fourth Friday in November)

Day before Christmas (December 24)

Christmas Day (December 25)

New Year's Eve (December 31)

### Holiday Observation

It is understood that employees may be required to work on holidays in accordance with normal scheduling procedures. When a holiday falls on a Saturday, it will be observed the preceding Friday. Holidays falling on a Sunday will be observed the following Monday. If Christmas falls on Monday, the following Tuesday will be celebrated as the holiday. Employees who work in seven day a week operation shall celebrate all holidays on the actual date of the holiday. If a holiday falls on your regular day off, ask your Department

Head how it affects you. You will be compensated for holidays in accordance with federal and state law.

### **Holiday Eligibility**

In order to be eligible for holiday pay an employee must satisfy all of the following conditions and qualifications:

1. A new employee shall not be eligible for holiday pay until after thirty (30) days from the date of their employment.
2. The employee shall have worked their scheduled hours of work on their last scheduled work day preceding the holiday and on their first scheduled work day following the holiday; provided, however, that absence or tardiness due to illness, on vacation or excused with pay, shall not disqualify an employee for holiday pay.

Employees scheduled to report for work on a holiday, but who fail to report for and perform such work, shall not be entitled to any holiday pay.

### **Holiday Pay**

Eligible hourly employees not scheduled to work on a holiday shall receive pay at their regular rate for the number of hours in their normal daily schedule of work on the holiday for each recognized holiday. All holiday pay shall be at the employee's straight time regular rate of pay, exclusive of all premiums. Eligible salaried employees are not normally required to work on holidays but shall continue to receive their salaries.

### **Work on Holidays**

Hourly employees scheduled to work on a holiday shall be paid at two and one-half (2-1/2) times their regular straight time hourly rate for the hours actually worked. Such rate shall be in lieu of and not in addition to holiday pay for holidays not worked, except that when an employee works less than eight (8) or seven (7) (whichever is applicable) hours on a holiday and is otherwise eligible for holiday pay, they shall receive the balance of their eight (8) or seven (7) (whichever is applicable) hours of holiday pay for hours not worked. For the purpose of this section, a holiday is defined as a twenty-four (24) hour period beginning at 12:01 a.m. of the holiday. An employee called and reporting for work on a holiday shall receive a minimum of two (2) hours pay at double time and one-half (2-1/2) except a custodian on Airport Fire duty.

### **Holiday during Vacation**

Employees who are on approved vacations on a day that a holiday is observed shall be paid for the holiday, provided that they work their entire scheduled shift prior to leaving on vacation and immediately following their vacation.

## **7.11 Life Insurance**

Alpena County provides life insurance to all regular full-time employees who have completed 30 days of employment with the County. You will be required to notify the benefits administrator of your intended beneficiary.

### **All full-time hourly and part time hourly employees and County Commissioners shall be eligible for term life insurance policy coverage as follows:**

Accidental Death and Dismemberment \$20,000  
Group Term Life Insurance \$20,000

### **All full-time salaried employees shall be eligible for term life insurance policy coverage as follows:**

Accidental Death and Dismemberment \$40,000  
Group Term Life Insurance \$40,000

The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The County pays the required monthly premium for eligible employees.

## **7.12 Military Leave (USERRA)**

Alpena County complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to the Human Resource Department. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your Department Head of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact Human Resources department.

## **7.13 Paid Time Off (PTO)**

Alpena County provides Full Time employees with paid time off (PTO). PTO may be used for vacation, sick time, or other personal matters. PTO will be approved at the discretion of their Department Head. Requests for PTO will vary by department.

### Eligibility

#### **Introductory Period**

Employees who have not completed their introductory period may only utilize PTO time for an unforeseen personal illness or injury. If an introductory employee quits or is terminated, all PTO is forfeited.

#### **PTO Pay**

PTO pay shall be at the employee's straight time rate in effect at the time the employee takes vacation leave.

#### **Unscheduled PTO**

Employees may utilize PTO time for an unforeseen personal illness or injury by calling the County reporting their absence before the start of their scheduled day of work. The County may require, in addition to the employee's own statement, a physician's certificate showing that the time off was due to actual disability, provided that such a request is reasonable under existing circumstances. The County will not normally require physician's certificate for short sick leaves of one or two days, unless the County has reason to believe that the employee is abusing sick leave. Falsification of the physician's certificate or falsely setting forth the reasons for the absence shall constitute just cause for discipline, up to and including discharge

#### **Mandatory PTO Use**

Employees must use PTO for any absences and may not use any authorized unpaid time until all the employee's PTO is exhausted.

#### **Salary Employees PTO use**

If an employee will be out for a half day or more they must use PTO

#### **PTO Accrual**

All full-time regular employees shall be granted paid time off with pay and benefits based upon their length of continuous service with the County in accordance with the following:

### **30-35 Hour Employee**

Less than three (3) years: 5 Hours Per Pay Period

At least three (3) but less than ten (10) years 6 Hours Per Pay Period

At least ten (10) but less than fifteen (15) years 7 Hours Per Pay Period

At least fifteen (15) years 8 Hours Per Pay Period

### **37.5 Hour Employee**

Less than three (3) years: 5 1/2 Hours Per Pay Period

At least three (3) but less than ten (10) years: 6 1/2 Hours Per Pay Period

At least ten (10) but less than fifteen (15) years: 7 1/2 Hours Per Pay Period

At least fifteen (15) years: 8 1/2 Hours Per Pay Period

### **40 Hour Employee**

Less than three (3) years: 6 Hours Per Pay Period

At least three (3) but less than ten (10) years: 7 Hours Per Pay Period

At least ten (10) but less than fifteen (15) years: 8 Hours Per Pay Period

At least fifteen (15) years: 9 Hours Per Pay Period

### ***Part-time employees are not eligible for PTO.***

Paid time off is credited to eligible employees each two-week pay period, based upon their years of continuous service as of that date. An employee's length of continuous service shall be calculated from the most recent date upon which the employee commenced work for the County.

In order to be eligible for full paid time off each pay period, a forty (40) hour per week employee must have worked a total of at least eighty (80) hours during the preceding two (2) weeks, a thirty-five (35) hour per week employee must have worked a total of at least seventy (70) hours during the preceding two (2) weeks and a thirty-seven and one-half (37 1/2) hour per week employee must have worked a total of at least seventy (75) hours during the preceding two (2) weeks. For purposes of this section, hours worked shall include paid funeral leave, paid jury duty leave, paid time off, paid holidays, eight (8), seven and one half (7 1/2) or seven (7) hours on days when the employee is receiving workers compensation benefits from the County for a period of up to twelve (12) months, and all hours actually worked. The County will provide employees with information regarding the number of hours in their PTO Time bank on each paycheck. PTO cannot be used during the pay period in which it is earned. Paid Time off (PTO) will not continue to accrue while on short term disability. Paid Time off (PTO) will not continue to accrue under Unpaid Personal Leave of Absence of 5 days or more. When an employee resigns, retires, or is terminated, the County does not prorate PTO while using their final PTO.

### **Leave Usage and Requests for Leave**

Alpena County encourages you to use your PTO time. You are eligible to begin using PTO upon completion of your introductory period.

You must request PTO from your Department Head as far in advance as possible. The County will generally grant requests for PTO when possible, taking business needs into consideration. When multiple employees request the same time off, their seniority may determine priority in scheduling PTO times.

### **PTO During a Leave of Absence**

Alpena County may require you to use any unused PTO during disability or family medical leave, or any other leave of absence, where permissible under local, state, and federal law.

You will not accrue PTO during unpaid leaves of absence, or other periods of inactive service, unless PTO accrual is required by applicable federal, state, or local law.

In order to be eligible for full paid time off each pay period, a forty (40) hour per week employee must have worked a total of at least eighty (80) hours during the preceding two (2) weeks, a thirty-five (35) hour per

week employee must have worked a total of at least seventy (70) hours during the preceding two (2) weeks and a thirty-seven and one-half (37 ½) hour per week employee must have worked a total of at least seventy (75) hours during the preceding two (2) weeks . For purposes of this section, hours worked shall include paid funeral leave, paid jury duty leave, paid time off, paid holidays, eight (8), seven and one half (7 ½) or seven (7) hours on days when the employee is receiving workers compensation benefits from the County for a period of up to twelve (12) months, and all hours actually worked. The County will provide employees with information regarding the number of hours in their PTO Time bank on each paycheck. PTO cannot be used during the pay period in which it is earned. Paid Time off (PTO) will not continue to accrue while on short term disability. Paid Time off (PTO) will not continue to accrue under Unpaid Personal Leave of Absence of 5 days or more. When an employee resigns, retires or is terminated, the County does not prorate PTO while using their final PTO.

### **Unpaid Leaves of Absence**

The County may, at its discretion, grant an employee a personal leave of absence without pay or benefits for a period not to exceed thirty (30) calendar days.

- Requests for an unpaid personal leave of absence shall be in writing, signed and dated by the employee, and given to the employee's Department Head. Such requests shall state the reason for the leave.
- No request for an unpaid personal leave of absence shall be considered approved unless such request is in writing signed by the employee and approved by Personnel.
- Paid Time off (PTO) will not continue to accrue under Unpaid Personal Leave of Absence of 5 days or more.
- The employee will be expected to reimburse benefits on a prorated basis for absences of 5 days or more.
- When leave of absence is granted, the employee agrees to return to work immediately at the expiration of the leave period or extension thereof. Failure to return to work may be considered a resignation from employment.
- An extension of an unpaid personal leave of absence may be granted by the County in its discretion, provided the extension is requested in writing prior to the termination of the original leave period.
- The employee unpaid leave request may qualify for the Catastrophic Paid Time Off Donation Request form found at 10.1 Unpaid Leave Form

### **Catastrophic PTO Donation**

Part-time or full-time County employees are eligible to participate in the PTO Donation Program. This program is designed to permit an employee to donate PTO hours to another employee who is on an unpaid leave. An employee shall have the ability to donate paid time off up to eight (8) hours of PTO as converted to a fixed dollar amount. No more than four (4) weeks of total contribution hours shall benefit anyone (1) employee under this program for any single catastrophic leave. This program neither supersedes nor replaces other disability programs.

This program shall be utilized only if all of the following conditions are met:

- Donations may be to/from any County Department
- Donations of PTO time will be kept confidential
- Employees receiving donated PTO hrs. will not earn PTO hrs. on donated hrs.

### **Employee on Leave**

1.) Prior to receiving a paid time off leave donation, the employee must have exhausted all compensatory leave and paid time off.

2.) Employee requests a leave due to an accident or serious illness of the employee or their dependent (as defined under the Family and Medical Leave Act.

3.) Employee may utilize up to two (2) weeks donated time, to be used immediately following:

(a) An event of catastrophic casualty loss (i.e. severe damage to their primary residence)

(b) An event of catastrophic bereavement

### **Employee Donating Time**

1.) All paid time off donations must be voluntary

2.) Employees donating time must have more than 40 hours of PTO available

3.) Employees donating time must fill out the Donation of PTO form located in the Human Resource Department and submit to the Clerk's office who will deduct time as it is needed

### **PTO while on Short Term Disability or Workers Compensation**

PTO time may be utilized during periods when an employee is receiving voluntary worker's compensation payments from the Employer or short-term disability insurance payment to the extent necessary to maintain the employee's net take home pay based upon a forty (40) hour work week or the employee's normal work week, whichever is lesser. The first seven (7) days that an employee is off work due to work-related injuries will be paid by the County without charge to PTO time.

### **Payment of Unused PTO Time on Termination.**

Unused PTO Time at the end of the year. At the end of each calendar year, all accrued but unused PTO Time in excess of one two hundred (200) hours shall be forfeited.

Employees who leave their employment of the County may receive pay for accrued but unused PTO time in any of the following circumstances:

a.) An employee who retires in accordance with the retirement plan currently in effect will be paid 100% of the value of the hours in the employee's PTO bank.

b.) An employee who resigns from employment and provides a minimum of fourteen (14) days advance notice to the County effect will be paid 50% of the value of the hours in the employee's PTO bank.

c.) An employee who is laid off will be paid 100% of the value of the hours in the employee's PTO bank upon their request, provided however that such PTO time payment shall be designated to the period of the layoff.

d.) An employee who is terminated due to job elimination, shall receive 100% of the value of the hours in the employee's PTO bank

e.) An employee who is discharged for just cause forfeits payment of their PTO bank

f.) In the event of the death of an employee, the employee's estate will be paid 100% of the value of the hours in the employee's PTO bank

### **PTO and Retirement**

For purposes of this policy, retirement occurs when an individual is eligible for an immediate retirement allowance from MERS and does not include individuals who leave County employment and will be entitled to receive a retirement allowance at some later date because they are vested in the retirement system.

### **Under credit of PTO**

Employees claiming that they have not been properly credited shall submit a written notice to their Department Head identifying the error. Department Heads will promptly investigate all claims made by employees. In instances where the employees claim is substantiated, the Department Head shall submit the approved correction to the payroll department within 30 days of notification by employee.



## **Over credit of PTO**

When it is determined that an employee has been over credited with PTO due to a mathematical miscalculation, typographical error, clerical error, or misprint in the crediting of PTO. Employee will be provided with a written explanation of the error. PTO adjustments (over or under) will only go back 3 months.

## **Longevity Pay**

All regular full-time non-union employees shall be paid longevity pay based upon their length of continuous service with the Employer in accordance with the following schedule:

\$100 per year starting at 3 years with a cap of \$2,500.

Less than (3) years \$0

At least (3) years \$300

At least (4) years \$400

At least (5) years \$500

Up to (25) years \$2500

a) Longevity pay is a lump sum payment to eligible employees, which is paid the after December 1 of each year, (but as soon as possible after Dec. 1st) For purposes of this Section, an employee's years of continuous service shall be computed from the most recent hire date.

b) In order to be eligible for longevity pay, an employee must be full-time and, on the County's, active payroll as of December 1 of the applicable year. Employees who are not on the active payroll such as those who quit or are discharged shall not be eligible for longevity pay, but individuals who retire under the County's retirement plan, are on a worker's compensation leave or an extended sick leave will receive a pro-rated longevity payment for that year.

## **7.14 Workers' Compensation Insurance**

Workers' compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Workers' compensation insurance coverage is paid for by employers and governed by state law. The workers' compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at Alpena County, no matter how slightly, you are to report the incident immediately to your Department Head. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

To receive workers' compensation benefits, notify your Department Head immediately of your claim. If your injury is the result of an on-the-job accident, you must fill out an accident report. You will be required to submit a medical release before you can return to work.

## **8.0 Safety and Loss Prevention**

### **8.1 Business Closure and Emergencies**

Alpena County recognizes that inclement weather and other emergencies may affect your ability to get to work. In such situations, your safety is paramount.

#### County Buildings Closure

Examples of emergencies when the County may close include, but are not limited to, power outage, blizzard conditions, etc.

### Notification

In an emergency, the County will make every effort to notify you of the closing by phone/email/website/etc. These notification efforts assume that you have access to electricity and internet and/or phone service.

When the County is unable to notify you of the closure, use common sense to assess the safety and practicality of the situation. In a regional power outage, for example, the County is likely to have no power. If there is reported flash flooding in your area, report to work only if you can make it safely.

### Partial-Day Closure

If an emergency event such as inclement weather or a power outage occurs, the County may decide to close mid-day. When the County closes mid-day, you will be instructed to leave immediately so that the conditions do not further deteriorate and affect your ability to travel safely.

If you are exempt and are working at home with prior permission, or at the office on the day of the partial day closure, you will be paid your normal salary for the week. If you are nonexempt, you will be paid for the hours you worked, unless state law dictates otherwise.

### Notified of Closure Prior to Reporting to Work

If you are nonexempt and are notified of a closure prior to reporting to work, you will not be paid during the closure, unless state law dictates otherwise. If you are exempt, you will be paid your normal salary for the week.

### Benefits Coverage

Your health insurance coverage will be maintained by the County during the closure on the same basis as if you were still working.

### Extending Leave

When the County closure ends, you are expected to report to work. Contact your Department Head if you cannot return to work at the end of the closure. The County recognizes that you may need additional time off to repair extensive home damage or for other emergency situations. These will be assessed on a case-by-case basis.

### If You Cannot Get to Work

Unique circumstances may affect your ability to come to work even when the County is able to remain open. The County recognizes that in a severe national or regional disaster, all methods of communication may be unavailable; however, you should continue to try and contact your Department Head, by any method possible.

Time missed under circumstances where the County remains open and you are unable to report to work is to be used as vacation time, personal time, or is unpaid.

## **8.2 Drug and Alcohol Policy**

Alpena County is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the County to maintain a drug and alcohol-free workplace. Being under the influence of alcohol, illegal drugs (as classified under federal, state, or local laws), or other impairing substances while on the job may pose a serious health and safety risk to others and will not be tolerated. Alpena County reserves the right, within the limits of federal and state laws, to examine and test for the presence of drugs and/or alcohol and employees may be asked to submit to a medical examination and/or submit to urine, saliva, breath, blood and/or hair testing for drugs and/or alcohol. The types of testing performed by the County include, but are not limited to, the following

## **Pre-Employment/Pre-Placement**

The County will make all offers of employment subject to the result(s) of a drug test. Applicants will be required to voluntarily submit to urinalysis testing and sign a consent agreement that will release the County from liability.

## **Random Testing**

Employees of the County who are employed in safety sensitive positions and employees or citizens could be placed in jeopardy by an employee's use of drugs or alcohol. For the safety and health of the County employees and the individuals with whom they serve, employees are subject to random, unannounced drug and/or alcohol tests. The rate of random selection for drugs and alcohol will be a percentage of the annual average employee base. Every employee has an equal chance of being chosen every time a random selection is made

## **Reasonable Cause**

Employees will be asked to submit to a drug and/or alcohol test if reasonable cause exists to suggest that the employee's health or ability to perform expected job duties is impaired. Reasonable cause will exist when an employee's appearance, behavior, speech, or body odors indicate drug and/or alcohol use

## **Post Accident**

Any employee involved in an on-the-job accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury" means not only the one who was or could have been injured, but also any employee who potentially contributed to the accident or injury event in any way

## **Return to Duty**

An employee who has tested positive and has been removed from their job duties must submit to and furnish a negative drug and/or alcohol test result prior to returning to their job duties

## **Follow Up**

An employee who has been removed voluntarily or otherwise from their job duties due to drug and/or alcohol abuse will be subject to random, unannounced drug and/or alcohol tests. The testing can continue up to sixty (60) months from the return-to-work date

If an employee is tested for drugs or alcohol and the results indicate a violation of County policy, or if an employee refuses a request to submit to testing under this policy, the employee will be subject to appropriate disciplinary action, up to and including discharge from employment

## **Procedures for Testing**

1.) Testing will be performed by a doctor of the County's choice and/or the Emergency Room doctor. Tests test results are the property of the County, but employees have the right, upon request, to see the results of their own test(s).

2.) Right to Privacy. All drug and alcohol test results are reported to the HR Department who will report them to the County Administrator/Personnel Chair for appropriate follow-up. Test results are considered confidential, and results will only be disclosed within the County on a need-to-know basis and will be retained in a secure location with controlled access. The release of an individual's drug and alcohol test results will only be provided in accordance with an individual's written authorization or as otherwise required by applicable federal or state law. However, the results may be disclosed to the decision maker in a lawsuit, grievance, or other proceeding initiated by, or on behalf of, the employee.

## **Substance Abuse Amnesty Program**

Substance abuse is defined as the taking of alcohol or other drugs at dosages that place the individual's social, economic, psychological, and physical welfare in potential hazard or to the extent that an individual loses the power of self-control as a result of the use of alcohol or drugs, or while habitually under the influence of alcohol or drugs, endangers public health, morals, safety, or welfare, or combination thereof. MCLA 333.6107(3). The County recognizes that many chemical dependencies are the result of abuse of legal, socially accepted substances, such as alcohol, over-the-counter drugs, or prescribed medications. Under County rules and regulations, employees reporting for work under the influence of alcohol or drugs such that their job performance is impaired or endangers the well-being of other employees and/or residents or who use or possess alcohol or drugs while at work are subject to discipline, up to and including discharge. Some of these employees may have substance abuse problems. The County must operate in a drug-free and alcohol-free environment. The County's policy is to deal with substance abuse problems through rehabilitation and counseling of those County employees who voluntarily come forward to acknowledge their personal problem, disclose their activities involving substance abuse and request assistance, rather than to impose disciplinary action. In order to accomplish this goal, the Alpena County Substance Abuse Amnesty Program is created under the following terms and conditions:

- a) In lieu of disciplinary action, employees voluntarily acknowledging a substance abuse problem not involving use of illegal drugs will be permitted to participate in the Amnesty Program. Employees acknowledging a substance abuse problem involving use of illegal drugs may be permitted to participate in the Amnesty Program in the discretion of the County.
- b) This Amnesty Program will be available only upon an initial determination of substance abuse and will not be available in instances where an employee suffers a chemical dependency relapse after participating in the Amnesty Program. A chemical dependency relapse is a return to substance abuse by an individual previously identified as chemically dependent.
- c) The Amnesty Program is not available to employees involved in the selling or distribution of illegal drugs. Employees eligible to participate in the Amnesty Program will be required to enter into a return-to-work contract containing a treatment/ rehabilitation program. Employees required to participate in an inpatient treatment program will be eligible to utilize accrued sick leave and vacation pay during such treatment programs but will not otherwise be eligible for payment of wages. Continued fringe benefit eligibility is covered under the provisions of County policy.
- d) The County will not automatically report chemical dependency situations to law enforcement agencies but will review each situation on a case-by-case basis.
- e) A violation of the return-to-work contract by an employee subjects that employee to termination of the employment relationship with the County. In the event an employee's employment is terminated, any appeal to the grievance procedure shall be limited solely to the question of whether the employee breached the terms of this contract, and the disciplinary penalty assessed shall not be subject to review.

#### Prohibited Conduct

The County expressly prohibits employees from engaging in the following activities when they are on duty or conducting County business or on County premises (whether or not they are working):

- The use, abuse, or being under the influence of alcohol, illegal drugs, or other impairing substances.
- The possession, sale, purchase, transfer, or transit of any illegal or unauthorized drug, including prescription medication that is not prescribed to the individual, or drug-related paraphernalia.
- The illegal use or abuse of prescription drugs.

While the use of marijuana has been legalized under some state laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. The County does not discriminate against employees solely on the basis of their lawful off-duty use of marijuana. You may not consume or be under the influence of marijuana while on duty or at work.

Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job

performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your Department Head if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

#### Employer-Sponsored Events

From time to time, the County may sponsor social or business-related events where alcohol may be served. This policy does not prohibit the use or consumption of alcohol at these events. However, if you choose to consume alcohol at such events, you must do so responsibly and maintain your obligation to always conduct yourself properly and professionally.

#### Violations

Violation of this policy may result in disciplinary action, up to and including termination of employment.

### **8.3 General Safety**

It is the responsibility of all Alpena County employees to maintain a healthy and safe work environment, report any health or safety hazards, and follow the County health and safety rules. Failure to do so may result in disciplinary action, up to and including termination of employment. The County also requires that all occupational illnesses or injuries be reported to your Department Head as soon as reasonably possible and that an occupational illness or injury form be completed on each reported incident.

### **8.4 Workplace Violence**

#### **Policy Against Workplace Violence**

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Alpena County, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior

#### **Zero Tolerance Policy**

The County has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as contractors, customers, and visitors. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened

#### **Prohibited Conduct**

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm on County property or while performing County business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

#### **Reporting Incidents of Violence**

Report to your Department Head, in accordance with this policy, any behavior that compromises our ability to maintain a safe work environment. All reports will be investigated immediately and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of

workplace violence. Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment. Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation. If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

As the safety and security of our employees, vendors, contractors, and the general public is in the best interests of Alpena County, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

### **Violations**

Violating this policy may subject you to criminal charges as well as discipline up to and including immediate termination of employment.

### **Retaliation**

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or for cooperating in an investigation.

If you initiate, participate, are involved in retaliation, or obstruct an investigation into conduct prohibited by this policy, you will be subject to discipline up to and including termination.

If you believe you have been wrongfully retaliated against, immediately report the matter to the Human Resource Department.

# Michigan Policies

## Hiring and Orientation Policies

### Disability Accommodation

Alpena County complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the County will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your Department Head. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the County will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the County in connection with a request for accommodation will be treated as confidential.

The County encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the County is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the County.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The County will not discriminate or retaliate against employees for requesting an accommodation.

### EEO Statement and Nonharassment Policy

#### Equal Opportunity Statement

Alpena County is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The County is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The County will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The County will take appropriate corrective action, if and where warranted. The County prohibits

retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your Department Head or any other designated member of management.

### **Policy Against Workplace Harassment**

Alpena County has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

#### **Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the County or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

#### **Other Harassment**

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age, height, weight, familial status, marital status, race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility towards an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and



- A display of symbols, slogans, or items that are associated with hate or intolerance towards any select group.

### Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify Human Resources or any member of management.

The County prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the County determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the County may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the County will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

### Whistleblowers Protection

The Whistleblower Act MCL 15.362 protects all employees.

Alpena County encourages all staff members, acting in good faith, to report suspected or actual wrongful conduct. The organization is committed to protecting employees from retaliation for having made admissions or for having refused an illegal order. Employers may not retaliate against any individual who has made a disclosure or who has refused to obey an illegal order under this policy. Employers may not directly or indirectly use or attempt to use authority or influence of their positions to interfere with the right of any employee. The purpose of this Whistleblower Policy is:

1. To protect any employee who engages in good faith disclosure of alleged wrongful conduct to a representative of Alpena County
2. To encourage employees to disclose wrongful conduct so that prompt, corrective measures can be taken by Alpena County
3. To inform employees of how allegations of wrongful conduct can be reported
4. To protect employees from retaliation as a result of disclosing wrongful conduct
5. To provide employees, who believe that they have been subjected to reprisal or false allegations, a fair opportunity to seek relief.

Alpena County employees should share their concerns, suggestions and complaints with their supervisors and/or other company representatives who can properly address them. In many cases, the employee's supervisor is the best option for addressing these concerns. However, if the employee is not comfortable speaking with his or her supervisor, or is not satisfied with the response given, the employee should take concerns to the Human Resource Department.

### Religious Accommodation

Alpena County is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the County dress code or the individual's schedule, basic job duties, or other aspects of employment. The County will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the Company question the validity of a person's belief.

If you require a religious accommodation, speak with your Department Head or Human Resources.

## **Veteran's Preference**

The County of Alpena shall accommodate a person who is a Veteran as provided by State law (Public Act 205 of 1897 as amended).

1) Any employee who wishes to be acknowledged as a Veteran must file a copy of their DD214 with the HR Department.

2) Any employee who wishes to challenge the Employer's determinations regarding their Veteran's employment status will be required to put in writing their preference of using legislative enactment or the grievance procedure.

## **Wage and Hour Policies**

### **Accommodations for Nursing Mothers**

Alpena County will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in company refrigerators, refrigerators provided in the lactation room or other location, in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods.

You must make reasonable efforts to not disrupt County operations.

You are encouraged to discuss the length and frequency of these breaks with your Department Head.

## **Performance, Discipline, Layoff, and Termination**

### **Disciplinary Process for Nonunion Employees**

Violation of Alpena County policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The County encourages a system of progressive discipline depending on the type of prohibited conduct. However, the County is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Department Head will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the County is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

**Disciplinary process for Union employees can be found in the Union contracts.**

## **Grievance Procedures**

The County endeavors to apply its policies, benefits, and rules in a uniform and equitable manner. In the event that an employee considers that they are not receiving fair treatment or not receiving all the benefits due to them as an employee, the grievance procedure is available to attempt to resolve the complaint. All grievances shall be handled in the following manner:

**Step 1.** Oral Procedure to Supervisor. An employee with a complaint shall discuss the matter with their immediate supervisor, or designated representative, within two (2) working days from the time of the occurrence of the events giving rise to the complaint or within two (2) working days from the time the employee involved first knew or should have known of the facts giving rise to the complaint in situations where it was impossible for the employee involved to have known at the time of the actual occurrence of the events giving rise to the complaint. The immediate supervisor, or designated representative, will endeavor to give an oral answer to the complaint within two (2) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.

**Step 2.** Written Procedure to Department Head. If the complaint is not satisfactorily settled in the Step 1, Oral Procedure, the complaint shall be reduced to a written grievance within five (5) working days from the time of the oral answer. The written grievance shall adequately set forth the facts giving rise to the complaint and shall be signed by the employee. The preparation of a written grievance shall not occur during working time. The grievance shall be submitted to the employee's Department Head, or designated representative. Within five (5) working days after the grievance has been appealed, a meeting shall be held between representatives of the County and the employee. If the meeting cannot be held within the five (5) working day period, it shall be scheduled for a date mutually convenient for the parties. The Department Head, or designated representative, shall place a written disposition on the grievance within five (5) working days following the date of this meeting, and return it to the employee

**Step 3.** Written procedure to County Administrator/Personnel Committee. If the complaint is not satisfactorily settled in the Step 2, Written Procedure, the complaint may be submitted to the Personnel Committee. Within five (5) working days after the grievance has been appealed to the Personnel Committee, a meeting shall be held between representatives of the County and the employee. If the meeting cannot be held within the five (5) working day period, it shall be scheduled for a date mutually convenient for the parties. The Chairperson of the Personnel Committee, or designated representative, shall place a written disposition on the grievance within ten (10) working days following the date of this meeting, and return it to the employee. The answer to the grievance by Chairperson of the Personnel Committee shall be the County's final disposition of dispute

### **Suspension for an Investigation**

The County of Alpena may suspend an employee with or without pay for up to 7 days to investigate. On or before the end of the 7-day suspension, the County shall (1) reinstate the employee (2) discipline the employee or (3) extend the investigative suspension with pay. If the County extends the investigation suspension, a disciplinary conference is not required. The County shall give the employee written notice of the reasons for the extension.

### **Suspension for Criminal Charges**

If an employee is charged with a criminal offense, the County may suspend the charged employee with or without pay. The County is not required to hold a pre-suspension disciplinary conference before imposing the suspension but shall give the employee written notice of the suspension. However, at the request of the employee, the County Administrator, or his/her designee shall meet with the employee to review the suspension

### **Resolution of Charges**

The suspension shall remain in effect until (1) the County imposes discipline up to and including discharge

or (2) the employee gives written notice to the County of the final resolution of the criminal charges, whichever occurs first. If the employee gives written notice before the County has imposed discipline, the County may continue the suspension for up to an additional seven (7) calendar days to investigate.

### **Disciplinary Action**

The imposition of disciplinary action is normally the responsibility of the Department Head or supervisor. Situations of a minor nature are handled informally by the employee's immediate supervisor and normally result in a verbal warning conducted in private. The warning may be documented and placed in the personnel file. Offenses of a serious nature are to be documented in writing and retained in the employee's personnel file. Habitual minor offenses shall be considered serious and shall be entered into the personnel file. Terminations must have the prior approval of the County Administrator. All employees are expected to conduct their private and professional lives in a manner which reflects positively upon the County. Employees shall be courteous in their dealings with the public and other employees. Employees shall avoid any action that gives the appearance of impropriety. Adherence to this policy is essential for the County to maintain the public support necessary to carry out its functions. Should an employee's performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in the judgement of the county, based on violations of any county policies, rules or regulations, that employee will be subject to disciplinary action up to and including termination

The County expects that the personal and professional conduct of its employees will conform to acceptable standards. In instances where an employee fails to comply with these standards, an attempt may be made to correct an employee's conduct through the use of progressive discipline, but commission of the following offenses or any other improper employee actions may result in disciplinary action up to and including discharge, depending upon the seriousness of the offense in the judgement of the County. This list of unacceptable employee conduct does not include all examples of improper conduct but is provided for the guidance of employees. Employees with questions concerning the propriety of any contemplated action should consult with their supervisor, their Department Head or the HR Department/County Administrator before engaging in the activity.

### **Alpena County Workplace Rules**

All employees shall adhere to all policies and procedures, including but not limited to, the following:

1. Employees are required to read and fill out necessary paperwork or Employee Navigator tasks as requested
2. Employees must be at their work stations on time and ready to work
3. All known needed repairs and/or safety hazards on equipment and property must be reported to your supervisor as soon as possible
4. Any accident involving personal injury must be reported to your supervisor
5. Employees shall immediately report the loss of their badge or identification card to their supervisor. Employees shall not allow other persons to use their badge or identification card at any time
6. All damage to County equipment, vehicles, tools or property must be reported to your supervisor
7. Employees shall notify their supervisor and HR-Clerk's Office whenever there is a change in their personal data
8. All federal, state and local safety rules and regulations must be followed

### **Unacceptable Employee Conduct**

1. Stealing, abusing, misusing, marring, marking, defacing or deliberately destroying County property or the property of its employees
2. Violation of safety regulations
3. Refusal to answer questions, carry out written or verbal instructions, orders or work assignments of the Department Head/designee or submit reports pertaining to the performance of official duties
4. Any communication or action intended to threaten, intimidate or coerce another employee or a member of the general public
5. Engaging in sexual harassment
6. Failing to notify your supervisor that you are using prescribed medication or a non-prescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner

7. Conducting or betting on any game of chance involving money or any representation of value while on duty or while on County property
8. Unauthorized possession of firearms, weapons and/or explosives while on duty or while on County property
9. Using abusive language, threatening, intimidating, bullying, coercing and/or fighting with employees, supervision or the general public
10. Engaging in obscene or indecent conduct
11. Sleeping, loafing, idling or loitering during working hours
12. Horseplay, creating a distraction, interfering with an employee or causing unsafe or unsanitary working conditions
13. Falsifying records, reports, documents, or knowingly lying including but not limited to misrepresenting any information to a county official
14. Conducting personal business while on duty
15. Failing to properly advise the County when not reporting to work
16. Failing to provide a reason acceptable to the County for absence from work or tardiness for work
17. Excessive tardiness or absences
18. Using your position of employment with the County to directly or indirectly gain benefits, favors, money, advantages, privileges or anything of value other than regular compensation
19. Destroying, altering or removing any materials or information posted by the County
20. Supporting a restriction of output, slowdown or any unauthorized interruption of assigned duties
21. Employees shall not punch or sign another employee's time card or worksheet or otherwise submit false time reports
22. Soliciting or receiving any gift, service, gratuity, loan, fee, or anything else of value which is offered or may be offered as a consequence of County employment
23. Failing to comply with any provision in this Personnel Policies and Procedures Manual, with any provision of a Departmental Policies and Procedures Manual, or with any provision of the County Safety Policy
24. Taking any other actions which interfere with the proper performance of the employee's assigned work or which would reflect discredit upon the County
25. Insubordination
26. Dereliction of duty

**Employees who violate any of the above Alpena County Work Rules shall be subject to disciplinary action up to and including discharge**

### **Disciplinary Process**

Violation of Alpena County policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The County encourages a system of progressive discipline depending on the type of prohibited conduct. However, the County is not required to engage in progressive discipline and may discipline or terminate employees who violate the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis. In appropriate circumstances, management will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your Department Head will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the County is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure

### **Social Security Privacy Act**

In the ordinary course of business, Alpena County obtains the Social Security Numbers (SSNs) of employees and contractual individuals for identification and tax-related purposes. To the extent practicable the County shall maintain the confidentiality of employees' and contractual individuals SSNs. Unlawful disclosure of employees and contractual individuals SSNs is prohibited. No employee of the County shall unlawfully acquire, disclose, transfer or use the SSN of another employee or

contractual individual. SSNs shall not be placed on identification cards, badges, timecards, employee rosters, bulletin boards or any other material or documents designed for public display. Documents, material or computer screens that display SSNs shall be kept out of public view at all times. Alpena County documents containing an individual's SSN shall only be mailed to a person when state or federal law, rule, regulations or court rules authorizes, permits or requires that SSNs appear in the document or where the document is mailed at the request of the individual, a written authorization will be placed in the individuals wage and fringe benefit file.

SSNs shall not be sent through e-mail unless the connection is secure or the number is encrypted. No individual shall be required to send his/her SSN through e-mail unless the connection is secure or the number is encrypted. Complaints concerning possible violations of this policy should be direct to the County Clerk. Any employee who is found to have violated this policy shall be subject to disciplinary action up to and including discharge. Violations are also subject to criminal and civil penalties. A knowing violation is a misdemeanor punishable by up to 93 days imprisonment or a fine of not more than \$1000 or both.

## General Policies

### Access to Personnel and Medical Records Files

Alpena County maintains separate medical records files and personnel files for all employees. Files containing medical records are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the County reasonable notice. Inspection must occur in the presence of a County representative.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resource Department, which is the only department authorized to give out such information.

## Benefits

### Crime Victim Leave

Alpena County will provide eligible employees time off from work to respond to a subpoena or request by the prosecuting attorney for the purposes of giving testimony.

#### Eligibility

To be eligible for time off under this policy, you must be a victim of crime or a victim representative.

A **victim** is an individual who has suffered direct or threatened physical, financial, or emotional harm as a result of the commission of a crime.

A **victim representative** is an individual who is:

- A guardian or custodian of a child of a deceased victim if the child is less than 18 years of age.
- A parent, guardian, or custodian of a victim of assault if the victim is less than 18 years old.
- A person who has been designated to act in place of a victim of assault while the victim is physically or emotionally disabled.

#### Compensation

Time off granted under this policy will be unpaid; however, exempt employees may be compensated as required by applicable law.

### Notice

Upon receiving a subpoena, provide your Department Head with reasonable advance notice of the need for leave. If advance notice is not practicable, provide appropriate documentation within a reasonable time after the absence.

### Retaliation

The County will not retaliate against employees who request or take leave in accordance with this policy.

### **Jury Duty Leave**

Alpena County encourages employees to fulfill their civic duties related to jury duty. An employee who is called for jury duty shall notify the Department Head immediately upon receipt of such notice. If an employee serves on Jury duty during normally scheduled work days, he/she may turn over the payment for jury per diem to the Alpena County Clerk and receive full pay for that period of time. Mileage reimbursement is retained by the employee. The County reserves the right to require employees to provide proof of jury duty service to the extent authorized by law. An employee excused from jury duty is to promptly return to work. The County will not retaliate against employees who request or take leave in accordance with this policy.

### **Voting Leave**

If your work schedule prevents you from voting on Election Day, Alpena County will allow you a reasonable time off to vote. The time when you can go to vote will be at the discretion of your Department Head, consistent with applicable legal requirements.

### **Safety and Loss Prevention**

#### **Workplace Smoking**

Alpena County is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees and clients. Smoking in the office, client areas, and restrooms is prohibited.

### **Closing Statement**

Thank you for reading our handbook. We hope it has provided you with an understanding of our mission, history, and structure as well as our current policies and guidelines. We look forward to working with you to create a successful County and a safe, productive, and pleasant workplace.

Board of Commissioners, County Administrator

Alpena County

## Acknowledgment of Receipt and Review

By signing below, I acknowledge that I have received a copy of the Alpena County Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that the County has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the County Administrator of Alpena County. I also understand that any delay or failure by the County to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of the County or affect the right of the County to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized County representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized County representative) or a collective bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA). This handbook is not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in this handbook prohibits an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by Alpena County.

If I have any questions about the content or interpretation of this handbook, I will contact Human Resources.

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Signature

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Date

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Print Name