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APRIL 28, 1992
GLADWIN COUNTY BOARD OF DISTRICT COMMISSIONERS

Gladwin County



COUNTY OF GLADWIN

EMPLOYMENT POLICIES



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COUNTY OF GLADWIN
EMPLOYMENT POLICIES

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SECTION 1

PURPOSE AND INTENT:

The purpose of this booklet is to act as a guideline for informational purposes as to the policies and procedures that the Employer intends to utilize. This booklet is not to be construed as creating a contract between the County of Gladwin and its employees. The procedures and policies outlined in this booklet may be added to, expanded, modified or deleted, and any such changes shall be solely within the discretion of the Board of Commissioners. It is the intent of the Employer to provide prior notice of such changes or modifications, if any, to the employees affected. All rights and powers vested in the Employer shall not in any way whatsoever be reduced by these policies.

SECTION 2

COVERAGE OF THE EMPLOYMENT POLICIES:

2.1 Coverage: These policies apply to all employees of the County of Gladwin, including employees in recognized bargaining units that are represented by certified collective bargaining unit representatives, except where a conflict exists between these personnel policies and an express provision of an applicable collective bargaining unit agreement, the collective bargaining agreement shall be deemed to prevail over the provisions of these policies.

SECTION 3

DEVELOPMENT OF POLICIES:

The rules set forth herein supercede any rules previously adopted by the Gladwin County Board of Commissioners.

A. Policies concerning personnel practices affecting all employees within the County shall be approved by the Board of Commissioners at least once a year, or at such other times as it is considered necessary. Such policies shall be subject to review and revision by the Board of Commissioners in consultation with the Department Heads.

B. It shall be the duty of the Department Heads to maintain an up-to-date file on all employees with copies to the County Clerk. It shall be the duty of the Board of Commissioners' Secretary to notify Department Heads of all changes affecting personnel in their departments, all amendments made to the personnel rules, job classifications and compensation plan. The Board or their Secretary shall prepare at least once each year a revised set of personnel rules and a pay schedule containing all adjustments and amendments made to the personnel rules and pay schedule.

C. Each Department Head shall be responsible for applying the personnel rules and pay schedule insofar as they affect the employees in their department. Also, each Department Head shall file with the County Clerk each pay period, a report of all employees in their department for that period.

D. Questions arising in the interpretation of the personnel rules and job classification and compensation plan along with amended pay schedules will be referred to the appropriate committee of the Board of Commissioners.

SECTION 4

PRE-EMPLOYMENT/EMPLOYEE HIRING AND SELECTION PROCEDURE:

4.1 Scope: This Hiring and Selection Procedure shall apply to all departmental employees.

4.2 Equal Opportunity. Selection for employment with the County of Gladwin will be through open competition. The selection process will stress ability and subscribe to the principles of Equal Opportunity Employment. Race, color, creed, country of origin, ancestry, sex, age, height, weight, marital status, physical disability, political affiliation, or other factors not pertinent to performance shall not be considered in recruitment, training, promotion, retention, salary determination, or any other conditions of employment, except in cases where they constitute a bona fide occupational qualification.

Any employee or applicant that is in need of accommodations for a handicap covered under the law shall report this need of accommodation to the Department Head, who shall then act upon the request as required by State and Federal law.

4.3 Recruitment. Recruitment shall be conducted based on current and projected staff needs. The recruiting efforts will be directed by the Department Head, with the approval of the appropriate committee of the Board of Commissioners. Recruitment will be tailored to the various classification of positions to be filled and will be directed to appropriate sources of applicants in order to attract an adequate number of candidates for consideration.

Recruiting publicity will be carried out as deemed appropriate by the Department Head. This may include use of appropriate media. Publicity will indicate that the County of Gladwin is "An Equal Opportunity Employer". All regular vacancies also shall be posted within the Department.

4.4 Applications.

A. Each applicant shall be required to complete an application form and/or resume. These applications/resumes will be considered active for six months only, unless renewed by the applicant.

B. Current Gladwin County employees wishing to be considered for an opening must also complete an application/resume.

C. All applications will be retained for a period of at least one year.

4.5 Employee Selection and Processing.

A. Selected applicants will be interviewed by the Department Head.

B. Each candidate for employment in a regular position shall be required to show proof he/she is authorized to work in the United States.

C. References will be checked by the Department Head or his/her designate.

D. The final hiring decision will be made by the Board of Commissioners based on test results (if applicable), interview results and the recommendation of the Department Head.

E. Employees must be examined by a physician approved by the County (at the expense of the County). This examination must be given prior to placing the employee on the payroll.

F. Grievance Procedure for employee or employees not covered by Union Contracts:

Definition of Grievance. For the purpose of this agreement, a grievance shall be defined as a complaint by an employee or employees.

Grievance Procedure. All grievances shall be processed in the following manner:

Step 1. Verbal Procedure. Within five (5) days of the occurrence of the incident giving rise to a grievance by an employee or employees, the person or persons affected shall first discuss the matter with the immediate supervisor, with the object of settling the matter informally. If this verbal discussion does not settle the matter, the employee or employees shall notify the Department Head in writing of his/her intent to continue to the next step of his/her grievance.

Step 2. If the complaint is not satisfactorily resolved by the verbal procedure, the written grievance shall name the Department involved, state the facts giving rise to the grievance and present this written grievance to the Human Resource Committee (personnel) of the Gladwin County Board of Commissioners. A meeting will be scheduled within a ten (10) day period of time, with the employee or employees, Department Head and Human Resource Committee.

Step 3. The satisfactory settlement of all grievances shall be reduced to writing and shall be written on or attached to each copy of the written grievance and signed by the employee or employees, Department Head and the Chairman of the Human Resource Committee. If the grievance cannot be satisfactorily settled in Step 3, the employee can then file his/her appeal with the Michigan Department of Labor, Bureau of Employment and Economic Development (address to follow).

Step 4. If an appeal is made to the Director of the Bureau of Employment and Economic Development, the Director will initiate an investigation, review the record and issue a written decision to the complainant and other interested parties within thirty (30) days of filing the appeal. The decision shall include the notification of the right to appeal and the appeal process. The decision of the Director of the Bureau of Employment and Economic Development is final.

Note: If the Bureau of Employment and Economic Development has not responded within the allowed thirty (30) days, a complaint may be filed with the Secretary of the U.S. Department of Labor. Such complaint must be filed no later than ten (10) days from the date on which the complainant should have received a decision.

Director-Bureau of Employment
and Economic Development
PO Box 30015
Lansing, MI 48909

Office of Civil Rights
U.S. Department of Labor
230 S Dearborn Street
Chicago, Il 60604

Secretary of Labor
% Regional Adm.
U.S. Dept of Labor
230 S Dearborn
Chicago, Il 60604

Section 5. EMPLOYMENT REQUIREMENTS

5.1 Residence: Employees shall be required to live within the boundaries of the County of Gladwin within six months after becoming employed.

5.2 Probation Period: There shall be a six (6) month probationary period immediately following the date of original employment during which time employment may be terminated by the employer or employee without prejudice to the employee's work record.

Should a part-time employee be hired on a full-time basis, all time spent (up to 7 months of actual time worked) as a part-time employee can be used to offset part or all of the first six (6) month step of the full-time employee's pay scale.

5.3 Employment of more than one (1) member of the same family: Employment of more than one (1) member of the same immediate family may be permitted by the by the County providing each possesses the necessary qualifications and competes in the usual manner with other qualified applicants.

5.4 Confidentiality of Information: Information contained in reports, records or communication of the County of Gladwin, which are confidential, shall be treated as such. Unauthorized disclosure of such information by an employee shall be considered sufficient grounds for dismissal.

5.5 Personal Appearance and Conduct: It is expected that employees will present a well-groomed appearance at all times and that dress will be appropriate for the position held.

5.6 Personnel Records. Personnel records are maintained on employees with the Employer (maintained in the County Clerk's office). These record include information on initial employment or re-employment, professional credentials, salary increases, promotion, demotions, disciplinary actions and other pertinent employment information. You may have access to review and have a copy made of your personnel file provided the Department Head or their designee, is present during the review.

5.7 Unexcused Absences. Employees are expected to obtain approval from their supervisors for anticipated absences from work. Absences without prior notification shall be considered unexcused absences without pay, except when caused by events beyond the employee's control and subsequent explanation to the Department Head acceptable to the Employer. Failure to notify the Department Head may lead to disciplinary action or discharge.

5.8 Contributions to Fund Drives: Contributions by employees to community organization fund drives shall be entirely voluntary.

5.9 Licensing and Dues: Cost of state and county licensing fees or membership dues required to qualify in order to carry out county employment requirements shall be borne by the employer, in accordance with the Union Contract; with the exception of state associations of county officers and/or other exceptions they may otherwise be authorized by the County Board of Commissioners.

5.10 Lateral Position Change: Lateral position changes will not affect current pay standards.

5.11 Supplementary Employment: Part-time supplemental employment is not encouraged, but is permitted under the following conditions:

Any employee seeking outside employment of their County job shall be done with written request to the employee's Department Head (if employment require more than 10 hours per week) and approval by the Gladwin County Board of Commissioners.

That the additional employment must in no way conflict with the employee's hours of employment, or in quantity or interest conflict in any way with satisfactory and impartial performance of his/her duties, as determined with the joint discretion of the Department Head and the Gladwin County Board of Commissioners.

5.12 Sexual Harassment:

A. The Employer does not condone any form of sexual harassment in the work place. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission of such conduct is made either explicitly a term or condition of an individuals employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

B. Any employee engaging in an act of sexual harassment shall be subject to disciplinary action, up to and including suspension and/or discharge.

C. If an employee is being sexually harassed he/she should:

1. Make an attempt to rectify the situation "by direct confrontation with the harasser, stating that the advances are not welcome.
2. If direct confrontation is unsuccessful or if you are unable to confront the harasser, the employee may: 1) Report the harassment to your immediate supervisor, who will investigate and attempt to resolve the problem; 2) Report the harassment to the Department Head who will investigate and attempt to resolve the problem; 3) Report the harassment to the Chairman of the Human Resource Committee of the Board of Commissioners, then the complaint may be heard in executive session; and/or 4) file a formal charge with the Michigan Department of Civil Rights, or under the Title VI, with the Equal Employment Opportunity Commission.

Section 6

HOSPITALIZATION:

A. The County will furnish hospitalization for all full-time employees and their families, except for family continuation of children over 25 years of age. Family continuation of children between 19 and 25 years of age "are required" to be full time students to be eligible for continuation of coverage.

B. With the provision that the County participation in the cost of hospitalization shall not exceed:

\$2,300.00	Annual rate for family plan coverage
\$2,100.00	Annual rate for 2-person coverage
\$1,050.00	Annual rate for single person coverage

Should appropriate insurance fees exceed these ceilings, deductions will be made from the employee's pay in twelve (12) equal installments.

C. No monetary remuneration or other reimbursement shall be made to any employee or elected official not desiring or in need of hospitalization coverage.

D. An employee retiring from Gladwin County, being transferred from full-time to part-time employment, or an elected official leaving office, shall be entitled to continue with the group hospitalization plan at his/her own expense. Premium payments for the same shall be deposited with the County Clerk at least ten (10) days prior to payment due date in order for said person to retain this privilege. In addition, a surviving spouse may also continue with the group hospitalization plan at his/her own expense and is subject to the same payment provisions mentioned earlier in this paragraph.

Section 7

FUNERAL LEAVE:

When a death occurs in an employees' immediate family, the employee shall be entitled to five (5) working days off with pay. Additional time without pay may be granted by the Department Head.

Immediate family is husband, wife and children.

When a death occurs to an employee's parent, sister, brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents and grandchildren, the employee shall be entitled to three (3) working days off with pay.

Employees may be allowed one (1) working day off with pay to attend the funeral of close relatives at the discretion of the Department Head provided such funeral day is a normal day of work.

These funeral days will not accumulate.

Section 8

VACATION SCHEULE:

The vacation schedule for all full-time employees shall be as outlined below:

After one (1) to two (2) years	6 days
After two (2) to four (4) years seniority	9 days
After four (4) to six (6) years seniority	12 days
After six (6) to eight (8) years seniority	15 days
After eight (8) years seniority	18 days

A. Seniority will be determined by the completed years of employment and will be determined from the anniversary date of employment.

B. All vacation allowances will be determined from the anniversary date of employment.

C. Any vacation days in excess of five (5) days not used by the anniversary year end, will be forfeited without pay. An employee will have a choice of carrying over his/her vacation days (up to 5) or being paid for these days (up to 5). Vacations shall be scheduled with Department Heads at least 30 days prior to the beginning of the requested vacation period.

D. If a holiday falls within an employee's vacation period, it shall not be counted as a vacation day.

E. Upon termination of service, regular time will be paid for any unused vacation. In the event of a death, the unused vacation pay will be paid immediately to the estate.

F. Employees will receive the following paid holidays:

New Years Day.....	January 1
Martin Luther King Day.....	Third Monday/January
Presidents Day.....	Third Monday/February
Good Friday Afternoon.....	
Memorial Day.....	Last Monday/May
Independence Day.....	July 4
Labor Day.....	First Monday/September
Veteran's Day.....	November 11
Thanksgiving Day.....	Fourth Thursday/November
Friday After Thanksgiving Day.....	
December 24.....	Whenever Christmas Day falls on Tuesday, Wednesday, Thursday or Friday (Christmas Eve Day)
December 25.....	Christmas Day

Whenever New Years Day, Independence Day or Christmas Day falls on Saturday, the preceding Friday shall be a holiday. Whenever New Years Day, Independence Day or Christmas day falls on Sunday, the following Monday shall be a holiday.

SECTION 9

SICK LEAVE

A. Physical check-ups, dental work and eye examination, when needed, can be used as sick days instead of using vacation time.

B. Full time County employees shall be allowed sick leave with pay one (1) per month or twelve (12) days each fiscal year. Unused sick leave may be carried into the following year with accumulation of not more than one hundred twenty (120) days. A certificate from a physician must be required as evidence of illness before compensation is allowed for a period of more than five (5) days.

C. Upon retirement of an employee, accumulated sick leave credits shall be paid to the employee at 50% of allowed accrual, up to 120 days. Definition of Retirement: When an employee meets and applies for retirement benefits under the County retirement program as outlined in the Municipal Employees Retirement System.

D. Sick leave is a benefit for employees to be used in cases of their illness. It is not a benefit to be converted to wages, except as provided in subsection (C).

E. Sick days are to be reported to the County Clerk's office on time sheets in hourly increments. Department Heads will be responsible for maintaining records for employees who may have used sick time allowance in less than hourly increments.

SECTION 10

PART-TIME EMPLOYEES:

A part-time employee is defined as one who works less than 7 1/2 hours per day and less than 37 1/2 hours per week. Part-time employees and temporary employees will not be entitled to fringe benefits.

SECTION 11

WORK HOURS:

All offices serving the public will be open five (5) days, Monday thru Friday from 8:30 to 4:30, thirty seven and one half (37 1/2) hours per week. An employee is entitled to one half (1/2) hour for lunch. Offices having but one employee may close during that person's lunch break.

A. Overtime Pay: Department Heads are required to receive approval in advance from the Board of Commissioners before any employee would be granted compensation for overtime labor, otherwise no overtime will be paid.

Should an employee be required to work more than 40 hours in one pay week, the compensation for such overtime shall be calculated by multiplying the actual hours worked over 40 by 1.5 and then multiplying the answer of the first calculation by the employee's hourly rate. Exception: Should the overtime worked include a paid holiday, the pay for the holiday only shall be calculated in accordance with Section B (below).

B. Holiday Pay: Department heads are required to receive approval in advance from the Board of Commissioners before any employee would be compensated for overtime holiday labor, otherwise no overtime holiday pay will be paid.

Should an employee be required to work on a recognized paid holiday, the compensation for such holiday shall be calculated by multiplying the actual hours worked on that holiday by two (2) and then multiplying the answer of the first calculation by the employees hourly rate.

SECTION 12

OTHER LEAVES:

A. ABSENCES WITH PAY: With the approval of supervisory personnel, absences for the following purposes will be permitted with no deductions from sick or annual leave credits.

1. Blood Donations: Employees are encouraged to volunteer as blood donors. Absences for giving blood to the American Red Cross, or in emergencies, to local hospitals without compensation for it, shall be excused.

2. Professional Conferences Relating to the Office: Attendance at professional conferences or related meetings, when authorized by the Department Head and with approval of the Board of Commissioners, shall be treated as a special work assignment.

3. Jury Duty: Leave shall be granted to any employee who is called for jury duty. A statement shall be provided by the employee to indicate the total amount of compensation received for jury duty. If such compensation does not equal their usual salary, the difference will be paid. If their jury duty compensation equals or exceeds their salary, there shall be no payment of salary by the County.

4. ALL OTHER LEAVES shall be without pay. The employee shall submit his/her request for leave of absence to the Department Head who shall have the authority to disapprove the request. Leaves of this type shall not exceed 60 days.

B. ABSENCE WITHOUT LEAVE: When an employee is absent without having informed his/her supervisor, the employee will be placed on absence without leave. The employees may be dismissed after two (2) consecutive work days of unapproved absence.

C. WITNESS SERVICE: Personal or Private Matters: An employee who appears as a court witness on personal or private matters shall do so on his/her own time; that is, not on annual leave or leave without pay. If subpoenaed, other than for a suit in which the employee is a party, the County shall pay the difference between court compensation and normal wages. The total compensation shall not exceed regular pay.

SECTION 13

TRANSPORTATION AND OTHER EXPENSES:

A. Other Expenses Allowed: Expenses in addition to mileage shall be allowed to employees attending meetings held outside the official work area when such attendance has prior approval by the Board of Commissioners.

Expenses incurred while attending such meetings may include the following items:

Registration Fees	Bridges and Road Tolls
Mileage at .24 per mile	Parking Fees

Meals and Lodging

Lodging.....	\$60.00
Breakfast.....	5.00
Lunch.....	6.00
Dinner.....	12.00

Group Meetings

Lodging.....	\$60.00
Breakfast.....	6.00
Lunch.....	10.00
Dinner.....	13.00

Receipts must be submitted with the expense voucher for the above items for approval by the Finance Committee of the Board of Commissioners. All travel vouchers must be itemized as to destination and prescribed mileage.

SECTION 14

WORKERS' COMPENSATION:

A. Employees are covered by worker's compensation insurance when injuries occur in the line of duty. Each employee shall report such injury to the Department Head immediately if possible, and under no circumstances, later than the end of the same day on which the injury occurred.

SECTION 15

MATERNITY LEAVE

A. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job related purposes, temporary disabilities and shall be treated as such under the sick leave and leave of absence provisions of this policy.

B. The County shall require a written statement by the employee's physician to determine that the employee is capable of performing the duties of her job without injury to herself or others.

SECTION 16

EMPLOYEE PERFORMANCE REVIEW:

- A. Department Heads will review the work performance of each employee annually.
- B. Department Heads will hold an interview with each employee annually (preferably on the anniversary date of the employee's original hiring). The purpose of this interview will be to discuss the work performance review and any other subject pertaining to the employee's employment that either the Department Head or employees may wish to discuss at that time.
- C. The Secretary of the Board of Commissioners will provide each Department Head with a written reminder of the necessity of the review and interview with each of their employees. This reminder will be issued by September 30th of each year.
- D. The Department Head will write a summary report covering his review and subsequent interview with each employee. A copy of this report will be forwarded to the Secretary of the Board of Commissioners for review by the Board's Committee and will then be forwarded to the County Clerks' Office and made a permanent part of the employee's file, by the end of the 4th quarter.

SECTION 17

RETIREMENT/PENSION: The Gladwin County Board of Commissioners as employer, shall continue the retirement program in effect in January 1, 1987, for all full-time employees of the County. This program is provided through the Municipal Employees' Retirement System, Plan C-1.

SECTION 18

Grievance Procedure for Employees:

Definition of grievance: For purposes of this policy, a grievance shall be defined as a complaint by an employee covered by this policy.

Grievance Procedure: All grievances shall be processed in the following manner:

Step 1. Verbal Procedure: Within five (5) days of the occurrence of the incident giving rise to a grievance, or within five (5) days following the date the employee first reasonably should have known of the events giving rise to the grievance. The employee affected shall first discuss the matter with the person to whom the employee ordinarily reports, with the object of settling the matter informally. It is expressly understood; that if a discussion with the person to whom the employee ordinarily reports is intended to be the initiation of the grievance procedure at the verbal step, the employee shall so advise the person to whom he ordinarily reports, of this fact at the time of the discussion. If the person to whom the employee ordinarily reports is not advised of this fact, the discussion shall not be considered an initiation of the grievance procedure at the verbal step.

Step 2. If the complaint is not satisfactorily resolved by the verbal procedure, the employee affected shall reduce his or her complaint to a written grievance and submit it to the Department Head. The written grievance shall name the employee involved, state the facts giving rise to the grievance, identify all provisions of this agreement alleged to have been violated by

appropriate reference, state the contention of the employee with respect to those provisions, indicate the relief requested and be signed by the employee affected. The written grievance shall be submitted to the Department Head within five (5) days after the attempt to settle the grievance by the verbal procedure. If the grievance is not satisfactorily resolved within five (5) days the Department Head shall place his written answer upon the grievance form and the matter then goes to the Chairman of the Human Resource Committee (Personnel) of the Gladwin County Board of Commissioners.

A meeting shall be scheduled within five (5) days or within a reasonable period of time with the employee, Head of the Department and the Chairman of the Human Resource Committee.

Step 3. Grievance Settlement. The satisfactory settlement of all grievances shall be reduced to writing and shall be written on or attached to each copy of the written grievance and signed by the representatives involved. Unless otherwise expressly stated, all such settlements shall be without precedence for any future grievance.

The Human Resource Committee of the Gladwin County Board of Commissioners may act as mediator between the Elected Official/Department Head and the employee.