

# HURON COUNTY EMPLOYEE HANDBOOK

Effective July 1, 2004

## INDEX

<u>Section</u>	<u>Policy Title</u>	<u>Page</u>
	<u>Introduction</u>	
001	Introductory Statement.....	1
002	Employee Acknowledgement Form.....	2
	<u>Employment</u>	
101	Employee Relations.....	4
102	Equal Employment Opportunity .....	5
103	Immigration Law Compliance.....	6
104	Conflicts of Interest.....	7
105	Outside Employment.....	8
106	Non-Disclosure.....	9
	<u>Employment Status and Records</u>	
201	Employment Categories .....	10
202	Access to Personnel Files.....	12
203	Personnel Data Changes.....	13
204	Probationary Period.....	14
205	Employment Applications.....	15
206	Performance Evaluation .....	16
	<u>Employee Benefit Programs</u>	
301	Employee Benefits and Insurances.....	17
302	Benefits Upon Retirement .....	19
303	Vacation Benefits .....	21
304	Holidays .....	23
305	Workers' Compensation Insurance .....	24
306	Sick Leave Benefits.....	25
307	Personal Days.....	27
308	Jury Duty .....	28
309	Witness Duty .....	29
310	Benefits Continuation (COBRA) .....	30
311	Retirement .....	32
312	Expense Reimbursement .....	33
313	Longevity .....	34
	<u>Timekeeping and Payroll</u>	
401	Timekeeping.....	35
402	Hours of Work and Overtime.....	36
403	Paydays .....	37
404	Pay Deductions.....	38
	<u>Work Conditions and Hours</u>	
501	Use of Phone and Mail Systems.....	39
502	Smoking .....	40
503	Use of Vehicles .....	41
504	Emergency Closings.....	42
505	Health and Safety .....	43
506	Residency .....	44

	<u>Leaves of Absence</u>	
601	Family and Medical Leave .....	45
602	Personal Leave .....	51
603	Military Leave .....	53
604	Funeral Leave .....	54
	 <u>Employee Conduct and Disciplinary Action</u>	
701	Employee Conduct and Work Rules .....	55
702	Violence in the Workplace .....	56
703	Weapons in the Workplace.....	61
704	Drug and Alcohol Use.....	62
705	Non-Discrimination and Sexual or Other Unlawful Harassment .....	63
706	Attendance and Punctuality .....	67
707	Personal Appearance .....	68
708	Resignation.....	69
709	Progressive Discipline.....	70
710	Problem Resolution .....	73
711	Employee Property .....	74
712	Office Work Rules, Policies, and Procedures .....	75
713	Solicitation .....	76
	 <u>Effective Date</u>	
801	Effective Date.....	77

# INTRODUCTION

001 INTRODUCTORY STATEMENT

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

Unless otherwise provided by a collective bargaining agreement, your employment is at-will. This means you are free to terminate your employment, at any time, for any reason, with or without cause, and the County retains the same rights.

No employee handbook can anticipate every circumstance or question about policy. As Huron County continues to grow, the need may arise and Huron County reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. No amendment or exception to our at-will employment policy can be made at any time, for any reason, except by the County Board of Commissioners, and it must be in writing, directed to you personally, and signed by the Board Chairman and authorized by the Board of Commissioners. Amendments to any other part of this handbook obligating the County or imposing changes on the County must be in writing and issued by the Board. No other employee, representative, or agent of the County has in the past or now has the authority to amend, alter, or change the policies set forth in this handbook or to enter into any agreement concerning the terms and conditions of your employment. Written amendments will be issued directly to employees or posted on the bulletin board.

The provisions of this handbook do not establish contractual rights between the County and its employees. The County, in its discretion, reserves the right to add to, modify, amend, alter, reduce, or eliminate any and all of the benefits described in its handbook or which may otherwise be provided. This handbook is not intended to conflict or supersede any applicable Collective Bargaining Agreement (CBA).

The provisions of this handbook shall apply to all County employees, department heads, elected officials, except as specifically provided by any applicable collective bargaining agreement (CBA), under which circumstance, the applicable collective bargaining agreement shall apply.

002 EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about my employment by Huron County, and I understand that I should consult my Department Head or the County Clerk regarding any questions not answered in the handbook. I have entered into my employment relationship with Huron County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Huron County or I can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that I am bound by the policies, terms and conditions of employment set forth in this Handbook and any revisions made to it.

I understand and agree that this handbook and the Employee Acknowledgment Form supersede and cancel any previous verbal or written policies, statements, understandings, or agreements concerning the terms and conditions of my employment with Huron County, other than is specifically set forth in a CBA.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Typed or Printed)

\_\_\_\_\_  
Chairman, Board of Commissioners

**\* This copy to remain with booklet.**

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about my employment by Huron County, and I understand that I should consult my Department Head or the County Clerk regarding any questions not answered in the handbook. I have entered into my employment relationship with Huron County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Huron County or I can terminate the relationship at will, with or without cause, at any time.

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\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Typed or Printed)

\_\_\_\_\_  
Chairman, Board of Commissioners

**\* This copy to be returned to Board of Commissioners' Office and placed in your Personnel File.**

# EMPLOYMENT

101    EMPLOYEE RELATIONS

Huron County believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns in a professional manner directly to their supervisors.

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

102    EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Huron County will be based on merit, qualifications, and abilities, as determined by the County. Huron County does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, height, weight, veteran or marital status, or membership in another protected group.

In accordance with the Americans with Disabilities Act and the Persons with Disabilities Act, Huron County will make reasonable accommodations for qualified individuals with disabilities unless doing so would result in an undue hardship. All employees requesting an accommodation must notify the County within 182 days after the date they knew or reasonably should have known that an accommodation was needed. This policy governs all employees and job applicants.

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

103 IMMIGRATION LAW COMPLIANCE

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

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

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

104 CONFLICTS OF INTEREST

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

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases; it is imperative that they disclose to a County Commissioner of Huron County as soon as possible the existence of any actual or potential conflict of interest so that safeguards can protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Huron County does business; but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Huron County. Any actual or apparent conflict of interest, as determined by the County, must immediately be stopped and may result in discipline, up to and including immediate discharge.

105    OUTSIDE EMPLOYMENT

While outside or supplemental employment is discouraged, employees may engage in outside or supplemental employment in accordance with the following limitations. In no case shall outside or supplemental employment, conflict with, or impair your responsibilities to the County.

The following guidelines shall be applicable to all employees engaged in outside or supplemental employment.

1. Employees engaged in outside or supplemental employment shall:
  - a. Not use County facilities as a source of referral for private customers or clients.
  - b. Not be engaged in during the employee's regularly scheduled working hours.
  - c. Not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients.
  - d. Not use County supplies, facilities, staff, or equipment in conjunction with any outside or supplemental employment or private practice.
  - e. Maintain a clear separation of outside or supplemental employment from activities performed for the County.
  - f. Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of employee's duties.
2. The County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

No employee may directly or indirectly maintain or engage in any outside business, financial, or employment activity which conflicts with the interests of the County or which interferes with his/her ability to discharge his/her County duties.

The determination if any outside or supplemental employment conflicts with this policy will be solely made by the County Board.

The protection of confidential information is vital to the interests and the success of Huron County. Such confidential information includes, but is not limited to, the following examples:

- ⇒ Pending projects and proposals
- ⇒ Proposed County land purchases or sales
- ⇒ Proposed County projects
- ⇒ Confidential Court information
- ⇒ All other confidential information as provided by law

All non-public and non-disclosable information pertaining to the operations of the County is confidential and is the sole property of Huron County. Records or information may not be released to persons not employed by the County or used in any matter not connected with Huron County's business without the express written consent of the Board of Commissioners authorizing such release, unless the release is authorized and made pursuant to the Freedom of Information Act (FOIA). All FOIA responses may only be made by the designated FOIA officer.

Employees who improperly use or disclose confidential business information will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

EMPLOYMENT STATUS  
AND  
RECORDS

It is the intent of Huron County to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and Huron County. Huron County reserves the right at any time to draft job descriptions for each employment classification.

All elected officials shall have the right to appoint and to change the persons serving as Chief Deputies from among those persons working in or outside the involved Department.

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

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

- ⇒ REGULAR FULL-TIME employees are those who are not in a temporary or probationary status and who are regularly scheduled to work not less than 37 ½ hours per week. In addition to receiving all legally mandated benefits (such as Social Security and workers' compensation insurance), they are eligible for all of Huron County's other benefit programs. Regular full-time status is solely determined by the County.
- ⇒ REGULAR PART-TIME employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than 37 ½ hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Huron County's other benefit programs, even though they may occasionally work 37 ½ hours or more in a given week.
- ⇒ PROBATIONARY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Huron County is appropriate. Employees who satisfactorily complete the introductory period of six (6) months will be notified of their new employment classification. Successful completion of an introductory period does not affect the at will employment status in any way.
- ⇒ TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration of up to three (3) months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change in writing. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Huron County's other benefit programs.
- ⇒ CASUAL employees are those who work an equivalent of no more than one hundred (100) work days each calendar year. Employment beyond any initially stated period does not in any way imply a change in employment status. Casual employees retain that status unless and until notified of a change in writing. While temporary employees receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for all of Huron County's other benefit programs.

### Date of Hire

The effective date on which an individual is officially hired as a regular, full-time employee of Huron County shall be designated as that individual's "Date of Hire". This date is used to determine vacation time, sick time and retirement benefits. An employee's "Date of Hire" will remain in effect throughout the employee's continuous consecutive years of employment with the County. The following shall alter an employee's "Date of Hire":

- a. If any employee is laid off or on leave from work for a continuous period, equal to their seniority or one (1) year, whichever is less. This shall change one's hire date to the date of return to employment, if applicable.
- b. Termination of employment for any reason.

### Approval Rule to Fill Vacancies

When services are to be reduced to effectuate savings, the Board will notify the department heads, in writing, that no vacancies caused by resignation, deaths, retirements, or other reasons are to be filled without prior written approval of the Board. The Board will advise the department heads when this rule will be implemented.

It will remain in effect until the Board so advises the department heads in writing of the lifting of the ban on hiring.

202     ACCESS TO PERSONNEL FILES

Huron County maintains a personnel file for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Huron County, and access to the information they contain is restricted as provided by law.

To obtain access to your personnel file, you must submit a written request to the Chairperson of the Personnel Committee of the Board of Commissioners, who will then contact the Huron County Corporate Counsel. The keys for the file containing the personnel files shall be maintained by the County's Corporate Counsel.

203 PERSONNEL DATA CHANGES

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

204     PROBATIONARY PERIOD

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Huron County uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Huron County may end the employment relationship at will at any time during or after the introductory period without advance notice. Successful completion of the introductory period does not affect the at will employment status in any way.

All new and rehired employees work on a probationary basis for the first 180 calendar days after their date of hire. Any absence will automatically extend an introductory period by the length of the absence. If Huron County determines in its discretion that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specified period at the request of the Department Head and approval of the Board of Commissioners.

During the probationary period, new employees are eligible for only those benefits that are required by law, such as Social Security and workers' compensation insurance. After becoming regular full time employees, they may also be eligible for other Huron County-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

205    EMPLOYMENT APPLICATIONS

Huron County relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Huron County's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

206 PERFORMANCE EVALUATION

Employees are strongly encouraged to discuss job performance and goals with their supervisors on an informal, day-to-day basis. A formal written performance evaluation will be conducted before the end of an employee's initial period of hire, known as the probationary period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

Performance evaluations are scheduled approximately every 12 months, coinciding generally with the anniversary of the employee's original date of hire.

# EMPLOYEE BENEFIT PROGRAMS

## 301 EMPLOYEE BENEFITS AND INSURANCES

Eligible employees at Huron County are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- ⇒ Life Insurance
- ⇒ Family Leave
- ⇒ Holidays
- ⇒ Jury Duty Leave
- ⇒ Health Insurance
- ⇒ Medical Leave
- ⇒ Pension Plan
- ⇒ Personal Leave
- ⇒ Sick Leave Benefits
- ⇒ Vacation Benefits
- ⇒ Witness Duty Leave
- ⇒ Vision Care Expense Benefits
- ⇒ Dental Care Expense Benefits

The County currently provides health insurance coverage for full-time, salaried employees, and elected officials, and his/her spouse and children. Spouse is defined as that person, if any, who is lawfully married to the employee. The County reserves the right to change health insurance carriers, as may be determined solely by the County. Prior to changing carriers, the County shall notify the employees thirty (30) days in advance. The Employer also currently provides a Prescription Drug Rider in addition to the health insurance described above.

The County currently pays the premiums to furnish Life Insurance for eligible employees, subject to enrollment qualifications; a \$10,000 Life Insurance Policy, \$20,000 double indemnity is provided for each regular, full-time employee and elected official.

The County currently provides dental insurance coverage for regular, full-time employees and elected officials, which is an 80-20 co-pay, with a \$1,000 limit per year. The County reserves the right to change insurance carriers at its sole discretion.

The County shall pay \$400 per month to an employee in lieu of taking County Health Insurance. There shall be no double coverage and there shall be no "in lieu of" health insurance payment to an employee if their spouse is also an employee of the County of Huron in the Sheriff Department, County Building, Central Dispatch, or the Annex Building. Applications for this may be obtained in the County Clerk's office. In the event the employee's spouse is no longer covered with Health Insurance coverage, the employee may come back under the County's Health care program by making application at the clerk's office at which time the \$400 per month to the employee would be discontinued.

Prior to changing carriers, the County shall notify the employees thirty (30) days in advance.

The County currently provides vision care expense benefits, subject to member copayments and limitations as outlined and established by Blue Cross and Blue Shield of Michigan. The County reserves the right to change insurance carriers as determined by the County. Prior to changing carriers, the County shall notify the employees thirty (30) days in advance. A copy of the provisions outlining the copayments and restrictions to vision care expense benefits may be obtained from the Huron County Clerk.

An eligible regular, full-time employee shall become insured as soon as permissible under the insurance plans following satisfactory completion of the probationary period.

Eligibility, coverage, and benefits under the above insurance plans are subject to the terms and conditions, including any waiting period or other time limits, contained in the contracts between the County and the carriers. Any rebates or refunds on premiums paid by the County shall accrue to the County. The County reserves the right to select the carrier or change carriers, providing that the benefits are comparable.

302 BENEFITS UPON RETIREMENT

The County will pay the premium for the County health care benefit plan, as it may be constituted from time to time, for current County employees, if an election is made by them to remain under such plan. The payment will be made for the current eligible employee and his/her spouse. Spouse is defined as that person, if any, who is lawfully married to the employee on the date the employee retires from employment with the County. The payment will be made on the following basis:

1. For employees hired prior to January 1, 1997, the County shall pay 50% of such premium for such retired employee having at least 10 years of continuous service with the County and being of the age of 55 or older at the time of retirement.
2. For employees hired prior to January 1, 1997, the County shall pay 75% of such premium for such retired employee having at least 15 years of continuous service with the County and being of the age of 55 or older at the time of retirement.
3. For employees hired prior to January 1, 1997, the County shall pay 100% of such premium for such retired employee having at least 20 years of continuous service with the County and being of the age of 55 or older at the time of retirement or for such employee having at least 10 years of continuous service with the County and being of the age of 60 or older at the time of retirement.
4. For employees hired on or after January 1, 1997, the County shall pay 100% of the premiums for the County health care benefit plans for employees having at least 25 years of continuous service and being of the age of 60 or older at the time of retirement.
5. The obligation of the Employer to pay for health insurance for the retiree and spouse shall cease in the event that comparable health insurance is available for the retiree through another Employer or other source. For example, if the retiree accepts other employment and health insurance is available from that Employer, then the County's obligation to the retiree shall cease, or in the event that the retiree is eligible for health insurance through his/her working spouse, the County shall not be obligated to provide health insurance benefits. All questions of eligibility shall be determined by the rules and regulations established by the carrier providing such coverage. A retiree may return to the County's insurance coverage in the event he or she loses coverage from another source.

To be eligible to receive Employer payments for benefits as set forth herein, the retiree must coordinate with other available governmental health insurances such as, but not limited to, Medicaid and Medicare, which may be available in part or in total to the retired employee. The retiree receiving health benefits under this contract shall be required to apply for Medicaid, Medicare, or similar Federal program benefits as soon as he/she is eligible. As of the date of eligibility, all benefits payable by the Employer shall be reduced by an amount equal to the Federal benefits or other benefits available and shall be supplemental to such coverage. In the event that the name of any of the coverages or benefits referred to are changed, the replacement programs shall apply to the above requirements. In the event of the death of any employee, the employee's spouse can elect to continue insurance coverage by reimbursing the County for the cost of such insurance.

Level of Health Care Benefit and Changes in Health Care Benefit Plan. The level of health benefit coverage provided to retirees shall not be better than health benefit coverage provided to current employees of the County. As County co-pays, deductibles, etc. are modified, such modification shall be applied to retiree health benefits. For example, if prescription co-pay

changes from \$5 generic and \$10 brand name to \$10 generic and \$20 brand name, such changes will immediately apply to retirees. The County reserves the unilateral right to change or modify the health insurance plan such as but not limited to the following: change insurance providers, carriers, or administrators; change or modify levels of insurance coverage participant deductibles or prescription co-pays; or in any manner amend the Health Care Plan as the County Board of Commissioners may determine from time to time.

6. For employees hired on or after January 5, 1999, the County shall not pay the premium for retired employees' health care coverage.

The County offers the AFLAC and Flex-One benefit programs, or comparable programs, to its employees through payroll deductions.

Unemployment compensation contributions are paid by the County to eligible individuals according to state requirements. Further information may be obtained from your nearest office of the Michigan Employment Security Commission.

303 VACATION BENEFITS

Each regular, full-time employee will become eligible for vacation leave with pay in accordance with the following provisions. Vacation leave may not be taken in advance of being credited.

An eligible employee will be credited with vacation leave with pay according to his seniority on his anniversary date in accordance with the following schedule:

1. On the first annual anniversary date of hire, an employee shall be entitled to five (5) working days vacation which must be used prior to the second annual anniversary date of hire.
2. On the second annual anniversary date of hire, an employee shall be entitled to ten (10) working days vacation which must be used prior to the end of the immediately following calendar year.
3. So as to convert each employee's vacation leave credits and use to a calendar year basis, on January 1<sup>st</sup> immediately following an employee's second annual anniversary date of hire, he/she shall receive additional vacation leave credit on a pro rata basis for his/her second annual anniversary date of hire to the end of that calendar year at the rate of .385 vacation days per pay period commencing with the pay period immediately following the employee's second annual anniversary date of hire. Thereafter the employee's vacation leave credits and use shall be on a calendar-year basis.
4. Each employee shall be entitled to vacation leave credit according to the following schedule:
  - a. 3<sup>rd</sup> through 5<sup>th</sup> calendar year of employment – 12 working days.
  - b. 6<sup>th</sup> through 10<sup>th</sup> full calendar year of employment – 19 working days.
  - c. 11<sup>th</sup> and each full calendar year of employment thereafter – 25 working days.

An employee with eleven (11) or more years of service may elect, upon prior approval of the Board of Commissioners, to take twenty (20) days paid vacation and receive a cash payment (at the end of the calendar year) for the remaining five (5) days.

On January 1<sup>st</sup> of each year, each employee shall receive vacation leave credit for the prior calendar year to the end of that calendar year.

In the event that an employee has not been able to use all of his/her vacation leave days prior to the end of the calendar year, a maximum of three (3) of these unused vacation leave days may be credited for use during the following calendar year. Any remaining unused and/or excess vacation leave days shall be forfeited subject to this section.

Vacation leave is credited only on an annual basis except for the purposes of converting an employee to a calendar year, and of paying for unused vacation leave when employment ceases, in which cases, vacation leave is credited on a pro rata pay period basis.

Vacation requests will be scheduled by the Department Head whose approval must be obtained prior to using vacation leave days. The Department Head must approve/disapprove the request within two (2) working days after the request has been made. The Employee must prepare and submit a vacation request form, available from the County Clerk.

Vacation leave with pay will be paid at the employee's regular base straight-time pay.

Each employee's vacation leave record shall be maintained in the County Clerk's office.

Unless forfeited, an employee or his/her previously named beneficiary shall be paid for each unused vacation leave day when his/her employment ceases. Payment shall be made at the employee's current rate of pay for each unused vacation leave day which has been credited from the prior calendar year and in addition which has accrued during the current calendar year according to the following schedule:

1. 1<sup>st</sup> year of employment -- .192 days per pay period
2. 2<sup>nd</sup> year of employment -- .385 days per pay period
3. 3<sup>rd</sup> through the 5<sup>th</sup> year of employment -- .462 days per pay period
4. 6<sup>th</sup> through the 10<sup>th</sup> calendar year of employment -- .731 days per pay period
5. 11<sup>th</sup> and each calendar year of employment thereafter -- .962 days per pay period

304 HOLIDAYS

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

- ⇒ New Year's Day (January 1)
- ⇒ Martin Luther King Day
- ⇒ President's Day
- ⇒ Afternoon of Good Friday (Friday before Easter)
- ⇒ Memorial Day (last Monday in May)
- ⇒ Independence Day (July 4)
- ⇒ Labor Day (first Monday in September)
- ⇒ Columbus Day (second Monday in October)
- ⇒ Veterans' Day (November 11)
- ⇒ Thanksgiving Day (fourth Thursday in November)
- ⇒ Friday after Thanksgiving Day
- ⇒ Christmas Eve Day (December 24)
- ⇒ Christmas Day (December 25)
- ⇒ Or such holidays as directed by the Board of Commissioners.

Huron County will grant paid holiday time off to all regular, full-time employees. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have been scheduled to work on that day, not to exceed eight (8) hours. Eligible employee classification(s):

- ⇒ Regular full-time employees
- ⇒ Part-time employees will receive holiday pay for those days they would have been scheduled to work.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Holidays, as set forth above, shall not be charged against vacation leaves.

Employees must work their regular full scheduled work day immediately prior to and their full scheduled work day immediately following a holiday in order to be eligible for such holiday pay, unless the employee submits a physician's certificate of illness for the absence or the absence is approved in advance by the County.

305     WORKERS' COMPENSATION INSURANCE

Huron County provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

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

306 SICK LEAVE BENEFITS

Full-time employees will earn and be credited with one-half (1/2) work day of sick leave credit for each complete two (2) week pay period of service, for a maximum total of thirteen (13) work days of sick leave credit each year.

In order to earn a day of sick leave, an employee must be paid for eighty (80%) percent of the scheduled working days within the calendar month.

Paid sick leave shall be granted in conjunction with the FMLA policy or when an employee is unable to perform job duties due to medical reasons, as determined by the employer.

For purposes of computing sick leave pay, a work day shall be considered to be the employee's normal daily scheduled hours not to exceed their regularly scheduled work day paid at the employee's straight-time rate.

In order to receive compensation while absent on sick leave, the employee must notify his Department Head within one-half (1/2) hour after the time set for beginning his daily duties, present a request for use of sick leave and the estimated duration of the leave.

The County may require that employees provide specific and detailed medical data from the employee's doctor, as required in the U.S. Department of Labor's Form WH-380, and/or a personal affidavit stating the cause of the absence whenever sick leave exceeding three (3) consecutive work days is taken pursuant to this Article if abuse is suspected. Falsification of such evidence will be cause for disciplinary action up to and including discharge.

The County may, under the appropriate circumstances, require that employees submit to physical and mental tests and examinations by a County-appointed doctor, provided, however that the County will pay the cost of such tests and examinations.

Unless otherwise governed by the FMLA or ADA, employees who have exhausted their sick leave credit and are still unable to return to work may be allowed to utilize any unused vacation credits upon written request to the Board of Commissioners. Employees who are laid-off shall have available any unused sick leave previously earned and not forfeited, effective at the time they are recalled.

Unused sick leave shall accrue and may be accumulated up to a maximum of one hundred (100) days. On December 31<sup>st</sup> of each year, eligible employees will be paid, at his/her present rate of pay, for one-half (1/2) of accumulated unused sick leave in excess of one hundred (100) days.

An eligible employee will also be paid, at his/her current rate of pay, for one-half (1/2) of accumulated unused sick leave, if employment is terminated by:

1. Retirement under the provisions of the Huron County Retirement Program.
2. Voluntary resignation if the employee provides the County with at least two (2) weeks advance written notice of the resignation.
3. In the event of an employee's death, payment will be made to the employee's designated beneficiary of one hundred (100%) percent of the employee's accumulated sick leave.

The County reserves the right to require an employee to take an involuntary sick or health leave of absence, if the employee suffers from a disability, mental or physical, as shown by medical evidence, which prevents the employee from satisfactorily performing his assigned duties with a reasonable accommodation in the opinion of the County. Such disability shall be deemed just cause for the purpose of this Handbook.

Unless otherwise directed by the County, sick leave must be taken in increments of at least two (2) hours.

If a period of illness lasting more than one day occurs during vacation leave and it is reported immediately to the employee's department head, a revised request for leave form may be submitted. The period of time of such illness will be recorded as sick leave rather than vacation leave.

307 PERSONAL DAYS

Full time employees will be given three (3) personal business days per year without loss of pay, to be deducted off of sick leave balance. Personal business days shall be used the same as a sick day. (In order to receive compensation while absent on sick leave, the employee must notify his Department Head within one-half (1/2) hour after the time set for beginning his daily duties, present a request for use of sick leave and the estimated duration of the leave.) The three (3) personal business days shall only be used for the purpose of conducting personal business.

308     JURY DUTY

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

A full-time employee who is summoned and reports for jury duty will be paid his/her regular, straight-time wage for each hour during which he/she performs jury duty and on which he/she otherwise would have been scheduled to work, not to exceed a regularly scheduled work day, up to a maximum of (ten) 10 days in any one calendar year. An employee shall return to regularly scheduled employment with the County when temporarily excused from attendance at court, provided that there is at least one (1) hour remaining of scheduled work. Employees shall submit evidence of attendance at jury duty upon request.

In order to receive payment under this Article, the employee must pay over to the County all fees paid by the Court, except the mileage fee, and the employee must give the County prior notice that he/she has been summoned for jury duty.

Employees must notify their supervisor as soon as possible so that the supervisor may make arrangements for their absence. Of course, employees are expected to report for work whenever the court schedule permits.

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

309     WITNESS DUTY

Huron County encourages employees to appear in court for witness duty when subpoenaed to do so.

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

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

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

**CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)**

**\*VERY IMPORTANT NOTICE\***

A federal law requires that most employers sponsoring health plans offer employees and their families the opportunity for a temporary extension of health coverage at group rates in certain instances where coverage under the plan would otherwise end. This notice is intended to inform you of your rights and obligations under the continuation coverage provision of the law. Both you and your spouse, if applicable, should take time to read this notice carefully.

If you are an employee of the County and covered by the plan, you have a right to choose this continuation coverage if you lose your group health coverage because of a reduction in your hours of employment or the termination of your employment (for reasons other than gross misconduct on your part). If you choose to continue coverage, you will be required to pay a monthly premium, which will be indicated to you, before you make your decision.

If you are the spouse of an employee covered by the plan, you have the right to choose continuation coverage for yourself if you lose group health coverage under the plan for any of the following four (4) reasons:

1. The death of your spouse;
2. A termination of your spouse's employment (for reasons other than gross misconduct) or reduction in your spouse's hours of employment;
3. Divorce or legal separation from your spouse; or
4. Your spouse becomes eligible for Medicare.

In the case of a dependent child of an employee covered by the plan, he or she has the right to continue coverage if group health coverage under the plan is lost for any of the following five (5) reasons:

1. The death of a parent;
2. The termination of a parent's employment (for reasons other than gross misconduct) or reduction in a parent's hours of employment with the County;
3. Parent's divorce or legal separation;
4. A parent becomes eligible for Medicare; or
5. The dependent ceases to be a "dependent child" under the plan.

Each employee or family member has the responsibility to inform the County of a divorce, legal separation, or a child losing dependent status under the plan. When we are notified that one of these events has happened, we will in turn notify you that you have the right to choose continuation coverage. Under the law, you have at least 60 days from the date you would lose coverage because of one of the events described above to inform the County that you want continuation coverage. If you do not choose continuation coverage, your group health insurance coverage will end.

If you choose continuation coverage, the County is required to give you coverage which, as of the time coverage is being provided, is identical to the coverage provided under the plan to similarly situated employees or family members. The law requires that you be afforded the opportunity to maintain continuation coverage for three (3) years unless you lost group health coverage because of a termination of employment or reduction in hours. In that case, the required continuation coverage period is 18 months. If you are disabled as defined by the Social Security Act at the time of the termination or reduction in hours, the continuation coverage period is 29 months. However, the law also provides that your continuation coverage may be cut short for any of the following reasons:

1. If the County no longer provides group health coverage to any of its employees;
2. If the premium for your continuation coverage is not paid;
3. If you become an employee covered under another group health plan which covers your pre-existing conditions;
4. If you become eligible for Medicare;
5. If you were divorced from a covered employee and subsequently remarry and are covered under your new spouse's group health plan.

This notice is provided as a matter of information only. It does not, and is not intended to, create any contractual, legal or other rights. Rather, your rights are only as expressly set forth in the plan and in federal and state law. The County reserves the right to amend and/or change the plan as permitted by the terms of the plan.

In addition, a subsequent qualifying event and an initial qualifying event can extend the period of coverage for qualified beneficiaries.

For further information about this law, contact your supervisor.

311 RETIREMENT

The County currently provides the Michigan Municipal Employees Retirement System (MERS). Rules concerning eligibility, contributions, coverage, and benefits under the program and all other rules concerning the maintenance of the program will be as are established under the program. The program in effect is the MERS B-3, FAC-3, F-55 with fifteen (15) years of service, E, E-1 and E-2, with an employee contribution of three (3%) percent of the first \$4,200.00 of their annual pay and five (5%) percent of portions over \$4,200.00.

The County currently offers a Deferred Compensation Program to its employees through payroll deductions.

As adopted by the Board of Commissioners in Resolution No. 01-81 on April 10, 2001, the County will allow current, full-time employees to obtain credit for prior part-time employment with the County, if the employee otherwise meets all of the requirements established by the MERS, and pays, in full, any required employee and employer contribution to MERS for said service.

This policy shall be strictly limited to only allow for the purchase of credited time for prior part-time employment, for the sole purpose of enhancing the employee's monthly pension benefit. The service purchased under this policy shall not be credited until the employee attains the vesting requirement in effect for the County and it shall not be used to satisfy the minimum years of credited service required to be a vested former employee in the event of termination of employment. Further, the service purchased under this policy shall not be used to enhance, supplement, modify, or in any way affect any other benefit provided by the County, including, but not limited to the insurance benefit provided to employees upon retirement.

312 EXPENSE REIMBURSEMENT

An employee who uses his/her personal motor vehicle in the course of County business must maintain automobile liability insurance on such vehicles (according to state statute). Proof of same must be provided to the County Clerk or designee upon request.

An employee shall be reimbursed for motor vehicle mileage incurred in the course of County business at the rate per mile determined by the members of the Board of Commissioners.

An employee shall be reimbursed for professional conference and workshop expenses and meals and lodging, which have been approved by the Board, according to the following:

Unless meals are given at an established rate and as a part of a conference or workshop package, reimbursement shall be as follows: \$6.00 for breakfast, \$7.00 for lunch, and \$12.00 for dinner. Unless lodging is given at an established rate and as a part of a conference or workshop package, reimbursement shall be in full, provided it is reasonable. An employee shall be reimbursed only for the single occupancy rate of lodging and his or her own meals.

Employee expenses shall be reimbursed based upon vouchers, which must be submitted to the County Clerk by the close of the business day the Wednesday prior to the second and fourth Tuesday of each month. Mileage vouchers must include the date, mileage, point of origin and destination, and purpose of the trip. Other vouchers must include itemized statements, receipts, and a copy of the conference agenda showing activities, including meals provided as part of the conference.

313 LONGEVITY

Definition of Longevity. Longevity is defined as the length of an employee's continuous full-time employment with the County since the employee's last date of hire. "Continuous service" means an employee's full-time service from his/her last date of hire.

In calculating an employee's length of service, the probationary service shall be included after he/she successfully completes the same.

Longevity Plan. The Employer provides a Longevity Plan for full-time employees and non-elected department heads, hired prior to July 1, 2004, as provided hereunder:

⇒ 10 Years of Longevity	\$275.00
⇒ 15 Years of Longevity	\$400.00
⇒ 20 Years of Longevity	\$550.00

The longevity payments are made within twenty (20) days of eligibility as noted above.

TIMEKEEPING  
AND  
PAYROLL

401 TIMEKEEPING

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

Both exempt and nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

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

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed, prior authorization from their supervisor.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

## 402 HOURS OF WORK AND OVERTIME

The County reserves the right to schedule the work hours of employees. For those employees working thirty-seven and one-half (37 ½) hours, the normal workday consists of seven and one-half (7 ½) hours. The normal workweek for Maintenance Engineers and Custodians consists of forty (40) hours, the normal work day consists of 8 hours. This Section shall in no way be construed as a guarantee by the County of any amount of work in any period of time or as a limitation of the County's right to schedule work in excess of the normal work day or the normal work week. The County reserves the right to determine and modify work schedules.

Unless otherwise scheduled by the County, the regular workday (except for the Maintenance Engineers and Custodians) shall commence at 8:30 a.m. and end at 5:00 p.m. daily with a lunch period of one (1) hour. Unless otherwise scheduled by the County, the regular workday for Maintenance Engineers and Custodians shall commence at 8:00 a.m. and end at 5:00 p.m. daily with a lunch period of one (1) hour. The County reserves the right to determine the starting and quitting times and the number of hours to be worked. It is understood that the County may schedule part time employees as it deems necessary. Lunch periods will be scheduled by the County to assure that County offices with two (2) or more employees will be open to the public at all times from 8:30 a.m. to 5:00 p.m.

Non-exempt employees shall be paid time and one-half (1 ½) their regular straight-time rate for all time actually worked in excess of forty (40) hours in any one work week. Those employees normally scheduled to work thirty-seven and one-half (37 ½) hours in a work week will be paid their regular straight-time rate for all approved time worked in excess of thirty-seven and one-half (37 ½) hours but less than forty (40) hours in any work week.

The County reserves the right to require employees to work overtime.

Overtime will be permitted only when authorized by a supervisor.

Overtime shall not be pyramided.

All regular full time employees shall be allowed two (2) breaks during their regular workday. The breaks shall be of fifteen (15) minutes duration and shall be taken at a time designated by the County. Breaks shall be taken in non-public areas by those who take their breaks in the County building. Part time employees who work at least four (4) hours will be entitled to one (1) fifteen (15) minute break. Breaks not taken shall not accumulate and may not be combined.

Each employee shall be at his designated work place ready for work at his scheduled starting time at the start of his workday, after his break period, and after his lunch period.

Subject to the conditions set forth below, it is understood that, in lieu of overtime payments, the employee, upon prior approval of the Department Head, may elect to receive an equivalent amount of compensatory time off instead of receiving the overtime payment if the employee has worked less than 40 hours that week. Such election must be declared at the time the overtime hours are worked. A Department Head may, in their discretion, give compensatory time off to any such employee equal to one and one-half (1 ½) times the number of overtime hours worked in excess of 40 hours in any work week. Such time may be taken off at a later time with prior approval of the employee's Department Head. An employee's total compensatory time bank shall not exceed 60 hours. Exempt employees, including but not limited to elected officials and department heads, are not entitled to compensatory time.

## 403 PAYDAYS

All employees are paid bi-weekly with 26 pay periods per calendar year. Each paycheck will include earnings for all work performed through the end of the previous payroll period. The first pay period for the year shall commence on a Saturday during the first fourteen (14) days of January, as determined by the last day of the final pay period for the previous year, and shall continue every other Saturday thereafter throughout the year. The normal County work week is five (5) days of work in a seven (7)-day period.

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

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Salaried employees shall receive  $\frac{2}{52}$ nds of the employees' annual salary per pay period.

404    PAY DEDUCTIONS

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

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Huron County Clerk can assist in having your questions answered.

WORK CONDITIONS  
AND  
HOURS

501     USE OF PHONE AND MAIL SYSTEMS

Personal use of telephones for outgoing calls, including local calls, is not permitted. Employees may be required to reimburse Huron County for any charges resulting from their personal use of the telephone. Public pay phones are available for personal outgoing calls during breaks, meal periods, or at other times, with the supervisor's permission.

The use of Huron County-paid postage or letterhead for personal correspondence is not permitted.

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

502 SMOKING

In keeping with Huron County's intent to provide a safe and healthful work environment, smoking in County buildings and motor vehicles is prohibited.

This policy applies equally to all employees, customers, and visitors.

503 USE OF VEHICLES

Vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using County-owned vehicles, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. All drivers are responsible for being properly licensed and following the Michigan Department of Transportation and Michigan Motor Carrier Safety rules and regulations.

Please notify the Motor Pool Supervisor if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of vehicles used on the job.

The County is interested in the safety of all employees and the safe operation of all vehicles. In order to insure safety in every aspect, we expect you to adhere to the following guidelines:

1. Drivers are expected to drive safely at all times.
2. All traffic laws and posted speeds must be obeyed. Tickets received for traffic violations will be paid by the offending driver, and may subject the employee to disciplinary action.
3. Safety belts must be worn at all times regardless of state law.
4. Employees may not operate a County vehicle or drive on County time after they have consumed alcohol or illegally taken any drugs or if their ability to operate a vehicle is impaired in any way.
5. In the event that an employee is involved in an accident, do not make any statements or sign any reports admitting fault or liability. Notify the Motor Pool Supervisor as soon as practicable.
6. Drivers who have an accident may be subject to discipline, up to and including discharge.
7. County vehicles are to be used for County business only.

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

The use of a County-owned vehicle shall be further subject to the Huron County Motor Pool Vehicle Policy.

504     EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt County operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

If, on account of inclement weather, the Chairman of the Board or authorized person declares the County offices will be closed, employees shall not be required to report to nor remain at work and shall receive full pay during such closing not to exceed their regularly scheduled work day. In the event the County offices are not closed but, it is necessary to leave work or report late due to inclement weather, upon notifying the department head or elected official of that office, the employee may leave work or report late. To receive pay for such absence, the employee may utilize their sick time, vacation time, or an alternate schedule with the department head or elected official, to make up such time.

If a prior leave (vacation, sick, comp., etc.) has been scheduled when the County offices are closed, the leave will be observed as scheduled.

505 HEALTH AND SAFETY

Each employee involved in any accident involving bodily injury or property damage in the course of his work, whether or not involving vehicle operation, shall promptly and completely report the details thereof to the County. When required by his supervisor, the employee shall make out an accident report which shall include accurate, complete, and unbiased information fully describing the accident, the persons and/or vehicles involved, their insurers (if known), names and addresses of witnesses and all other information required by the County. All injuries sustained by any employee in the course of his work shall be immediately reported to the Department Head and/or the County Clerk and, when the County so designates, be subject to treatment by or under the supervision of a County-appointed physician, provided that the County will pay the cost of such examination or treatment if the employee's insurance does not cover same.

Each employee shall carefully follow all safety regulations of the County and shall use all safety equipment provided by the County. Failure to observe this requirement or to promptly file a complete and accurate accident report as required herein or to adhere to any of the County's safety rules shall subject the employee to disciplinary action by the County.

506 RESIDENCY

All employees shall be required to live no farther than 20 miles from the nearest boundary of the County of Huron. This requirement may be waived by the Board of Commissioners in its discretion. A residency waiver must be requested in writing by the employee and signed by the Chairman of the Board after approval by the Board of Commissioners. Those employees residing outside of the County as of September 1, 1984, shall be grandfathered and will not be required to move into the County.

All new employees must comply with this article, within one (1) year of the date of hire. This requirement does not apply to a person if the person is married and both of the following conditions are met:

- (a) The person's spouse is employed by another public employer; and
- (b) The person's spouse is subject to a condition of employment or promotion that, if not for this section, would require him or her to reside a distance of less than 20 miles from the nearest boundary of the public employer.

This policy does not apply if the person is a volunteer or paid on-call firefighter, an elected official, or an unpaid appointed official.

LEAVES OF  
ABSENCE

## 601 FAMILY AND MEDICAL LEAVE

### *I. General Provisions*

It is the policy of this County to grant up to 12 weeks of family and medical leave during any 12-month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA). The County provides for a total of 12 weeks of leave. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in this policy. The FMLA and its regulations will be used as the guidelines for the family and medical leave under this policy.

Employees who require a longer leave than is provided, or who do not meet the eligibility requirements under this Family and Medical leave policy, will be eligible for leave if they are qualified individuals with a disability, request a leave as a reasonable accommodation of their disability, and the requested leave will not impose any undue hardship on the County.

### *II. Eligibility*

In order to qualify to take family and medical leave under this policy, the employee must meet all of the following conditions:

- A. The employee must have worked for the employer at least 12 months, or 52 weeks. The twelve months, or 52 weeks, need not have been consecutive. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.
- B. The employee must have worked at least 1250 hours during the twelve month period immediately before the date when the leave would begin.
- C. The employee must work in an office or worksite where 50 or more employees are employed within 75 miles of that office or worksite.

### *III. Type of the Leave Covered*

In order to qualify as FMLA leave under this policy, the employee must be taking the leave for one of the reasons listed below:

- A. the birth of a child and in order to care for that child;
- B. the placement of a child for adoption or foster care;
- C. to care for a spouse, child, or parent with a serious health condition; or
- D. the serious health condition (described below) of the employee.

An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position, as provided by the FMLA and its regulations.

Serious Health Condition means an illness, injury, impairment, or physical or mental condition that involves:

1. Any period of incapacity or treatment in connection with or consequent to in-patient care in a hospital.
2. Any period of incapacity requiring absence from work, school, or other regular daily activities of more than three (3) calendar days, or any subsequent treatment or period of incapacity relating to the same condition:
  - a. treatment two or more times by a health care provider, by a nurse or physician's assistant under the direct supervision of a health care provider or by a provider of health care service under orders of, or on referral by, a health care provider; or
  - b. treatment by a health care provider on at least one occasion which result in a regimen of continuing treatment under the supervision of the health care provider.
3. Any period of incapacity or treatment for the incapacity due to a chronic serious health condition which:
  - a. requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under the direct supervision of a health care provider;
  - b. continues over an extended period of time (including recurring episodes of a single underlying condition); and
  - c. may cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy).
4. Any period of incapacity due to pregnancy or for prenatal care.
5. A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by a health care provider.
6. Any period of absence to receive multiple treatments (and recovery) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity for more than three (3) calendar days in the absence of medical intervention or treatment.

Employees with questions about what illnesses are covered under this FMLA policy or under the County's sick leave policy are encouraged to consult with the Clerk's Office.

The County may require an employee to provide a doctor's certification of the serious health condition. The certification process is outlined in section VIII.

If an employee takes a leave for a condition that progresses into a serious health condition or develops a condition that is a serious health condition, the County may designate all or some portion

of related sick leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

An eligible employee can take up to 12 weeks of leave under this policy during any 12-month period. The County will measure the twelve-month period by a “rolling” 12-month period measured backward from the date an employee used any FMLA leave as provided by the FMLA in its regulations.

A husband and wife who are eligible for leave under this policy and are employed by the same covered employer are permitted to take only a combined total of 12 weeks of leave during any 12-month period if the leave is taken:

1. for the birth of son or daughter or to care for the child after birth;
2. for placement of a son or daughter for adoption or foster care, or to care for the child after placement; or
3. to care for a parent (but not a parent-in-law) with a serious health condition.

Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy and subtract it from the 12 weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

#### *IV. Employee Status & Benefits During Leave*

While an employee is on leave, the County will continue the employee’s health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition or reasons beyond the employee’s control, the County will require the employee to reimburse the County the amount it paid for the employee’s health insurance premium during the leave period.

If an employee is required to pay a portion of the health care premium and the payment is more than 30 days late, the employee’s health care coverage may be dropped for the duration of the leave. In the event that a payment is not received, the County will mail a notice of late payment to the employee 15 days before the date that the coverage is dropped, advising that coverage will be dropped on a specific date at least 15 days after the date of the letter.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the employee must continue to make those payments in the same manner prescribed in the paragraph above, along with the health care payments. If the employee does not continue these payments, the County may discontinue coverage during the leave period, or will recover the payments at the end of the leave period, in a manner consistent with the law.

#### *V. Employee Status After Leave*

An employee who takes leave under this policy will be able to return to the same position when leave commenced, or to an equivalent position as provided by the FMLA and its regulations. The

equivalent position will have the same pay, benefits and working conditions, including privileges, perquisites, and status.

Under certain circumstances, the County may deny restoration if:

1. the employee would not otherwise have been employed at the time reinstatement is requested;
2. the employee is no longer qualified for the position because of the employee's inability to attend a necessary course or renew a license as a result of the leave, despite being given a reasonable opportunity to fulfill those conditions upon return to work;
3. the employee is unable to perform the essential functions of the job due to a physical or mental condition, including the continuation of a serious health condition with or without a reasonable accommodation; or
4. the employee is a "key employee" and the restoration of the employee would result in substantial and grievous economic injury to the County.

(The term "key employee" refers to any salary eligible employee who is among the highest paid 10 percent of all employees within 75 miles.)

#### *VI. Substituted Paid Leave*

If the employee has accrued other paid leave that accrued paid leave will be substituted against part or all of the approved 12-week family and/or medical leave. The type of paid leave that will be substituted during an approved 12-week FMLA leave will depend upon the reason for the family or medical leave.

An employee who is taking leave because of the employee's own serious health condition or the serious health condition of a family member must use all paid vacation, personal, or sick leave as a substitute during an approved FMLA leave.

An employee taking leave for the birth of a child must use paid sick leave for physical recovery following childbirth. Pregnancy disability, or other leave taken under the County's temporary disability plan or workers' compensation leave is considered paid sick leave for purposes of FMLA substitution. The employee must then use all paid vacation, personal, or family leave as a substitute during an approved FMLA leave for the remainder of the 12 weeks.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation, personal, or family leave as a substitute during an approved FMLA leave.

#### *VII. Intermittent Leave or a Reduced Work Schedule*

The employee may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over a year), or under certain circumstances may use the leave to reduce the workweek or workday, resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of 12 weeks over a 12-month period.

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule.

For the birth, adoption, or foster care of a child, the County and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption, or foster care of a child must be taken within one year of the birth or placement of the child.

The County may require certification of the medical necessity, discussed in Section VIII.

### *VIII. Certification of the Serious Health Condition*

The County may ask for certification of the serious health condition. The employee should try to respond to such a request within 15 days of the request, or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification should be provided to the Board of Commissioners by using the Medical Certification Form available in the Clerk's office.

Certification of the serious health condition shall include: the date when the condition began, its expected duration, diagnosis, and a brief statement of treatment. For medical leave for the employee's own medical condition, the certification must also include a statement that the employee is unable to perform work of any kind or a statement that the employee is unable to perform the essential functions of the employee's position. For a seriously ill family member, the certification must include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the employee to get a certification from a second doctor, who the County will select, and who is not a County employee. The County will also reimburse the employee or family member for any reasonable "out of pocket" travel expenses incurred to obtain the second and third medical opinions.

If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the employee will jointly select the third doctor, and the County will pay for the opinion. This third opinion will be considered final.

### *IX. Procedure for Requesting Leave*

Except where leave is not foreseeable, all employees requesting leave under this policy should submit the request in writing to their immediate supervisor, with a copy to the Clerk's office and Board of Commissioners Office for approval.

When an employee plans to take leave under this policy, the employee must give the County 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is practicable. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the County's operations.

If an employee fails to provide 30 days notice for foreseeable leave with no reasonable excuse for the delay, the leave request may be denied until at least 30 days from the date the employer receives notice.

While on leave, employees are requested to report periodically to the County regarding the status of the medical condition, and their intent to return to work. If the employee does not return at the end of a leave period, the employee's notification of his/her intent not to return will be the COBRA qualifying event.

602 PERSONAL LEAVE

The County, in its discretion, may grant a temporary unpaid leave of absence to employees as set forth below for periods up to ten (10) weeks per calendar year. A written request for such leave must be submitted to the County Board, or its designated representative and the employee's department head, and approved by them, or their designated representative, in writing, prior to the start of the leave. Such leave may be extended upon written approval by the County Board. An employee who fails to return to work upon completion of a personal leave will be considered to have voluntarily terminated his/her employment. The employee shall not engage in gainful employment during such leave without the prior written permission of the County Board. Seniority shall not accumulate during such leave. No benefits will accrue or continue to an employee during a leave except as specifically set forth below:

1. If absence occurs due to illness or injury to the employee not covered by Workers' Compensation, an employee may be placed on a temporary leave of absence if approved by the Board and after all other available leave benefits have been exhausted, such as sick leave.
2. The Board, in its sole discretion, may require that the employee provide his/her physician's certificate that he/she is capable of returning to work when the temporary leave of absence is due to illness or injury.
3. At least fifteen (15) days prior to the expiration of the leave, the employee shall notify the County in writing of his intent to return to work accompanied by a written statement from a physician certifying ability and fitness of the employee to fulfill his duties. Upon expiration of the leave, the employee will be returned to his former position, providing his seniority so entitled him and he can perform the available work. Upon return, the employee will be placed in the same position of the current salary schedule that was held at the start of the leave. Seniority shall not accumulate during such leave. Upon return to work, the employee will be reinstated to the same classification provided that the temporary leave of absence does not exceed the (10) weeks and has not been previously terminated or forfeited, and further provide that, he/she furnishes a physician's certificate if required.
4. A temporary leave of absence and reinstatement to the same position shall be terminated and forfeited if the employee fails to furnish a required physician's certificate and/or fails to report to work on or before the date the leave expires.
5. During a temporary leave of absence, only the employee's life insurance and hospitalization insurance benefits shall remain in effect. The employee shall be entitled to no other benefits.
6. The employee shall notify his/her Department Head of a change of address while on a temporary leave of absence.
7. An employee may use credited vacation and shall use sick leave days at the beginning of the leave. Vacation leave days accruing in the calendar year of this leave may not be used during the leave.

All leaves shall be in writing and signed by the County and the employee receiving same. Employees on leave must report for reassignment to work not later than the first working day following expiration of their leave.

Any employee who seeks and/or obtains employment while on leave of absence shall be automatically terminated from the County effective the date the leave of absence started, unless the employee was specifically granted the leave for that particular purpose.

603 MILITARY LEAVE

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

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

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

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

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

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

604 FUNERAL LEAVE

Any full time employee subject to this Handbook, who, while actively working (i.e., not on layoff, etc.) shall suffer death in his immediate family will be granted a funeral leave of absence with normal daily basic straight-time pay not to exceed the number of regularly scheduled hours as follows:

1. One (1) of the requested days must be the day of the funeral and the employee must attend the funeral.
2. In the event of the death of any employee's spouse or child, he/she may take up to five (5) working days funeral leave. In the event of the death of the employee's parent, he/she may take up to three (3) working days funeral leave. The employee's Department Head, in his/her sole discretion and based on special circumstances, may grant up to an additional two (2) working days funeral leave in this situation.
3. In the event of the death of a brother, sister, grandchild, or grandparent of the employee or a parent or grandparent of the employee's spouse, the employee may take one (1) working day funeral leave. The employee's Department Head, in his/her sole discretion and based upon special circumstances, may grant up to an additional four (4) working days funeral leave in this situation.
4. In the event of the death of an employee's brother-in-law, sister-in-law, aunt, uncle, niece, or nephew by blood relation, he/she may take one (1) working day funeral leave. The employee's Department Head, in his/her sole discretion, may grant up to an additional two (2) working days funeral leave for travel in this situation.
5. An employee may take one (1) working day funeral leave upon the death of any other relative or where he/she is to serve as a pall bearer.
6. A Department Head may, in his/her discretion, grant time off of less than one (1) working day for an employee to attend the funeral of any other person under special circumstances.
7. An employee may take such vacation time as he/she is entitled without notice to supplement funeral leave.

The County may require written application for such leave, provided that initial arrangements may be made verbally with the appropriate Department Head; as well as proof of death, relationship to the deceased and/or proof of attendance at the funeral.

EMPLOYEE CONDUCT  
AND  
DISCIPLINARY ACTION

## 701 EMPLOYEE CONDUCT AND WORK RULES

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

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

- ⇒ Theft or unauthorized removal or possession of property
- ⇒ Falsification of timekeeping records
- ⇒ Violation of the County's Drug & Alcohol Policy
- ⇒ Illegal possession, distribution, sale, transfer, or use of alcohol or drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- ⇒ Fighting or threatening violence in the workplace
- ⇒ Boisterous or disruptive activity in the workplace
- ⇒ Insubordination or other disrespectful conduct
- ⇒ Violation of safety or health rules
- ⇒ Smoking in prohibited areas
- ⇒ Sexual or other unlawful or unwelcome harassment
- ⇒ Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- ⇒ Excessive absenteeism or any absence without notice
- ⇒ Unauthorized absence from work station during the workday
- ⇒ Violation of personnel policies
- ⇒ Unsatisfactory performance or conduct

The above does not alter the at-will relationship.

## 702 VIOLENCE IN THE WORKPLACE

### A. Purpose

The County of Huron recognizes the need to provide for the safety and security of all employees and visitors. In doing so, the County is complying with Section 5(a), the Federal Occupational Safety and Health Act of 1970 (OSHA). Therefore, the County will not tolerate threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the County's property. This includes physical attacks, verbal or physical threats, destruction of property, sexual harassment, intimidation, or abusive language.

### B. Definitions

**Workplace Violence** includes but is not limited to harassment, threats, physical attack, or property damage.

**Threat** is the expression of an intent to cause physical or mental harm. An expression constitutes a threat without regard as to whether the party communicating the threat has the present ability to carry it out and without regard as to whether the expression is contingent, conditional, or future.

**Physical Attack** is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, biting, spitting, and throwing objects.

**Property Damage** is intentional damage to property, which includes property owned by the County, employees, visitors, or vendors.

### C. Prevention

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

### D. Prohibited Actions and Sanctions

It is a violation of this policy to engage in any act of workplace violence, except for law enforcement personnel as authorized by law and within the confines of the Law Enforcement agency policies.

No employee or third party, excluding law enforcement personnel, is permitted to bring weapons or firearms into the workplace, or onto the County's property, or within County vehicles.

Any person who, in the opinion of the immediate supervisor, poses a threat to himself or others shall be removed from the premises and shall remain off the County's premises pending the outcome of an investigation. Such removal of any employee will be immediately reviewed by the County's Crisis Management Team identified in this policy.

The County will initiate an appropriate response, which may include, but is not limited to, reassignment of job duties, suspension or termination of employment, suspension and/or termination of any business relationship, and/or criminal prosecution of the person or persons involved.

## E. Employee Responsibility

Employees will be given a copy of this policy along with an explanation of how it is to be implemented, such as how to report incidents of violence, what to do if the employee is threatened and/or if an incident of violence actually takes place. This policy will be reviewed with new employees during orientation.

In the workplace, an employee witnessing violence directed against another or him/herself shall call a supervisor or 911, depending on the situation. The employee should also observe the situation and attempt to get information such as the name and description of the perpetrator, but only if it can be done without endangering the employee or others.

Any employee having knowledge of workplace violence involving any other employee (as victim or perpetrator) must report such an act to a supervisor immediately. Disciplinary action may result if the employee having knowledge of a suspected violent act fails to report the episode.

All employees who apply for or obtain a protective or restraining order which lists the County's property or County's facilities as being protected areas must provide this information to the Director of his/her Department. The Director must report this information to the Board of Commissioners and the Sheriff.

The County and its employees shall cooperate fully with police and other law enforcement officials in the investigation and prosecution of violent acts.

The County understands the sensitivity and confidentiality of the information requested, and recognizes and will respect the privacy of the reporting employees(s) to the extent authorized by law.

All employees should openly communicate with each other to be aware of any unusual activity that may identify the potential for or actual occurrence of workplace violence.

Recommendations for improved safety often come from suggestions from employees. These suggestions are encouraged and may be channeled through supervisors or the Board of Commissioners Office.

## F. Implementation

### *Managing a Potentially Violent Situation:*

Employees are expected to assist the general public and fellow employees in a courteous manner, but not subject themselves to abusive conduct if confronted by:

1. A distraught, harassing, or abusively angry person.
  - a. If a person becomes angry or abusive, the employee should courteously attempt to calm the person down. If that does not work, the employee shall ask a supervisor to intervene.
2. A person threatening bodily harm.

If an employee feels that he/she or another person is threatened, and in danger of imminent bodily harm:

- a. The employee should attempt to leave the scene, if it can be done safely.
- b. If the supervisor is not aware of the situation, the employee must notify the supervisor as soon as it can be done safely.
- c. If the situation warrants, the appropriate law enforcement agency must be notified.

#### G. Reporting Incidents – Internal and External

Each incident of violent behavior, whether committed by another employee or an external individual, must be reported to a Department Director. The Department Director will assess and investigate the incident and determine the appropriate action to be taken. The Personnel Committee Chairman must be informed of all reported incidents of workplace violence.

In critical incidents, in which serious threat or injury occurs, call 911 immediately. As necessitated by the seriousness of the incident, the Chairman of the Board of Commissioners may assemble a Crisis Management Team to establish the protocol to be followed in the aftermath of a violent incident.

#### H. Crisis Management Team

The Crisis Management Team may consist of the Chairman of the Board of Commissioners, the Personnel Committee Chairman, the Sheriff, the Prosecuting Attorney, and others as deemed necessary. The Crisis Management Team is responsible for the following:

- ⇒ Evaluating potential violence problems
- ⇒ Assessing an employee's fitness for duty (through medical and/or mental health professionals)
- ⇒ Selecting intervention techniques
- ⇒ Establishing a plan for protection of co-workers and other potential targets
- ⇒ Coordinating with victims, families, other employees, media, and law enforcement personnel
- ⇒ Referring victims for appropriate assistance, including counseling

Where the Crisis Management Team cannot be promptly convened as required, the Chairman of the Board of Commissioners and/or the Personnel Committee Chairman may act for the committee. Their actions will be reported to the full committee as soon as practical.

## I. Conclusion

This policy is established for the benefit of all employees and visitors to ensure a safe workplace. Any questions regarding this policy or violence in the workplace should be directed to the Board of Commissioners Office.

## Report for Threats or Incidents of Violence

Name of Victim: \_\_\_\_\_

Name of Perpetrator: \_\_\_\_\_

If Name not known, what was business with County? \_\_\_\_\_

\_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time: \_\_\_\_\_

Where Incident Occurred (Place): \_\_\_\_\_

What happened immediately prior to incident? \_\_\_\_\_

Specific Language of Threat: \_\_\_\_\_

Specific Act of Violence (can include property damage): \_\_\_\_\_

\_\_\_\_\_

Names of Others Directly Involved (Witnesses): \_\_\_\_\_

\_\_\_\_\_

Name of Supervisor Involved: \_\_\_\_\_

What led up to Incident? \_\_\_\_\_

How Incident Ended: \_\_\_\_\_

Specific Actions Taken after Incident: \_\_\_\_\_

Suggestions for Prevention of Violence in Future: \_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_ Title &/or Dept.: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

703 WEAPONS IN THE WORKPLACE

Pursuant to Huron County Circuit Court Order Regarding Weapons in Court Facilities, entered on September 25, 2001, the following rules apply.

1. No firearms or other weapons as defined by the laws of the State of Michigan are allowed in the Huron County Building. This prohibition does not apply to judges, Court security personnel, or law enforcement officers engaged in the performance of their official duties. The judges of the trial courts of this County may authorize additional exceptions in extraordinary circumstances.
2. All persons and their belongings and all parcels are subject to screening by Court security personnel or law enforcement officers for the purpose of enforcing this Order. If at any time there is an articulable and reasonable suspicion that a weapon may be found, a person or object is subject to search. The search shall be no more intrusive than necessary to protect against the dangers presented.
3. The following notice shall be posted at all building entrances: “No weapons are permitted in this building. All persons and parcels are subject to a search for weapons and restricted items as a condition of entry. Persons in violation of this order may be held in contempt of court.”

It is Huron County's desire to provide a drug-free, healthful, and safe work place. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. It is essential that all employees be alert and in full possession of the fact that working to protect the safety of our work force and the public, as well as promote high standards of conduct, integrity and efficiency is of primary importance.

Accordingly, no employee may report to work or remain on duty while under the influence of or impaired by alcohol or current illegal use of drugs. No employee may possess, sell, or distribute alcohol or drugs to be illegally used while on county premises or while conducting county-related activities off county premises, or on county time.

To prevent drugs and alcohol and other contraband from being brought onto the county premises, the Department Head may, at his/her discretion, inspect any locker, package, desk, purse, tool box, vehicle, or other personal belongings brought onto the county premises in connection with the investigation of any rule violation or in the maintenance of a safe work place. Employees will cooperate in all investigations of suspected rule violations or of work place safety.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The Federal Drug-Free Workplace Act of 1988 imposes certain requirements on the County of Huron and its employees as recipients of federal grant funds. The County of Huron supports the purpose and goals of the Act and by this policy, announces its intention to comply with this Act and make continuing "good faith" efforts to provide a drug-free workplace. Therefore, it is the policy of the County of Huron that any unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace is strictly prohibited.

All employees of the County of Huron must abide by the terms of this policy and must notify their Department Head of any criminal drug statute conviction no later than five (5) days after such conviction. Employees violating this policy are subject to appropriate personnel/disciplinary action, up to and including termination, and/or other remedial measures as the individual circumstances warrant.

The County of Huron is committed to maintaining a drug-free workplace. All employees are expected to cooperate and give this policy their full support.

***Non-Discrimination:***

It is the County's policy that any unlawful discrimination against an employee or an applicant based on race, color, sex, religion, national origin, age, handicap, height, weight, arrest record, veteran or marital status, or membership in any other protected status will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, conditions of employment, and termination.

***Sexual Harassment or Other Unlawful Harassment:***

A. Purpose

The purpose of this policy is to contribute to a quality work environment for all the employees and future employees and to inform each person of their rights and responsibilities in achieving that goal with respect to each person being free from intimidation, humiliation, insults, or from being subjected to offensive physical or verbal abuse or actions, direct or insinuated, based on a person's sex, whether of the opposite sex or of the same sex. Any improper interference with the employees' ability to perform their expected job duties will not be tolerated.

B. Policy

The employer fully supports and complies with the laws which are enacted to protect and safeguard the rights and opportunities of all people to seek, obtain, and hold employment without being subjected or exposed to illegal harassment or discrimination, sexual or otherwise, in the workplace. This is a "zero tolerance" policy intended to provide all employees with an environment which is free of harassment based on one's sex, race, religion, national origin, or disability.

C. Definition

Sexual harassment is defined as unwelcome sexual advance, request 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 employment.
2. Submission to or a rejection of such conduct by an individual is used as a basis for employment decisions; such as discharge, promotion, transfer, work assignments, etc.
3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.

D. Examples of Harassment

Any harassment that violates State or federal law will be unacceptable. Examples of harassment include:

1. Making derogatory comments, insults, suggestive remarks or jokes based on a person's sex;
2. Display of photographs, cartoons, or drawings that would be offensive to a reasonable person;
3. Conduct which when viewed by a reasonable person would have the purpose or effect of degrading or creating an intimidating, hostile, or offensive work environment;
4. Propositions or requests for sexual favors;
5. Physical contact which is sexual in nature;
6. Stating or implying that deficient job performance is attributable to a person's gender;
7. Possession (while on employer's property or while working) of materials of any kind, such as magazines, calendars, etc., which are degrading to an individual or group on the basis of sex (or any other protected characteristic);
8. The giving of unsolicited or inappropriate personal gifts (lingerie, books, or any gift inappropriate in nature);
9. Offensive email or voice-mail messages; and
10. Any other conduct deemed inappropriate by the employer.

#### E. Complaint Procedures

Any employee who believes he or she has been the subject of any harassment should report the incident immediately to their supervisor. The report should be made within three (3) days of the occurrence. The employee's supervisor shall then immediately notify the next level supervisor and/or Personnel Committee Chairman about the complaint. A complaint may be filed by an employee who was not the target of harassment or retaliation. The complaint will promptly be investigated in a fair and expeditious manner.

#### F. Steps for Filing a Complaint

Step 1: The employee shall register his/her complaint initially with his/her immediate supervisor. The immediate supervisor will investigate the complaint and prepare a written report. The supervisor will give the employee a written response to the complaint within three (3) working days. A copy of the report will be given to the Personnel Committee Chairman.

Step 2: Where the immediate supervisor was: (1) a participant in the prohibited activity; (2) condoned the activity; (3) failed to respond in writing within three days without good cause; or (4) the response is unsatisfactory, the employee may at his/her choosing, bypass the immediate supervisor and submit a written complaint directly to the Personnel Committee Chairman or other such person designated by the employer to handle the complaint.

In those situations where a violation has been shown to have occurred, immediate action, as deemed appropriate under the circumstances, will be taken to remedy the situation. Further steps will be taken to discourage or prevent future reoccurrences.

All complaints and the actions taken to resolve such complaints will be treated confidentially, and will be disclosed only when necessary to the investigation and a resolution of the matter. However, no employee is promised strict or absolute confidentiality.

If an investigation of the complaint of harassment or unlawful discrimination reveals that the complaint was frivolous or not made in good faith or that an employee has provided false information regarding the complaint, disciplinary action may be taken against the individual who filed the complaint or who gave the false information.

#### G. Non-retaliation Policy

The above policy not only strictly prohibits harassment, but also prohibits any active retaliation against an employee who, in good faith, has filed a complaint pursuant to this policy, or has assisted, in a complaint investigation. Any supervisor agent or employee of the employer who is found to have taken actions determined to be retaliatory in nature against a complainant shall be subjected to immediate discipline up to and including immediate discharge. Any person who believes that they were retaliated against for exercising his/her rights under this policy should immediately file a complaint.

#### H. Conclusion

It is expected that all employees will fully cooperate and give their support to the policies and practices set forth above. Violations of this policy will not be permitted. Any employee or supervisor who violates this policy will be subject to discipline up to and including discharge.

Reasonable accommodation will be provided, upon request, for persons with disabilities who need assistance filing or pursuing a complaint of harassment.

**CONFIDENTIAL**  
**EMPLOYEE HARASSMENT COMPLAINT FORM**

Thank you for bringing your concern to our attention. We will try to promptly resolve your complaint. Feel free to keep in touch during the investigation process. We will, to the extent appropriate, inform you of the results of the investigation. Discussing your concern with your supervisor initially often results in a successful resolution. However, where you believe that your supervisor has engaged in and/or condoned activities that constitute harassment, you are not required to discuss this matter with your supervisor. Care will be taken to protect the identity of those making the complaint and of the accused person or persons, except as may be reasonably necessary to successfully complete the investigation.

Have you held a discussion with your immediate supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_  
If yes, date discussion was held: \_\_\_\_\_.

If there was no such meeting, what was your reason for NOT bringing it to your supervisor's attention? \_\_\_\_\_  
\_\_\_\_\_

If you did discuss this matter with your supervisor, please state your supervisor's response to the complaint: \_\_\_\_\_  
\_\_\_\_\_

**COMPLAINT**

1. Please state the facts, events and circumstances that initiated filing this complaint. Please give a complete description of the event(s) and statements made. Within this statement, please give the names of the persons engaging in the alleged harassment, the dates they occurred, witnesses to the alleged harassment, and your response (attach additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Please state action or change(s) you are seeking in order to resolve this complaint (attach additional sheets if necessary).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date Received: _____	STEP 1:	STEP 2:
Date Closed: _____		
Disposition: _____		

FOR OFFICE USE ONLY

706 ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Huron County expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Huron County. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

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

707 PERSONAL APPEARANCE

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

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or department head if you have questions as to what constitutes appropriate attire.

708    RESIGNATION

Each employee must give his/her Department Head at least ten (10) working days previous written notice of his/her intention to leave County employment. A Department Head must give to the Huron County Board of Commissioners at least ten (10) working days previous written notice of his/her intentions to leave County employment. Vacation leave days and compensatory time off shall not be considered in calculating the timeliness of this notice.

An employee shall receive all accrued and/or credited benefits due to him/her upon resignation or termination on the regularly scheduled payday for the period in which the termination or resignation occurs.

An employee must return all County keys and/or property in his/her possession to the County Clerk prior to receiving their final paycheck. Employees are responsible to reimburse the County for any lost or not returned items. The check shall be issued on the regularly scheduled payday for the period in which the resignation or termination occurs.

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

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

Although employment with Huron County is at-will, Huron County may use progressive discipline at its discretion. This policy in no way modifies your at-will status.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or immediate termination of employment. There may be circumstances when one or more steps are bypassed.

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

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

Notice of Discharge or Suspension. Huron County or its designated representative agrees, promptly upon the discharge or suspension of an employee, to notify, in writing, the employee of the discharge or suspension. Said written notice shall contain the specific reasons for the discharge or suspension.

The discharged or suspended employee will be allowed to discuss his discharge or suspension with the Board of Commissioners or its designated representative and the Employer will make available a meeting room where he/she may do so. Upon request, the Board of Commissioners or its designated representative will discuss the discharge or suspension with the employee.

Reasons for discipline include, but are not limited to, failure to comply with the Rules and Regulations, work rules, and rules of discipline adopted by the County.

The Employee and the County recognize the importance of the protection of information concerning the operation of the County. Any and all information gathered or heard officially or unofficially in the course of employment shall be construed as confidential. Release of the aforementioned information by an employee to a fellow employee, or any unauthorized person shall be regarded as breach of confidence, and as grounds for discipline, up to and including immediate discharge.

For employees of the Circuit, Probate, and District Courts of Huron County, the Judge of that Court will issue any verbal or written warnings as outlined herein.

Disciplinary action for a Department Head shall be conducted by the Chairman of the Personnel Committee of the Board of Commissioners and the members of the appropriate Committee of the Board that directs that Department.

After notifying the employee of any disciplinary action, a written report of the disciplinary action and the conduct that resulted in the action shall be reported to the Board of Commissioners.

**EMPLOYEE DISCIPLINE REPORT**

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

Department: \_\_\_\_\_

**DISCIPLINARY ACTION:**

- Verbal Warning evidenced by a writing
- Written Warning
- Suspension with pay
- Suspension w/o pay
- Termination

**REASON FOR DISCIPLINE:**

- Absenteeism
- Insubordination
- Tardiness
- Violation of rule, regulation, or policy
- Other: \_\_\_\_\_  
(Please specify)

**PREVIOUS WARNINGS:**

Has the employee been previously disciplined for same or similar reason?

Yes \_\_\_\_\_  
(State dates and action taken)

No

**IMPROVEMENT REQUIRED:**

Briefly state what employee must do to improve.

**FAILURE TO IMPROVE:**

State in sequence what disciplinary action will follow for failure to improve.

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE  
Date: \_\_\_\_\_

\_\_\_\_\_  
DEPARTMENT HEAD'S SIGNATURE  
Date: \_\_\_\_\_

\_\_\_\_\_  
CHAIRMAN, BOARD OF COMMISSIONERS SIGNATURE  
Date: \_\_\_\_\_

**PLEASE ATTACH ADDITIONAL COMMENTS CONCERNING THIS ACTION**

cc: Employee  
Personnel File

Huron County is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Huron County Department Heads and the Board of Commissioners.

Huron County strives to ensure fair and honest treatment of all employees. Department Heads and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Huron County in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to Department Head after incident occurs. If Department Head is unavailable or employee believes it would be inappropriate to contact that person, employee may present problem to Board of Commissioners.
2. Department Head responds to problem during discussion. Board of Commissioners documents discussion.
3. Employee presents problem to Department Head if problem is unresolved.
4. Department Head counsels and advises employee, assists in putting problem in writing, and directs employee to Board of Commissioners for review of problem.
5. Employee presents problem to Board of Commissioners in writing.
6. Board of Commissioners reviews and considers problem. Chairman of the Board of Commissioners informs employee of decision and forwards copy of written response to Department Head for employee's file. The Board of Commissioners has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security. This policy in no way modifies your at-will status.

711 EMPLOYEE PROPERTY

The County will not be responsible for the loss or theft of an employee's personal property, which is brought to work.

712 OFFICE WORK RULES, POLICIES, AND PROCEDURES

No elected official or Department Head shall establish or enforce any office work rules, policies, or procedures unless the same are in writing and approved in advance by the Huron County Board of Commissioners. Such rule, policy, or procedure, however, shall not be in conflict with the provisions of this Handbook.

713 SOLICITATION

Solicitation by outside vendors is not allowed in any County-owned building or on any County-owned property.

Solicitation among County employees of raffle tickets, special event tickets, home or personal use products, or the like is strongly discouraged.

# EFFECTIVE DATE

801 EFFECTIVE DATE

This Huron County Employee Handbook shall be effective on July 1, 2004, and shall remain in effect until modified by the Board of Commissioners. It supersedes and cancels any prior contrary verbal or written policies, statements, understandings or agreements concerning the terms and conditions of my employment, except as provided by any applicable collective bargaining agreement. The Huron County Board of Commissioners expressly reserves the right to amend this Handbook from time to time.

# AMENDMENTS