

AGREEMENT

BETWEEN

THE BOARD OF COMMISSIONERS
OF
GRAND TRAVERSE COUNTY

AND

TECHNICAL, PROFESSIONAL, AND OFFICE WORKERS
ASSOCIATION OF MICHIGAN

GRAND TRAVERSE CENTRAL RECORDS UNIT

For January 1, 2006, through December 31, 2008

Changes to contract:

Section

Agreement	Add "this date"	14.1 Paid Holidays	Add Veterans Day
6.1 Grievances	(Step II) increase/5 days	14.7 Agr. To Work	Deleted "unless on excused leave"
6.2 Final Binding (B)	Considered denied if not timely	16.1 Health Insurance	Attach current plan summaries to contract
6.2 Final Binding (D)	Delete "layoff"	17.2 Temp Vacancies	Assignment – top 3; change to 180 days
7.1 Arb. Time Limit	Selection by mutual agr. List of Arbitrators developed	18.1 Uniforms	New agreement reached
7.3 Appeal	Add clarif./Elect to pursue	19.5 Legal Assistance	Clarif. In accord. with law and job requirements
8.1 Just Cause	delete "lay off" / add except in cases of serious misconduct	19.20 Drug & Alcohol Policy	(New Section)
8.3 Criminal Charges	No susp. w/out due process or unless warrant issued	New Appendix B	Summaries of Benefit Plans
8.4 Step for Discharge	delete "layoff"	New Appendix C	Drug & Alcohol Policy
11.2 Seniority List	Challenges within 14 days of posting		
11.3 Loss of Seniority (C)	3 working days; change "notify" to "request"	Wages	2006 2.75%
11.3 Loss of Seniority (E)	New paragraph (Seniority on lay off / leave)		2007 2.25%
12.1 Longevity	Eliminate for new hires		2008 2.25%
13.9 Off. Spec. Training	New Section–Comp. for Training	Co-Pay	\$10 office visit; \$10 generic / \$40 brand name prescription drug; continued reimbursement for prescription co-pay over \$1,000 per year with appropriate receipts

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TABLE OF CONTENTS

ARTICLE NUMBER Section Number	ARTICLE NAME Section Name	PAGE
	AGREEMENT	1
	PREAMBLE	1
I	RECOGNITION	1
1.1	Collective Bargaining Unit	
1.2	Definitions	2
II	MANAGEMENT RIGHTS	2
2.1	Employer's Rights	
2.2	Right to Discipline	3
2.3	Employer's Authority	
2.4	Emergency Work Assignments	
III	ASSOCIATION SECURITY	3
3.1	Agency Shop	
3.2	Association Membership	
3.3	Checkoff	
IV	REPRESENTATION	5
4.1	Board Members	
4.2	Association Furnish Names	
V	CONFERENCES	5
5.1	Special Conferences	
VI	GRIEVANCES	5
6.1	Grievances	
6.2	Final Binding	6
6.3	Strikes and Walkouts	7
VII	ARBITRATION	7
7.1	Time Limit for Requesting Arbitration, Expenses And the Power of the Arbitrator	
7.2	Time for Arbitrator's Ruling	8
7.3	Appeal	
VIII	DISCIPLINE AND DISCHARGE	8
8.1	Just Cause	
8.2	Review of Discharge or Suspension	
8.3	Criminal Charges	
8.4	Step for Discharge or Disciplinary Layoff	9

8.5	Polygraph Test	9
8.6	Disciplinary Action	
IX	LAYOFF AND RECALL	9
9.1	Layoff Order and Notice	
9.2	Recall	10
9.3	Order of Recall	
X	LEAVES OF ABSENCE	10
10.1	General Considerations	
10.2	Medical Leave	11
10.3	Military Leave	
10.4	Jury Duty	12
10.5	Association Business	
10.6	Educational Leave	
10.7	Parental Leave	13
10.8	Bereavement Leave	
10.9	Personal Leave	
10.10	Sick Leave	14
10.11	Notification of absence due to Sickness	
XI	SENIORITY	14
11.1	Seniority Definition	
11.2	Seniority List	15
11.3	Loss of Seniority	
XII	LONGEVITY COMPENSATION	15
12.1	Longevity Pay	
12.2	Hired Prior to November 27, 1985	
12.3	Longevity Paid Upon Termination	16
XIII	HOURS OF WORK, PREMIUM PAY AND SHIFT PREFERENCE	16
13.1	Regular Hours of Work	
13.2	Breaks	
13.3	Overtime Rate	17
13.4	Overtime Distribution	
13.5	Shift Assignment	
13.6	Shift Premium	18
13.7	Shift Times	
13.8	Compensatory Time	
13.9	Office Specialist Training	

XIV	HOLIDAY PAY	19
14.1	Paid Holidays	
14.2	Eligibility for Holiday Pay	
14.3	Compensation for Holidays Not Worked	
14.4	Holidays During Leave	
14.5	Compensation for Work on a Holiday	
14.6	Work Not Scheduled on Holiday	
14.7	Agreement to Work on Holiday but Does Not Work	20
14.8	Compensation for Non-Scheduled Employee Who Works on Holiday	
14.9	Snow Day	
14.10	Floating Holiday	
XV	VACATION	20
15.1	Vacation Eligibility and Schedule	
15.2	Accrued and Unused Vacation	
15.3	Illness During Vacation	
15.4	Waiver of Vacation by Employee	21
15.5	Vacation Schedules	
15.6	Vacation Pay	
15.7	Vacation Pay Upon Termination	
15.8	Employees' Scheduling of Vacation	
15.9	Vacancies During Prime Season	
15.10	Vacation Approval	
XVI	INSURANCE AND PENSION	22
16.1	Health Insurance	
16.2	Retirees Group Health	
16.3	Workers' Compensation	
16.4	Unemployment Insurance	23
16.5	Retirement Plan	
16.6	Life Insurance	
16.7	Short Term Disability	23
XVII	VACANCY AND TEMPORARY TRANSFER	24
17.1	Regular Vacancies	
17.2	Temporary Vacancies	
XVIII	UNIFORMS	24
18.1	Uniforms Furnished by Employer	

XIX	GENERAL	25
19.1	Joint Health and Safety Committee	
19.2	Disputes Involving Safety	
19.3	Records of Services	
19.4	Visits by Authorized Representatives of The Association	
19.5	Legal Assistance Provided by Employer	
19.6	Training School Expenses	
19.7	Use of Personal Vehicle	
19.8	Equipment	26
19.9	Bulletin Board Notices	
19.10	Rest Periods	
19.11	Bonding	
19.12	Court Appearances	
19.13	Call Back Time	
19.14	Hours Considered Worked	
19.15	Pay Periods	
19.16	Association's Right to Examine Time Sheets	27
19.17	Employer's Right to Establish Rules	
19.18	Tuition Reimbursement	
19.19	Tobacco Use	
19.20	Drug and Alcohol Policy	
XX	SAVINGS CLAUSE	27
XXI	TERMINATION	28
	APPENDIX A - WAGE SCHEDULE	
	APPENDIX B – Summaries of Plan Benefits For Health, Dental, & Vision Insurance	
	APPENDIX C – GTSO 1996 Drug & Alcohol Policy	

AGREEMENT

This Agreement entered into this date between the Board of Commissioners for the County of Grand Traverse, a municipal body corporate of the State of Michigan, hereinafter referred to as the "Employer" and the Technical, Professional, and Office Workers Association of Michigan, hereinafter referred to as the "Association" expresses all mutually agreed covenants between the parties heretofore.

PREAMBLE

This Agreement has as its purpose the promotion of harmonious relations between the Employer and the Association, the establishment of rates of pay, hours of work and other specified conditions of that employment.

The parties ascribe to the principle of equal opportunities and shall share equally the responsibilities for applying the provisions of this Agreement without discrimination as to age, sex, marital status, race, creed, national origin, political or Association affiliation.

The Employer and the Association encourage to the fullest degree, friendly and cooperative relations between the respective representatives at all levels and among all employees.

It is the general purpose of this Agreement to promote the mutual interests of the County and its employees and to provide for the operation of the services provided by the County under methods which will further, to the fullest extent possible, the safety of the employees, economy and efficiency of operation, elimination of waste, realization of maximum quantity and quality of output, cleanliness, protection of property and avoidance of interruptions to production. The parties to this Agreement will cooperate fully to secure the advancement and achievements of these purposes.

ARTICLE I **RECOGNITION**

Section 1.1 Collective Bargaining Unit: The Employer hereby agrees to recognize as the exclusive bargaining representative, as defined in Act No. 336, State of Michigan, Public Acts of 1947, as amended, for all employees employed by the Employer in the following described unit for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment:

All regular full-time and regular part-time clerical employees of Grand Traverse Central Records, excluding the Office Manager and confidential employees.

Section 1.2 Definitions: The terms "Employee" and "Employees" when used in this Agreement, shall refer to and include only those regular full-time employees and regular part-time employees who are employed by the County in the collective bargaining unit set forth. For purposes of this Agreement, the following definitions are applicable:

- A) **Regular Full-Time Employee:** Employees normally scheduled to work forty (40) hours or more per week shall be subject to all the terms of this Agreement.
- B) **Regular Part-Time Employee:** Regular scheduled part-time employees shall be defined as those employees regularly scheduled to work at least twenty (20 hours) on a consistent basis. Regular scheduled part time employees shall not be used for the purpose of avoiding overtime payment to regular full time employees. Regular scheduled part-time employees shall be subject to all the terms of this Agreement.
- C) **Temporary Employees:** Temporary employees shall be defined as those employees hired for a specific project with a specific period of time not to exceed six months, unless extended by mutual agreement. Temporary employees shall not be subject to the terms of this Agreement.
- D) **On Call Employees:** On call employees shall be defined as those employees who work on an irregular basis. Such employees shall not be subject to the terms of this Agreement. Employees classified as on call employees shall be used only to supplement the full-time work force and shall not be used to avoid the payment of overtime to bargaining unit employees or to displace regular employees. On call employees may be used in the event of a leave in excess of five days by any regular employee.

ARTICLE II **MANAGEMENT RIGHTS**

Section 2.1 Employer's Rights: The Employer retains the sole right to manage its affairs, including, but not limited to, the right to plan, direct and control its operations; to determine the location of its facilities; to decide the working hours; to decide the types of service it shall provide, including the scheduling and means of providing such services, to maintain order and efficiency in its departments and operations; to promulgate work rules; to hire, lay off, assign, transfer and promote employees; and to determine the starting and quitting time, work schedules and the number of hours to be worked; the number and complexion of the work force, and to determine the qualifications of its employees and standards of workmanship; and all other rights and prerogatives, including those exercised in the past, and those rights which are contained in the Michigan Constitution and the various statutes

of the State subject only to clear and express restrictions governing the exercise of these rights as are expressly provided for in this Agreement.

Section 2.2 Right to Discipline: The Employer retains the sole right to discipline and discharge employees, provided that in the exercise of this right, it will not act in violation of the terms of this Agreement.

Section 2.3 Employer's Authority: The powers of authority which the Employer has not specifically abridged, delegated or modified by this Agreement are retained by the Employer.

Section 2.4 Emergency Work Assignments: It is recognized that the Employer is in the business of providing public services, and that during emergency work assignments, personnel and procedures may be modified in any way necessary to meet the demands of the emergency.

Emergency shall be defined as a combination of circumstances which call for immediate action, including severe storms, floods, or other conditions beyond the control of management or declarations of emergency called by the governmental official authorized to do so.

ARTICLE III **ASSOCIATION SECURITY**

Section 3.1 Agency Shop: As a condition of continued employment, all employees included in the Collective Bargaining Units set forth in Article 1, thirty-one (31) days after the start of this employment with the County shall either become members of the Association and pay to the Association the dues uniformly required of all Association members, or pay to the Association a service fee equivalent to the periodic dues uniformly required of Association members.

Section 3.2 Association Membership: Membership in the Association is not compulsory and is a matter separate, distinct and apart from an employee's obligation to share equally the cost of administering and negotiating this Agreement. All employees have the right to join, maintain or drop their membership in the Association as they see fit. The Association recognizes, however, that it is required under this Agreement to represent all employees included within the Collective Bargaining Unit without regard to whether or not the employee is a member of the Association.

Section 3.3 Checkoff:

- A) During the life of this Agreement, the Employer agrees to deduct Association membership dues or the service fee equivalent from the pay of each employee who executes and files with the County a proper checkoff authorization form.

- B) Dues will be authorized, levied and certified by the Secretary-Treasurer in accordance with the Constitution and By-Laws of the Association. Each employee hereby authorizes the Association and the Employer without recourse to rely upon and to honor certificates by the Secretary-Treasurer of the Local Association, regarding the amounts to be deducted and the legality of the adopting action. The Employer agrees, during the period of this Agreement, to provide this check-off service without charge to the Association.
- C) A properly executed copy of the written check-off authorization form for each employee for whom dues, and service fees are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Any written authorization which lacks the employee's signature will be returned to the Association by the Employer. Should any employee, for any reason, fail to sign a dues or service fee authorization slip, the Association may request at its sole discretion, that said dues or service fee owed under said agreement be deducted by the employer from the employee's pay check pursuant to state law, without such authorization slip being signed.
- D) Deductions for dues and service fees for any calendar month shall be made from the first (1st) pay period of that month, provided the employee has sufficient net earnings to cover the dues. In the event an employee is absent from work during the first (1st) pay period, such deductions shall be made from the first period of the following month together with the deduction for the current month. Deductions for any calendar month shall be remitted to the designated Secretary-Treasurer of the Local Association not later than the fifteenth (15th) day of each month.
- E) In cases where a deduction is made which duplicates a payment already made to the Association by an employee, or where a deduction is not in conformity with the provisions of the Association Constitution and By-Laws, refunds to the employee will be made by the Association.
- F) The Association shall notify the Employer in writing of the proper amount of dues and service fees and any subsequent changes in such amounts.
- G) The Employer shall not be liable to the Association by reason of the requirements of this Section of the Agreement for the remittance or payment of any sum other than that constituting actual deductions made from employee wages and the Association agrees to hold the Employer harmless for any and all claims arising out of its agreement to deduct dues and service fees.

ARTICLE IV **REPRESENTATION**

Section 4.1 Board Members: The Employer agrees to recognize the President and Executive Board Members, said Board Members being members with seniority of the Bargaining Unit and elected by the bargaining unit. The duties of the Board Members shall be limited to the administration of this Agreement, including the investigation and presentation of grievances as established in the grievance procedure. In addition, the Board Members will be expected to constitute the Bargaining Unit for the purposes of negotiating a new Labor Agreement. The Employer agrees to compensate the President and Board Members for all reasonable lost time from their regular schedule of work at the regular rate of pay for time lost while meeting or conferring with Employer representatives. A maximum limitation of compensation for lost time shall be applied to two (2) employees.

Section 4.2 Association Furnish Names: The Association will furnish the Employer with the names of its Executive Board who are employed within the unit and such changes as may occur from time to time in such personnel so that the Employer may at all times be advised as to the authority of the individual representatives of the Association, and the Employer shall not be required to recognize or deal with any other than those so designated.

ARTICLE V **CONFERENCES**

Section 5.1 Special Conferences: Special conferences for important matters of mutual concern not being processed as a grievance under this Agreement will be arranged between the Employer, Executive Board and any outside parties requested to attend. Arrangements for such conferences shall be made in advance and shall be limited to the agenda presented when such arrangements are made. It is expressly understood that these special conferences shall not be for the purpose of conducting collective negotiations, nor to, in any way, modify, add to, or detract from the provisions of this Agreement.

ARTICLE VI **GRIEVANCES**

Section 6.1 Grievances: A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement and filed by either an authorized representative of, or an employee in, the Bargaining Unit. Grievances are limited to matters of interpretation or application of express provisions of this Agreement. The parties recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to as set forth herein or the grievance is forfeited. All grievances must be filed within five (5) days after occurrence of the circumstance giving rise to the grievance or five (5) days from when the grievant should reasonably have known of the

occurrence, otherwise, the right to file a grievance is forfeited and no grievance shall be deemed to exist.

- Step 1: Any employee having a complaint in connection with this employment shall present it to the Employer with the following understanding: Before initiating a grievance, the employee and/or Executive Board Member must first discuss the matter orally with their supervisor or his/her designee.
- Step 2: If not resolved in Step 1, the grievance shall be reduced to writing on regular grievance form provided by the Local Association, signed by the employee and presented to the Director or his/her designee within five (5) working days of receipt of same by the President or his/her designee. The Director, or his/her designee, shall answer said grievance within five (5) working days of receipt of same.
- Step 3: Failing to resolve the issue in the second step, the Association shall within five (5) working days of the Director, or his/her designee's disposition, contact the County Administrator to arrange a meeting between the Association and the County to discuss said grievance. This meeting shall be scheduled at a mutually agreeable time, which time shall not exceed, however, five (5) working days from the time the Association contacts the County unless a longer time is mutually agreed upon.
- Step 4: Failing to resolve the issue at the third step, either party may, within five (5) working days, request the services of a mediator from the community. If the parties in this Step are unable to resolve the grievance, the matter may be submitted to arbitration as hereinafter provided for in this Agreement.

Section 6.2 Final Binding:

- A. Any and all grievances resolved at any step of the grievance as contained in this Agreement shall be final and binding on the Employer, the Association and any and all unit employees involved in the particular grievance.
- B. If the time is not met by either party, then the grievance is considered to be denied.
- C. The County shall not be required to pay back wages for periods prior to the time the incident occurred, provided that in the case of pay shortage, of which the employee had not been aware before receiving his/her pay, any adjustments made shall be retroactive to the beginning of the pay period providing the employee files his/her grievance within three (3) working days after receipt of such pay period in question.

- D. When an employee is given a disciplinary discharge or a written reprimand and/or warning which is affixed to his/her personnel record, the President and the employee will be promptly notified in writing of the action taken.
- E. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned less any unemployment compensation or compensation for personal services that he/she may have received from any source during the period in question.
- F. The Employer will grant a necessary and reasonable amount of time off during straight time working hours to the Executive Board Member who must necessarily be present for direct participation in grievance adjustments with management. Such Executive Board Member shall first receive permission from his/her immediate supervisor to leave his/her work station. Such permission shall be granted within the shift in which the employee is scheduled and shall report back promptly when his/her part in the grievance adjustment has been completed. Any employee who takes an unreasonable or unnecessary amount of time in grievance procedure adjustments shall be subject, after written warning, to disciplinary action.
- G. Saturdays, Sundays and holidays shall not be counted under the time procedures established in the grievance procedure.
- H. The parties hereby agree that once an employee has elected to pursue a remedy by State Statute or County Ordinance for alleged conduct which may also be a violation of this Agreement, such employee shall not have simultaneous resort to the grievance procedure and any grievance then being processed shall be deemed withdrawn by the party filing. Any decision rendered shall be binding on both parties and the employee. This shall not include Unfair Labor Practices, or issues before the Michigan Employee Relations Commission.

Section 6.3 Strikes and Walkouts: Any employee who violates a State Statute regarding strikes and walkouts shall be subject to disciplinary action, up to and including discharge. The Employer shall not provoke a strike or walkout.

ARTICLE VII **ARBITRATION**

Section 7.1 Time Limit for Requesting Arbitration, Expenses and the Power of the Arbitrator: If the grievance is not settled in the last step above, the Association representative may submit such grievance to arbitration. This submission is to be made within ten (10) days after receipt of the last step answer, with written notice to the Employer. The Union and The Employer shall, by mutual agreement, select one (1) arbitrator to hear and decide the grievance. Each grievance submitted to arbitration shall be submitted to one of the following arbitrators, selected by mutual agreement, on a

rotating basis:

1. Barry C. Brown, Harbor Springs
2. Mark Glazer, Bloomfield Hills
3. Mario Chiesa, Dearborn
4. Donald Sugerman, Ann Arbor
5. Kathryn A. Van Dagens, Lansing
6. Susan Survalec, Brighton

The Arbitrator shall have no power or authority to alter, amend, add to or subtract from the terms of this Agreement, nor to make any recommendation with respect thereto. Both parties agree to be bound by the award of the Arbitrator.

The expenses of the Arbitrator shall be shared equally by the parties; however, if either party cancels the arbitration, that party shall be responsible for the full amount of any required fees. The grievant, or a representative of the grievant, and a board member shall be allowed to attend the arbitration without loss of pay, except in the case of a class action, when only the board member shall be allowed to attend without loss of pay. Each party shall make arrangements for and pay the expenses of witnesses which are called by them.

Section 7.2 Time for Arbitrator's Ruling: It shall be the obligation of the arbitrator to the Employer and to the Association to make his/her best effort to rule on cases heard by him/her within twenty-one (21) days after the hearing. Priority shall be given to deciding discharge cases and the arbitrator shall make his/her best efforts to decide these cases within fourteen (14) days of the hearing.

Section 7.3 Appeal: There shall be no appeal from an Arbitrator's decision. It shall be final and binding on the Association, on all bargaining unit employees and on the Employer.

Once an employee elects to pursue through State Statute or Local Ordinance, the employee shall not have similar resort to the grievance procedure.

ARTICLE VIII **DISCIPLINE AND DISCHARGE**

Section 8.1 Just Cause: The Employer shall not discharge for disciplinary reasons any employee except for just cause. It is mutually agreed that progressive discipline shall be employed except in cases of serious misconduct.

Section 8.2 Review of Discharge or Suspension: The discharged or suspended employee will be permitted to review his/her discharge or suspension with his/her Executive Board member and the Employer shall designate an area where he/she may do so before he/she is required to leave the property of the Employer. Upon request, the Employer or his/her designated representative may discuss the discharge or suspension with the

employee and the Executive Board member.

Section 8.3 Criminal Charges: An employee in this unit will not be suspended without pay during a criminal investigation without due process or unless there has been a warrant issued.

Section 8.4 Step for Discharge or Disciplinary Suspension: Should a non-probationary employee who has been discharged or given a disciplinary suspension consider such discipline to be improper, a grievance may be processed initially at the written step of the grievance procedure, provided the grievance is submitted within three (3) working days from the date the discipline was imposed on the grieving employee.

Section 8.5 Polygraph Test: No employee will be required to take a polygraph test and such refusal will not be used against him.

Section 8.6 Disciplinary Action: Any disciplinary action taken against an employee for violation of any rule, regulation or policy of the Department which is accepted by the employee shall not set a precedent for future settlements.

ARTICLE IX **LAYOFF AND RECALL**

Section 9.1 Layoff Order and Notice:

A. The word "layoff" means a reduction in the working force due to the decrease of work or limitation in funds, beyond the control of the Employer. Layoff of employees shall be by job classification seniority, and the following order shall be followed, provided that the employees who remain are capable of performing the work available.

1. Temporary employees
2. Regular part-time employees
3. Probationary employees

Remaining seniority employees within the classification affected shall then be laid off, in the order of their classification.

B. When employees have the same classification seniority, the employee with the least seniority in the department shall be laid off first.

C. Upon being laid off from his/her classification, an employee who so requests shall, in lieu of layoff, be permitted to take another classification in the Department, provided, however, that he/she is able to perform the required duties and has the proper qualification of that classification and that he/she has more seniority than the

employee he/she is to replace. Employees who change classification in lieu of layoff shall be paid the salary in accordance with the schedule for that classification.

- D. Notices of recall shall be sent by certified or registered mail, or telegram, to the employee's last known address as shown on the Employer's records and it shall be the obligation of the employee to provide the employer with a current address and telephone number or additional information to guarantee receipt of notice of recall. A recalled employee shall give notice of his/her intent to return to work within three (3) consecutive calendar days of receipt of notice and shall then return within seven (7) calendar days or his/her employment shall be terminated, unless an extension is granted by the Employer.
- E. In the event a recall is necessary on less than three (3) days notice, the employer may call upon the laid-off employee(s), either personally or by telephone, until an employee who is able to return to work immediately is located. In such case, the employee able to return to work immediately will be given a temporary assignment not to exceed three (3) days, and employees passed over (because of their inability to return to work immediately) will be given notice to report for work at the end of said three (3) day period.
- F. Employees to be laid off for an indefinite period of time will have at least ten (10) working days notice of layoff. The Executive Board shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

Section 9.2 Recall: A laid off seniority employee, if recalled to a job identical or higher in rate to the job from which he/she was laid off within the bargaining unit, and provided said employee has the ability to perform the job, shall be required to take the recall. Failure to take such offered work shall result in loss of seniority and discharge.

Section 9.3 Order of Recall: The order of recalling of laid off employees shall be in the inverse order in which the employees are laid off and shall be subject to the same conditions as layoff.

ARTICLE X **LEAVES OF ABSENCE**

Section 10.1 General Considerations: A leave of absence is a written authorized absence from work without pay. A leave shall be granted, denied, or extended by the Employer upon written request for such leave from a bargaining unit employee who shall state the reason for such leave upon his/her application. Only a regular full-time employee

who has worked continuously for the Employer for one (1) year or more shall be granted a leave of absence.

Authorization or denial for a leave of absence request shall be furnished to the employee by the Employer and it shall be in writing.

An employee on an approved leave of absence will retain his/her seniority; however, the seniority of an employee will not accumulate while the employee is on an approved leave of absence one (1) month or more, unless otherwise stated in this contract.

In no event shall the duration of any leave exceed twelve (12) calendar months unless extended by mutual agreement.

All leave requests shall state the exact date on which the leave begins and the exact date on which the employee is to return to work. Further extension beyond the return date designated may be granted after thorough investigation and upon a finding that extension of time is necessary and just.

If an employee obtains a leave of absence for a reason other than stated at the time the request is made, the employee will be terminated from his/her job. Employees shall not accept employment elsewhere while on leave of absence unless agreed to by the Employer. Accepting such employment shall result in disciplinary action up to and including discharge.

Failure to return to work on the exact date scheduled shall be cause for termination. Exceptions may be made due to circumstances beyond the control of the employee.

No employee shall return to work prior to the expiration of his/her leave unless otherwise agreed to by the Employer.

Time absent on leave shall not be counted as time at work for any purpose except as hereinafter provided to the contrary.

Leaves that qualify under the Family Medical Leave Act require the employee to use all paid leave available to them before going on unpaid leave.

The re-employment rights of employees will be limited by applicable laws and regulations.

Section 10.2 Medical Leave Leaves requested due to illness or medical disability (including maternity) must be accompanied by a doctor's certificate that the employee is unable to work and the reason therefore. Employees returning to work must present a doctor's statement indicating the employee's ability to return to the job. Accumulated sick leave may be used for such leave until exhausted.

In the case of maternity, the pregnant employee shall, by the sixth month of pregnancy, provide her supervisor and Personnel with a doctor's statement estimating the delivery date and recommending an exact calendar date for the start of leave. The period of disability for maternity leave shall be assumed to be six weeks from the date of birth unless a doctor's statement indicates otherwise.

Section 10.3 Military Leave:

- A. Employees who are members of the National Guard, Naval Reserve, Army Reserve, Marine Reserve, or Air Corps Reserve and who are called for defense training, shall be entitled to a leave of absence in addition to their annual vacation leave from their respective duties. During this leave, and upon presentation of documentation of their gross wages with the Reserves, they may receive pay for the difference between their regular gross pay and their military gross pay, such pay not to exceed two calendar weeks.
- B. Employees who are called for a physical for the Armed Services are to be granted pay for the day of the physical.
- C. Employees within this bargaining unit who shall be inducted into the Armed Services of the United States, or who shall volunteer for such service, shall, upon completion of such service, be reinstated to their former position or a position of like seniority, status and pay, with the further provision that the length of service with the Armed Services shall be included in the determination of their seniority, status and pay upon such reinstatement; provided that they shall be honorably discharged from the said military service, that the employee is still mentally and physically qualified to perform the duties of such position, and that application for re-employment is made within ninety (90) days subsequent to such honorable discharge or from hospitalization continuing from discharge for a period of not more than one (1) year.

Further extension beyond the return date designated may be granted after thorough investigation and upon a finding that extension of time is necessary and just.

Section 10.4 Jury Duty: Employees shall be granted leave of absence with pay when they are required to report for jury duty or as a witness subpoenaed to appear in a local, State, or Federal Court, or when required either by the Employer or any other public agency to appear before a court or such agency on such matters related to the lawful performance of their duties in their work and in which they are personally involved as a result of the faithful performance of their duties.

- A. Seniority will continue to accrue to the employee.
- B. Such employees shall be paid their regular wages for time necessarily spent on such matters after turning over the fees to the Employer.

Section 10.5 Association Business: Leaves of absence without pay may be granted, under normal conditions, to an employee elected by the Association to attend educational classes or conventions conducted by the Association. The number will not exceed one (1) employee at any one time and the number of working days will not exceed seven (7) in any one (1) calendar year.

Section 10.6 Educational Leave: An employee wishing to further his/her education in his/her chosen profession may be granted educational leave for a maximum of one (1) year without pay. The employee who is granted an educational leave must return to his/her previous classification according to seniority. This leave may be extended by mutual agreement.

Section 10.7 Parental Leave: An employee may request a parental leave for up to six months to begin at birth or date of adoption. Accumulated vacation or unpaid leave may be used for this purpose.

Section 10.8 Bereavement Leave: When death occurs in an employee's immediate family, i.e., spouse, parent, parent of current spouse, child, brother, sister, grandparents, grandchildren, grandparents of current spouse, the employee, upon request, will be excused from the date of death through the date of the funeral, not to exceed three (3) calendar days. Employees shall receive pay for up to 24 hours of regularly scheduled straight time hours during this period, exclusive of shift and other premiums, provided they attend the funeral. Employees who are absent for more than the twenty four (24) hours may choose to charge additional time against their personal or vacation leave banks. For out-of-state funerals, employees shall be permitted to take up two (2) additional days leave of absence without pay or at the option of the employee to use accumulated personal, sick or vacation leave or compensatory time.

Time thus paid will not be counted as hours worked for purposes of overtime.

Section 10.9 Personal Leave: Each regular full-time employee and regular part-time employee (on a pro-rated basis) shall be granted sixty-four (64) hours of personal leave each year in the first pay period which is paid in December. New employees shall be granted this leave upon completion of six (6) months of continuous service, prorated on the number of months of service within the benefit year. Employees who have not completed six months of continuous employment as of December first shall not receive leave for the prior year, however shall receive the full sixty-four (64) hours upon completion of six months of employment.

This leave may be used at the employee's discretion for sick or personal reasons. Twenty-four hours notice and prior approval by the supervisor is required for general absences, and at least one hour notice prior to the beginning of the shift is required for illness, unless the employee can show in writing why prior notification was impossible. Time must be used in 1/2 hour increments. Claim for payment must be submitted on a form provided by the Employer. If any employee has been off work due to sickness or accident for three (3)

consecutive days, a statement from a physician may be required by the Employer. Employees who establish a pattern of misuse of sick leave may be required to submit a statement from a physician to verify such illnesses.

Any balance left (of the sixty-four hours) following the last pay period in November shall be paid at the employee's prevailing hourly rate on the first paycheck in December.

Those employees who are hired prior to December 1, 1988, and who selected Plan A on the "Employee Election of Sick Conversion/Payment Plan" prior to November 1, 1988, may convert the balance of the sixty-four (64) hours each year to their frozen Sick Leave Bank up to a maximum of 960 hours.

Section 10.10 Sick Leave: Those employees who have a sick bank as of December 1, 1988, shall have said bank frozen. This bank may be used in the following instances:

1. For absences after the sixty-four (64) personal hours have been exhausted.
2. For regularly scheduled hours during the first seven calendar days when an employee qualifies for the short term disability coverage.
3. When an employee qualifies for the short term disability coverage, but chooses to use their frozen sick bank first.

Any balance left upon retirement (as defined in Section 16.5) or upon death shall be paid at the rate of one half of any unused hours at the prevailing hourly rate of the employee.

Section 10.11 Notification of absence due to Sickness: Employees absent from work due to illness or other unexpected emergency must notify their supervisor at least one hour in advance of their normal starting time in order to be eligible for compensation, unless the employee can show in writing why prior notification was not possible.

ARTICLE XI **SENIORITY**

Section 11.1 Seniority Definition: Seniority shall be defined as the length of the employee's continuous service with the Employer commencing from his/her last date of hire, pro-rated for regular part time service. Bargaining unit seniority shall mean the total of all service within the bargaining unit commencing from the date of the employee's last date of hire with the Employer, pro-rated for regular part time service. Employees who are employed on the same date shall be placed on the seniority list in alphabetical order of surnames.

- A) All new full-time and regular part-time employees shall serve a probationary period of twelve (12) months.

- B) The Union shall represent probationary employees for the purpose of collective bargaining; however, probationary employees may be terminated at any time by the Employer in its sole discretion and neither the employee so terminated nor the Association shall have recourse to the grievance procedure over such termination.
- C) If an employee is absent from work due to illness or other reasons for a period of seven (7) days or longer, such period of his/her absence shall be added to the probationary period.
- D) During the probationary period an employee shall be eligible for employee benefits unless expressly provided otherwise in this Agreement. After an employee has successfully completed his/her probationary period of employment, he/she shall be put on the seniority list and each seniority shall be as of his/her last date of hire.

Section 11.2 Seniority List: The seniority list on the date of this Agreement shall show the names and classifications of all employees in the bargaining unit. The Employer will keep the seniority list up to date from time to time and will furnish the Association an up-to-date list upon request. Challenges to the Seniority List will only be accepted within fourteen (14) days of posting.

Section 11.3 Loss of Seniority: An employee's seniority with the Employer shall terminate for the following reasons:

- A) He/she quits or retires.
- B) He/she is discharged or terminated and the action is not reversed.
- C) He/she is absent for three (3) working days without properly requesting leave from the Employer and supplying a satisfactory reason for such absence. This is not to be construed in limiting the right to issue discipline for any unjustified absence. Exceptions may be made due to circumstances beyond the control of the employee.
- D) He/she fails to return to work when recalled or at the specified date at the termination of any leave of absence. Exceptions may be made due to circumstances beyond the control of the employee.
- E) The employee is on a layoff, or a leave of any kind, for more than twelve (12) months (except for Workers' Compensation leave which cannot exceed twenty-four (24) months). In the event of layoff, employees with less than ten (10) years would retain seniority for a total of twelve (12) months. If the employee has more than ten (10) years, they would retain their seniority for twenty-four (24) months.

ARTICLE XII
LONGEVITY COMPENSATION

Section 12.1 Longevity Pay: Employees hired prior to January 1, 2006, and after November 26, 1985, shall receive a longevity bonus payable as a separate check on the first pay date in December in accordance with the following schedule:

- A. After completion of five (5) years of service the employee shall receive a \$50 longevity bonus.
- B. In December of the sixth and succeeding years thereafter, \$50 annually will be added to the longevity bonus with no maximum limit.

Section 12.2 Hired prior to November 27, 1985: For those employees hired prior to November 27, 1985, and who selected Plan A on the "Employee Election of Longevity Pay Plan prior to December 30, 1985, a longevity bonus shall be payable as a separate check on the first pay date in December in accordance with the following schedule:

- After 10 years of service: 5% of base pay
- After 15 years of service: 10% of base pay

This payment shall be prorated over the remainder of the calendar year in which completion of the 10 years (or 15 years) service occurs.

Section 12.3 Longevity Paid Upon Termination: At the end of employment with the County, any longevity bonus amounts owed under either plan will be prorated over the number of pay periods or portion of pay periods worked until the last record day of employment.

ARTICLE XIII
HOURS OF WORK, PREMIUM PAY AND SHIFT PREFERENCE

Section 13.1 Regular Hours of Work: The regular schedule of an employee's work shall consist of a minimum of eight (8) continuous hours, inclusive of a one half hour paid meal period (provided an emergency situation does not exist which would automatically preclude it). It is recognized and understood that deviations from the regular schedule of work may be necessary as a result of a temporary shortage of manpower and law enforcement exigencies.

Section 13.2 Breaks: Employees are allowed two (2) fifteen (15) minute work breaks, one (1) in the first part of the shift and one (1) in the second part of the shift, per day. Breaks are to be taken at a time to allow for the continuous and effective operation of the department, and shall not carry over or accumulate, and may not be combined with the starting or quitting time.

Section 13.3 Overtime Rate: Overtime pay shall be at the rate of time and one half (1 1/2) of the employee's regular hourly rate, excluding all forms of premium pay, for all work performed in excess of the employee's regularly scheduled hours in any twenty-four (24) hour period or in excess of forty (40) hours in any one work week.

Section 13.4 Overtime Distribution:

- A. If requested to work overtime, an employee will be expected to do so unless he/she is excused for good cause by the Employer.
- B. All overtime work to which overtime pay is applicable shall be distributed as equally as possible among employees within a reasonable period of time and within the assignment affected. In case of equal number of hours, the senior employee would have first choice.
- C. An overtime distribution sheet shall be kept current within the assignment affected. Overtime worked shall be added to the overtime distribution sheet within a period of four days.
- D. When a supervisor determines a probationary employee to be ready to be put into the overtime schedule, they shall be placed on the overtime distribution sheet with ten (10) hours less than the hours of the lowest individual on the list.
- E. When an overtime assignment occurs, the first employee able to be reached with the lowest number of overtime hours worked in the overtime distribution book for the assignment affected shall be directed to work the overtime. That employee may trade with another regular employee within the same assignment. If there is no regular employee within the assignment who is willing to take the hours, the employer may call any employee in the bargaining unit or any qualified on-call employee. The employee taking the hours must call and confirm they are taking the hours on a taped phone line.
- F. Regular part-time employees may be held over at the end of their shift if there is not a full-time employee immediately available to fill the need.
- G. When an available overtime sheet is posted, a five (5) day cut off date shall be set for the employees of the Bargaining Unit. After that date other qualified employees of the department may bid for the available overtime.

Section 13.5 Shift Assignment: Shift assignments shall be made on a quarterly basis based on the employee's preference according to his/her seniority within the Division. Those eligible must have completed at least one year of service within their classification. The cross training detail will be posted in the schedule 30 days in advance, not to exceed twelve (12) days per year. Assignments will not be made for the coverage of overtime.

The Employer shall grant such requests for shift preference provided that said request shall not be detrimental to the efficient operation of the department. Management reserves the right to make temporary assignments in mid-period due to extended illnesses, education and training, and vacations to accommodate the employees and the shift.

An employee may request a shift preference at the first selection period after he/she has completed one (1) year probationary period.

Section 13.6 Shift Premium: Employees shall receive a shift differential of fifty cents (.50) per hour in addition to their regular pay for all hours worked between six (6) p.m. and six (6) a.m.

Section 13.7 Shift Times: Primary shifts shall be 7:00 a.m. to 3:00 p.m., 3:00 p.m. to 11:00 p.m., and 11:00 p.m. to 7:00 a.m. Management reserves the right to establish additional shifts which may overlap the primary shifts, said shifts being identified as "floating shifts". Should a vacancy occur of at least two weeks' duration, employees on a floating shift may be required to change their shifts as deemed necessary by the employer. The Employer shall not establish a floating shift arbitrarily or to avoid the payment of overtime, or for the purpose of changing the starting and quitting times of the primary shifts. Management reserves the right to adjust the commencement times for the primary shifts by a maximum of one (1) hour. Any adjustment in these times, or floating shifts shall be provided to the union thirty (30) days prior to implementation. Management shall not make more than one such shift adjustment in a six (6) month period.

Section 13.8 Compensatory Time: Employees who are entitled to overtime pay at the overtime rate as provided in this Agreement, shall, at their option, be credited with an equivalent amount of compensatory time in lieu of money payment. An employee may bank compensatory time to a maximum of forty (40) hours. Compensatory time may be requested of the Office Manager only after earned and at his/her discretion may be granted when workload and scheduling may permit. Employees granted compensatory time may have such time canceled prior to beginning such leave if deemed necessary by the employer.

Section 13.9 Office Specialist Training: Office Specialists that are the primary trainer of new office specialists shall be compensated by receiving eight (8) hours of compensatory time per new employee trained upon the trainer providing a minimum of three (3) months of training and necessary documentation. The trainer and training must be assigned by the Records Manager prior to any training beginning for the training to be recognized.

ARTICLE XIV
HOLIDAY PAY

Section 14.1 Paid Holidays: The following shall be considered as paid holidays for purposes of this Agreement:

New Year's Day	Independence Day	Day after Thanksgiving
President's Day	Labor Day	Christmas Eve Day
Good Friday	Veterans Day	Christmas Day
Memorial Day (observed)	Thanksgiving Day	New Year's Eve Day
Floating Holiday		

Employees assigned to a seven (7) day operation shall recognize the actual holiday unless otherwise indicated. Employees in a five (5) day operation (schedule reflects Monday through Friday for one month or more) shall recognize Monday if the holiday falls on Sunday, and the preceding Friday if the holiday falls on Saturday.

Section 14.2 Eligibility for Holiday Pay: To be eligible for holiday pay, an employee must work his/her scheduled day before and his/her scheduled day after a holiday or be on authorized paid leave, excluding short term disability.

Section 14.3 Compensation for Holidays Not Worked: No holiday for which an employee is paid and during which he/she did not work shall be considered or treated as time actually worked by him/her for purposes of overtime compensation.

Section 14.4 Holidays During Leave: Holidays occurring during the vacation period, bereavement leave or sick leave are compensable and shall not be charged against the employee's accumulated time.

Section 14.5 Compensation for Work on a Holiday: Employees who are required to work on a holiday shall receive in addition to the holiday pay, time and one half (1 1/2) for all hours worked.

Section 14.6 Work Not Scheduled on Holiday: Employees covered by this Agreement who do not work on the holidays hereinbefore designated, and who meet the eligibility requirements hereinbefore designated, shall be compensated for such holiday based on eight (8) hours at the straight time hourly rate, excluding premiums, of the particular employee. Employees whose regular shift is in excess of eight (8) hours may use banked vacation, personal or compensatory time to make up the additional hours. Employees whose posted monthly schedule reflects that they are scheduled to work a holiday and are later requested by management to take the holiday off due to excessive coverage shall receive holiday pay for the number of hours for which they were originally scheduled to work.

Section 14.7 Agreement to Work on a Holiday but Does Not Work: When an

employee agrees to work on one of the hereinbefore designated holidays or the day observed in lieu thereof, if any, and does not work as agreed, he/she shall not receive the pay for such holiday.

Section 14.8 Compensation for Non-Scheduled Employee Who Works on Holiday:

Employees who are not scheduled to work on a holiday and who are required to report to work shall be paid in addition to the holiday pay, one and one half (1 1/2) times their hourly rate for all hours worked on the holiday.

Section 14.9 Snow Day: County snow day procedures will apply to bargaining unit personnel.

Section 14.10 Floating Holiday: One (1) floating holiday shall be credited to the employee in the first pay period of the calendar year. Employees who are hired on or after October 1st shall not be granted the floating holiday for the year of hire. Such holidays shall not accrue from year to year or be paid out for any reason.

ARTICLE XV
VACATION

Section 15.1 Vacation Eligibility and Schedule: Employees working under this Agreement shall receive paid vacations in accordance with the schedule hereinafter stated and provided they are eligible.

Vacation shall accrue but not be available for use until after six (6) months of service. Such vacation shall be accrued on a biweekly basis in accordance with the following schedule:

<u>YEARS OF SERVICE</u>	<u>HOURS</u>
Less than 3 years	80
3, but less than 5 years	96
5, but less than 10 years	120
10, but less than 15 years	136
15, but less than 25 years	160
25 or more years	200

Section 15.2 Accrued and Unused Vacation: Accrued and unused vacation days shall be carried forward to the next subsequent vacation eligibility year with a maximum limitation on carry-over of two-hundred (200) hours.

Section 15.3 Illness During Vacation: If an employee becomes ill and/or is under the care of doctor during his/her vacation, he/she may choose to use accumulated sick leave rather than vacation leave for that period of time. A doctor's statement may be required by the Employer.

Section 15.4 Waiver of Vacation by Employee: A vacation may not be waived by an employee and extra pay received for work during that period. If an employee is required by the Employer to reschedule his/her vacation, then the provision of Section 15.2 will not be invoked.

Section 15.5 Vacation Schedules: Vacation schedules will be worked out as far in advance as possible. After January 1st and prior to March 1st, each employee shall indicate on a six month calendar his/her vacation request for the period April 1 to September 30. The same process shall be followed between July 1 and September 1 for the period of October 1 to March 31. Vacation requests shall be scheduled by seniority with preference given to multiple day requests of five (5) days or more. Employees who request vacation periods encompassing the Cherry Festival, Thanksgiving Day, Day after Thanksgiving, and Christmas Day, shall not be granted more than one of the holiday periods in the same year if someone else requests those holidays. Further, employees shall not be granted the same holidays (described above) two years consecutively if someone else requests that holiday. After March 1st and September 1st, all employees who have failed to select their vacation time will take whatever time is available only on a first-come-first-served basis. Employees will be notified of approval of vacation periods within a reasonable time after March 1st and September 1st. Any requested change in vacation schedule after notification will require at least thirty (30) days' notice. Exceptions may be made for unusual circumstances.

Section 15.6 Vacation Pay: Vacation pay will be at the current rate, less premium pay, of the employee. Current salary shall include any increase in salary schedule by reason of length of service, or any percentage increase which an employee is entitled to by reason of any increment plan.

Section 15.7 Vacation Pay Upon Termination: Upon termination of employment due to resignation, death, retirement or dismissal, an employee shall be compensated in wages for all unused vacation leave through date of termination that such employee has accrued.

Section 15.8 Employee's Scheduling of Vacation: Employees shall be permitted to schedule their vacation in conjunction with their regular pass days.

Section 15.9 Vacancies During Prime Season : It is agreed between the parties that qualified temporary or on-call employees may be utilized to fill vacancies during the vacation periods of regular employees during the prime season, which shall be identified as the period between May 15 and September 15.

Section 15.10 Vacation Approval: In an effort to assure all employees a reasonable opportunity to request the vacation periods consistent with their personal needs, the employer reserves the right to approve vacations up to a maximum of three consecutive weeks. Vacation requests which exceed three weeks will be held for final evaluation by the Office Manager until all other vacation requests have been submitted.

ARTICLE XVI
INSURANCE AND PENSION

Section 16.1 Health Insurance: The Employer agrees to pay the cost for hospitalization and medical insurance coverage for all regular full-time employees, including those on paid leave, and their families for the lesser of regular health insurance or the HMO. Regular part-time employees who elect to do so may be covered, with the County covering the prorated amount based on the number of hours the employee is regularly scheduled to work, and the employee reimbursing the County through payroll deduction for the remainder. The Employer's obligation to pay such costs is subject to all of the other provisions of this Article concerning employee payments, co-payments and contributions. Coverage becomes effective the first of the month following the first day of employment.

The base plan coverage in effect as of January 1, 2005, including the optical and dental plans in effect as of that date, all will be maintained, as detailed in Appendix B. The base plan provided by the Employer is the HMO. The Employer has the right to change the provider and/or plans, provided that substantially equivalent coverage is maintained. Other plans which may be available also will be shown in Appendix B.

Employees whose spouses are also employed by Grand Traverse County will not be eligible to be double covered under the health program. They may each select their own coverage (in the case of traditional insurance or HMO) if they wish, and dependents will be covered under the employee whose birthdate comes first in the year, unless otherwise agreed to by both employees.

The benefits provided under this section shall be secondary to any personal protection or personal injury benefits available from an insurer under a motor vehicle policy described in Section 3101(1) of the Michigan Compiled Laws.

Section 16.2 Retirees Group Health: Employees who have retired from the service of the Grand Traverse County (as defined in Section 16.5) shall be entitled to group rates under the hospitalization plan, including the equivalent of the Medicare Rider.

Section 16.3 Workers' Compensation: Each employee will be covered by the applicable workers' compensation laws. The Employer further agrees that an employee, if eligible for workers' compensation, may receive, in addition to their workers' compensation benefits, 20% of their regular gross pay, to be paid by the Employer from the employee's sick or personal leave bank. The Employer's subsidy will terminate upon the exhaustion of the employee's accumulated leave.

Any employee who is absent from work due to a work related injury may be required to be examined by a physician and to obtain release to return to work.

Section 16.4 Unemployment Insurance: The Employer agrees to provide, through the services of the Michigan Employment Security Commission, unemployment insurance coverage for all employees under this Agreement.

Section 16.5 Retirement Plan: All regular full time and regular part time employees working at least fifty percent (50%) of the normal departmental work week, shall be covered under the Municipal Employees Retirement System. The Employer shall contribute six percent (6%) of wages under the MERS Defined Contribution Plan. Employees may choose to make a one time irrevocable decision to contribute three percent (3%) of their wages to the plan, and if the employee chooses to contribute three percent (3%), the Employer will contribute an additional three percent (3%). Employees will be vested 25% after three (3) years of service, 50% after four (4) years, 75% after five (5) years, and be fully vested after six (6) years of service.

Employees already under the MERS Defined Benefit Plan as of May 1, 2000, and who did not choose to roll over into the Defined Contribution Plan, shall receive benefits calculated under B4 plan, with a drop back to the B3 plan at age of eligibility for social security, with a payroll deduction of .67% of gross wage. The benefit also includes the F55/25 rider, and eight (8) year vesting.

Age 60 with eight (8) years of service, or age 55 with twenty-five (25) years of service shall be used for determination of age of retirement for payment of benefits under retirement.

Section 16.6 Life Insurance: The Employer agrees to pay the full premium for term life insurance and accidental death and dismemberment insurance for regular full-time employees in the amount of \$20,000 or one times salary, whichever is greater, said insurance to become effective the first of the month following six (6) months of employment. Regular part-time employees who elect to do so may be covered, with the County paying a pro-rated amount of the premium based upon the number of hours the employee is regularly scheduled to work, and the employee reimbursing the County through payroll deduction for the remainder.

Section 16.7 Short Term Disability: The Employer agrees to provide Short Term Disability Insurance for all regular full-time employees, and all regular part-time employees on a prorated basis, such insurance to be effective the first of the month following six months of service. This insurance shall provide 66 2/3 percent of the employee's regular weekly wage for up to 26 weeks for absences due to approved injury or illness. The coverage will begin on the eighth day following injury or illness.

ARTICLE XVII
VACANCY AND TEMPORARY TRANSFER

Section 17.1 Regular Vacancies: Vacancies within the department shall be given preference to be filled from within the Department. Established job requirements and qualifications shall be used as the criteria as well as any standard examinations utilized for selection. All vacancies shall be posted for a minimum of five (5) days and all employees are required to provide written notice of their intent to fill a classification other than their existing classification.

- A. If the rate of pay in the former class is less than the minimum rate established for the class of the new position the rate of pay shall be advanced to the minimum for the class.
- B. If the rate of pay in the former class is more than the maximum rate established for the new class, the pay shall be reduced to the maximum rate or intermediate step of the new range as determined by the County Administrator.
- C. If the rate of pay in the former class falls within the new range of pay and at the established step in the range of the new class, the salary rate shall be increased to the next higher step in the case of a promotion, and, at the discretion of the County Administrator, shall be adjusted to a lower step in the case of a demotion.

Section 17.2 Temporary Vacancies: For the purpose of temporarily filling a vacancy in a position of higher classification, the Employer shall offer such assignment to the top three (3) most qualified senior employees from the eligibility list within the appropriate division. If there is no current eligibility list for the specific position, the Sheriff or his/her designee shall assign the most qualified employee to the position. If it involves an assignment in a higher pay classification for over two (2) hours, the employee will receive the higher rate of pay for all hours worked.

The Sheriff shall determine when a temporary vacancy exists and will proceed to fill such vacancy in accordance with this Article as soon as possible. However, no position shall be considered temporary for a period beyond one hundred and eighty (180) days without mutual consent of the parties.

ARTICLE XVIII
UNIFORMS

Section 18.1 Uniforms Furnished by Employer: The Employer agrees to furnish (or reimburse) the following uniforms to full-time employees: a minimum of five (5) shirts in optional colors as approved; three (3) pair of pants as identified/approved by the employer; one (1) sweater and one (1) vest, and other wearing garments which are required by the Employer, excluding footwear, which the Employer agrees to replace as needed.

Employees may choose to purchase a uniform blazer, at the sole expense of the employee, and with the prior approval of the employee's supervisor. This does not apply to the Detective Bureau Records personnel. Midnight personnel will receive one (1) uniform.

ARTICLE XIX **GENERAL**

Section 19.1 Joint Health and Safety Committee: The parties to this Agreement shall establish a Joint Safety Committee consisting of one (1) representative of the Association and one (1) representative of the Board of Commissioners. All safety ideas and complaints will be handled by the Safety Committee.

Section 19.2 Disputes Involving Safety: In any dispute involving safety, M.I.O.S.H.A. will be used and their decision will be final and binding upon the parties. If, however, M.I.O.S.H.A. will not take jurisdiction, the matter is a proper subject for grievance arbitration.

Section 19.3 Records of Service: The parties agree that records of service will be kept in the employee's personnel file. The employee shall, upon request, in the presence of the Employer, have access to his/her personnel file.

Section 19.4 Visits by Authorized Representatives of the Association: Authorized representatives of the Association shall be permitted to visit the operation of the Employer during working hours to talk with the Executive Board Members, and/or representatives of the Employer concerning matters covered by this Agreement without interfering with the progress of the work force. The Association will arrange with the Employer for time and place prior to the occurrence of such visits.

Section 19.5 Legal Assistance Provided by Employer: The Employer will provide to the employee such legal assistance as will be required when civil action is brought against an employee as a result of the acts occurring when and while said employee is in the performance of their duties and responsibilities in accordance with the law and job requirements; provided that notification is immediately given to the Employer that service of process was made upon the employee.

Section 19.6 Training School Expenses: The Employer shall pay the tuition, expenses, and provide proper transportation for training schools as assigned. Any employee designated to attend training schools benefiting both the County and the employee shall be remunerated at their regular rate of pay.

Section 19.7 Use of Personal Vehicle: Whenever an employee is requested by the Employer to use his/her own personal vehicle in the line of duty and on the business of the

Employer, he/she shall be accorded mileage at a rate as uniformly established by the Grand Traverse County Board of Commissioners.

Section 19.8 Equipment: If equipment should be regarded as defective, an employee should immediately inform his/her immediate supervisor and present a list of defects. If the supervisor determines the equipment to be defective, he/she shall cause the same to be stored until cleared by an appropriate specialist as fit for service. If the supervisor determines the equipment to be fit for service, he/she must so notify the employee in writing.

The Employer shall not require employees to utilize equipment that is not in safe operating condition or equipped with the safety appliances prescribed by law.

Section 19.9 Bulletin Board Notices: The Employer will provide a bulletin board in the facility where employees hereunder are employed for the use of the Association and the Employer. Only official notices are to be posted and must have the signature of the President or a Board Member. The Association/Employer will promptly remove from such bulletin board any material which is detrimental to the Association/Employer relationship.

Section 19.10 Rest Periods: Employees shall normally be granted a minimum rest period of eight (8) hours before having to report back to duty, except in unusual situations, manpower shortages or emergencies.

Section 19.11 Bonding: Should it be required that any employee be bonded, any premium involved shall be paid by the Employer.

Section 19.12 Court Appearances: Employees of the bargaining unit who may be required to appear in court on civil or criminal matters, or before Commissioners as may be related to their work, on days off or other authorized off-duty time, will be paid a minimum of two (2) hours at time and one-half (1 1/2) for their set appearance in lieu of any witness fees.

Section 19.13 Call Back Time: The employees of the bargaining unit will be paid a minimum of two (2) hours at time and one half (1 1/2) for call back time. In the event that the call back occurs on a holiday recognized by this Agreement, the two (2) hour minimum shall be paid at the holiday premium rate of pay, excluding shift premium.

Section 19.14 Hours Considered Worked: All hours paid to an employee, exclusive of overtime, shall be considered as hours worked for the purpose of computing fringe benefits under this Agreement.

Section 19.15 Pay Periods: The Employer shall provide for bi-weekly pay periods. Each employee shall be provided with an itemized statement of his/her earnings and of all deductions made for any purpose. Pay day is currently every other Friday.

Section 19.16 Association's Right to Examine Time Sheets: The Association shall have the right to examine the time sheets and other records of the Employer pertaining to the computation of compensation for an employee who has submitted a specific grievance relative to such compensation. Upon request by the Association, such records shall be furnished by the Employer for inspection.

Section 19.17 Employer's Right to Establish Rules: The Employer reserves the right to establish reasonable rules, regulations, policies and procedures not inconsistent with the provision of this Agreement. Such rules, regulations, policies and procedures shall be available for inspection and review by employees if such rules, regulations, procedures and policies concern working conditions. If the Association believes that any rule, regulation, policy and/or procedure is inconsistent with the terms of this Agreement, a grievance may be filed within five (5) days after the establishment or application of such rule, etc., and thereafter considered in accordance with the grievance procedure.

Section 19.18 Tuition Reimbursement: Employees who receive prior approval for educational courses relating to their job performance may receive tuition reimbursement from the Employer in accordance with County policy.

Section 19.19 Tobacco Use: Employees hired since January 1, 1999, are prohibited from using tobacco products during the work day, including when out of the office such as during conferences, on County premises, or in County vehicles. Employees who must share a room or private vehicle while traveling may be prohibited from tobacco use during those times as well as during the business portion of the travel.

Section 19.20 Drug and Alcohol Policy: Employees in the unit will comply with the Sheriff's Office Drug and Alcohol policy in effect as of the date of ratification (version dated 1996, attached hereto as Appendix C).

ARTICLE XX **SAVINGS CLAUSE**

If any Article or Section of the Agreement or any addendum thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be reinstated by such tribunal, the remainder of the Agreement and addendums shall not be effected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

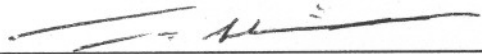
ARTICLE XXI
TERMINATION

This Agreement shall be effective on the first day of January, 2006, and shall remain in full force and effect until the thirty-first day of December, 2008.

The Agreement shall automatically be renewed from year to year thereafter unless either party notifies the other, in writing, by one hundred and twenty (120) days prior to the anniversary date that it desires to modify this Agreement.

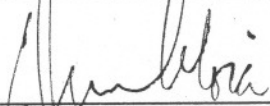
In any event, however, the conditions of employment, including wages and benefits, shall remain in effect providing that the Union files consistent with Act 312 until such time as a Labor Agreement is negotiated and/or established.

FOR THE EMPLOYER:




Chairman, Board of Commissioners

Date 4-18-06



County Administrator

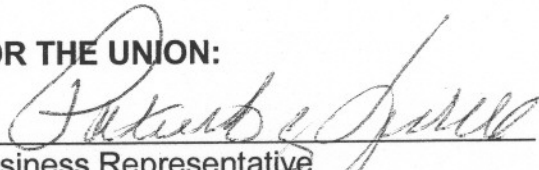
Date 4-18-06



Sheriff

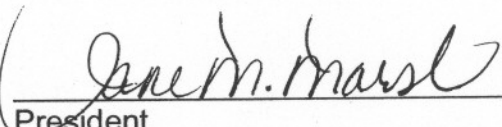
Date 4-18-2006

FOR THE UNION:



Business Representative

Date 4/18/06



President

Date 4-17-06

TPOAM - GRAND TRAVERSE COUNTY CENTRAL RECORDS EMPLOYEES

	Effective January 1, 2006		2.75% increase over 2005						
C	9.95	10.68	11.52	12.03	12.59	13.14	13.74	14.39	
D	10.63	11.43	12.29	12.83	13.45	14.05	14.68	15.35	
F	12.16	13.10	14.07	14.70	15.36	16.07	16.82	17.61	
	Effective January 1, 2007		2.25% increase over 2006						
C	10.17	10.92	11.78	12.30	12.87	13.44	14.05	14.71	
D	10.87	11.69	12.57	13.12	13.75	14.37	15.01	15.70	
F	12.43	13.39	14.39	15.03	15.71	16.43	17.20	18.01	
	Effective January 1, 2008		2.25% increase over 2007						
C	10.40	11.17	12.05	12.58	13.16	13.74	14.37	15.04	
D	11.11	11.95	12.85	13.42	14.06	14.69	15.35	16.05	
F	12.71	13.69	14.71	15.37	16.06	16.80	17.59	18.42	

Appendix B

Summary of Benefits – Priority Health

Summary of Benefits – Delta Dental

Summary Plan Document – Employee Vision Plan

PRIORITY HEALTH
www.priority-health.com
SUMMARY OF BENEFITS HMO 100% HOSPITAL PLAN
Grand Traverse County – Actives Only – MEDPLAN00003
January 1, 2006 through December 31, 2006

The following information is provided as a summary of benefits available under your Priority Health plan. This summary is not a substitute for your Certificate of Coverage and Schedule of Copayments and Deductibles. **It is not a binding contract.**

Limitations and exclusions apply to benefits listed below. Coverage for services is based on Medical / Clinical necessity as determined by Priority Health's Medical Department. A complete listing of covered services, limitations and exclusions is contained in the Certificate of Coverage, Schedule of Copayments and Deductibles and any applicable riders issued to you. You may request a copy of the Certificate of Coverage from Priority Health's Customer Service Department at 616 942-1221 or 800 446-5674 or on-line at www.priority-health.com. Contact Priority Health's Customer Service Department if you have questions about your benefits or coverage.

Copayment = Member pays

% Coverage = Priority Health pays

Basic Benefits

Physician's Services

Primary Care Provider (PCP) Office Visit (services provided by a PCP during an office visit for health maintenance and preventive care, such as a routine physical, or for the diagnosis and treatment of a covered illness or injury)	\$10 Copayment per visit
---	--------------------------

Specialist Office Visit (referral care provided by a physician other than your PCP with appropriate referral from your PCP and prior approval from Priority Health if necessary)	\$10 Copayment per visit
---	--------------------------

Routine Pre and Post-natal Care	\$10 Copayment per visit. Maximum Copayment of \$60 per pregnancy.
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Allergy Care	100% Coverage for injections and serum. Office visit Copayment may apply for testing.
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Outpatient Services

Diagnostic Laboratory and X-Ray	100% Coverage
Chemotherapy	100% Coverage
Radiation Therapy	100% Coverage
Hemodialysis	100% Coverage
Note: If the above outpatient services are performed and processed in a physician's office, the office visit Copayment applies.	

Short-Term Rehabilitative Services (physical, speech, occupational, pulmonary and cardiac therapy)	\$10 Copayment per visit for 60 visits per Contract Year (combined benefit for all therapies listed). Out-of-Pocket Maximum Copayment of \$200 per Contract Year for rehab services.
---	--

Hospital Services

Inpatient Services (semi-private room and intensive care, surgery and all related surgical services, ancillary services while inpatient, professional services) Note: Non-emergency inpatient hospital admissions, other than for normal labor and delivery, must be approved in advance by Priority Health.	100% Coverage
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Outpatient Surgery at Hospital or Ambulatory Center (surgery and all related surgical services, professional services)	100% Coverage
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SUMMARY OF BENEFITS HMO 100% HOSPITAL PLAN

Hospital Services (continued)	
Certain Surgeries – Professional Fees (bariatric surgery, blepharoplasty of upper eyelids, breast reduction, panniculectomy, surgical treatment of male gynecomastia and procedures to correct obstructive sleep apnea)	50% Coverage for professional fees not to exceed \$1,000 out-of-pocket per surgery, in addition to applicable hospital services Copayment.
Emergency Medical Care (in or out of the service area)	
Hospital Emergency Room	\$35 Copayment per visit (waived if admitted)
Urgent Care Center	\$10 Copayment per visit
Physician’s Office	\$10 Copayment per visit
Ambulance (land or air)	\$50 Copayment
Family Planning/Infertility Services	
Vasectomy	100% Coverage when performed in a provider’s office or when in connection with other covered inpatient or outpatient surgery.
Tubal Ligation	
Professional Fees	100% Coverage
Outpatient	100% Coverage
Inpatient	100% Coverage only when performed in connection with delivery or other covered inpatient surgery.
Diaphragm	50% Coverage
Infertility counseling and treatment of underlying cause of infertility	50% Coverage. Prescription drugs for infertility treatment covered only with prescription drug rider.
Mental Health/Substance Abuse Services	
Note: All Mental Health and Substance Abuse services must be approved in advance by our Behavioral Health Department 616 464-8500 or 800 673-8043. Treatment may be covered as deemed clinically necessary by our Behavioral Health Department.	
Inpatient Mental Health Services	100% Coverage. Maximum 20 days per Contract Year.
Outpatient Mental Health Services	\$20 Copayment. Maximum 20 visits per Contract Year.
Substance Abuse Services	80% Coverage up to the minimum annual benefit as determined by the State of Michigan per Contract Year.
Miscellaneous	
Durable Medical Equipment	50% Coverage
Prosthetics & Orthotics	50% Coverage
Skilled Nursing, Subacute, Long-Term Acute, Inpatient Rehabilitation and Hospice Facility	100% Coverage. Maximum 120 days per Contract Year (combined benefit for all services).
Home Health Care	Covered in full. For rehabilitative therapy provided in the home, refer to Short-Term Rehabilitative services for Copayment information.
Temporomandibular Joint Syndrome (TMJS)	50% Coverage
Port Wine Stains	50% Coverage
Orthognathic Surgery	50% Coverage

SUMMARY OF BENEFITS HMO 100% HOSPITAL PLAN

Additional Benefits

Pharmacy Services	
Prescription Drugs	Covered with a \$10 Generic / \$40 Brand Name Copayment per prescription. Excludes contraceptive medications. Infertility drugs covered with a 50% Copayment. (Limitations apply)
Prescription Mail Order	Prescription drugs filled for up to 90 days with a \$10 Generic / \$40 Brand Name Copayment per prescription. (Limitations apply)
Vision Care Exam Every 12 Consecutive Months	One eye exam (including refraction) with participating provider every 12 consecutive months. \$15 Copayment.

Note: Prescription drug coverage is based on the usage of a medication formulary.

Eligibility Information

Dependent Children	Covered until the end of the year in which dependent turns age 19. Additionally, covered between the ages of 19 and 25 if dependent is a full-time student, until dependent is no longer a full-time student or reaches the age of 25.
Early Retiree Coverage	Not Available On This Plan
65+ Retiree Coverage	Not Available On This Plan



DeltaPremier
Summary of Dental Plan Benefits
For Group#0001121-0001
GRAND TRAVERSE COUNTY

This Summary of Dental Plan Benefits should be read in conjunction with your Dental Care Certificate. Your Dental Care Certificate will provide you with additional information about your Delta Dental plan, including information about plan exclusions and limitations. In the event that you seek treatment from a dentist that does not participate in any of Delta Dental's programs, you may be responsible for more than the percentage indicated below.

Benefit Year - January 1 through December 31

Covered Services -	Plan Pays	You Pay
Class I Benefits		
Diagnostic and Preventive Services - Used to diagnose and/or prevent dental abnormalities or disease (includes exams, cleanings and fluoride treatments)	100%	0%
Emergency Palliative Treatment - Used to temporarily relieve pain	100%	0%
Radiographs - X-rays	100%	0%
Sealants - Used to prevent decay of pits and fissures of permanent back teeth	100%	0%
Class II Benefits		
Oral Surgery Services - Extractions and dental surgery, including preoperative and postoperative care	75%	25%
Endodontic Services - Used to treat teeth with diseased or damaged nerves (for example, root canals)	75%	25%
Periodontic Services - Used to treat diseases of the gums and supporting structures of the teeth	75%	25%
Relines and Repairs - Relines and repairs to bridges and dentures	75%	25%
Minor Restorative Services - Used to repair teeth damaged by disease or injury (for example, fillings)	75%	25%
Major Restorative Services - Used when teeth can't be restored with another filling material (for example, crowns)	75%	25%
Class III Benefits		
Prosthetic Services - Used to replace missing natural teeth (for example, bridges and dentures)	75%	25%
Class IV Benefits		
Orthodontic Services (to age 19) - Used to correct malposed teeth and/or facial bones (for example, braces)	50%	50%

Benefits for oral examinations, prophylaxes, fluoride treatment and bitewing X-rays are payable twice per calendar year. Benefits for full mouth X-rays (which include bitewing X-rays) are payable once in any three-year period. Sealants are only payable for the occlusal surface of first and second permanent molars to age 14. The surface must be free from decay and restorations. Sealants are payable once per tooth per lifetime.

If you're planning on traveling outside the United States, you can receive emergency dental treatment through a worldwide dental network of English-speaking dentists. English-speaking customer service is available 24 hours a day, seven days a week, to help you find a dentist. Contact your benefits representative to obtain our international dental emergency brochure before you travel.

Maximum Payment - \$1,000 per person total per benefit year on Class I, Class II and Class III Benefits. Delta Dental's payment for Class IV Benefits will not exceed a lifetime maximum of \$1,000 per eligible person.

Excluded - None.

SUMMARY PLAN DOCUMENT

EMPLOYEE VISION PLAN



Plan Administrator: County of Grand Traverse, 400 Boardman Avenue, Traverse City, MI 49684, (231) 922-4599.

Plan Effective Date: 12:01 a.m., Eastern Standard Time, January 1, 1998

Plan Distribution Date: December 29, 1997

Plan Benefit Year: The fiscal year of the Plan commences on the first day of January and ends on the last day of the following December.

Plan Number: 503

Employer Identification Number: 38-6004852

Acceptance of Legal Notice: The Plan is a legal entity. Legal notices may be filed with, and legal process served upon, Grand Traverse County.

FUNDS FOR PAYMENT OF VISION CLAIMS ARE PAID FROM THE ASSETS OF THE COUNTY.

Grand Traverse County (Employer) hereby establishes a plan for payment of certain expenses for the benefit of its eligible employees, to be known as the Grand Traverse County Employee Vision Plan (Plan). The Employer assures its covered employees that during the continuance of the Plan all benefits hereinafter described shall be paid to or in behalf of them in the event they become eligible for benefits. The Plan is subject to all the terms, provisions and conditions recited on the following pages.

Authorized Signature

Date



Table of Contents

Eligibility	2
Schedule of Benefits	2
Exceptions	3
Filing Vision Claims	3
Individual Termination of Coverage	3
Coordination of Benefits	3
Plan Amendment or Termination	3
Plan is Not a Contract	3
Appealing a Claim	4
Rights of Employees	4

Eligibility: Regular Full-Time and Regular Part-Time (on a pro-rated basis) employees and elected officials and who are in the following classes are eligible for coverage under the Plan:

AFSCME Supervisors
Circuit Court Association Employees
Circuit Court Supervisors
COAM Dispatch Supervisors
Non-Contract Hourly Employees
Non-contract Exempt Employees
POAM Sheriff Employees
Elected Officials

POLC Sheriff Employees
Teamsters Central Dispatch Employees
Teamsters District Court Employees
Teamsters General Employees
Teamsters Sergeants
TPOAM Central Records
G.T. County Health Dept. Association
Retired employees of the preceding classes

To be covered, the employee must fill out the enrollment form provided by the Employer and return to Human Resources within 30 days of the effective date of coverage. If the employee loses coverage, the employee must enroll in the County's plan within 30 days of loss of coverage and must provide proof of loss of coverage. If the employee does not enroll during that time period, the employee may enroll for coverage during the annual open enrollment period in December of each year.

If the employee is a regular part-time employee, becomes a regular part-time employee from full-time, or changes their regular hours worked while a part-time employee, the employee must complete the payroll deduction form for employee contribution within 30 days of the effective date in order to be covered.

If the employee enrolls under the Plan, their lawful spouse and qualified dependents may also be covered under the Plan.

Qualified dependents include your natural children, step-children who reside with you, adopted children, spouse's adopted children who reside with you, or children under court-appointed guardianship if you claim them as a current income tax exemption, and who are not in the active military service of any government. Dependents will be covered until the end of the year in which they reach age 19. (G.T. County Health Dept. Assoc., Teamsters Dispatch, TPOAM and COAM employees may continue their dependent children until the end of the year in which they reach age 25 provided they are dependent upon you for more than half of their support, you claim them as a current tax exemption, and they reside with you or are in temporary residence at school or camp.)

Qualified dependents also include your unmarried natural children, step-children who reside with you, adopted children, spouse's adopted children who reside with you, or children under court appointed guardianship if they were mentally or physically handicapped and totally disabled prior to their nineteenth (19th) birth date.

If the employee waived coverage for dependents, they may be enrolled during the annual reopening period, or upon submission of a new enrollment form within 30 days of the date coverage was lost with another group. New dependents (birth, adoption, marriage, etc) may be added if an enrollment form is submitted within 30 days of becoming an eligible dependent.

If your spouse is also an employee of Grand Traverse County, neither you, your spouse, or your dependents shall be double covered.

If you retire from County employment, and if you are eligible to draw a pension benefit immediately upon retirement, you may elect to be covered under the County's group by reimbursing the County for the premium amount of your coverage. If you defer your pension benefit you may choose the County's group coverage upon written notification to Human Resources Office within thirty (30) days of starting to draw your pension benefit. If you choose not to continue the group coverage upon retirement and you lose other group coverage you may also return to the County's group coverage by giving the County written notice within thirty (30) days of the event.

Schedule of Benefits:

Waiting Period:

First day following 30 days of service.

Frequency:

Once in every 24 consecutive months, from the last date of service, for each covered individual.

Glasses:

Frames after a \$7.50 co-pay to a maximum of \$35

Lenses after a \$7.50 co-pay (waived if frames are purchased at the same time) to a maximum of:

Single focal \$43

Bifocals \$60 plastic or \$70 glass

Trifocals \$90 plastic or \$100 glass

Contact lenses:

Payment may be made for contact lenses in lieu of lenses and frames at the reasonable and customary amount for single focal glasses (normally \$78).

Exceptions: The Plan does not cover:

- a. Expenses covered under Workers' Compensation or employer liability laws.
- b. Expenses covered by any governmental agency or under any governmental program or law, except as to charges which the person is legally obligated to pay.
- c. Expenses incurred prior to the date the person became covered under this Plan.
- d. Expenses incurred that are not provided by a Medical Doctor (MD), Doctor of Osteopathy (DO), Doctor of Optometry (OD), an optical laboratory or an optician.
- e. Oversize or tinted lenses unless prescribed for medical reasons.

Filing Vision Claims: Submit your paid receipt or paid bill, along with a completed claim form, to the Human Resources Department.

Individual Termination of Coverage: The coverage of any employee shall terminate on any of the following dates:

- a. The date of termination of the Plan; or,
- b. The date that he/she ceases to be an "eligible employee" or "eligible dependent" unless coverage is continued under COBRA regulations; or,
- c. The date all or certain benefits are terminated on his/her particular class of employee by modification of the Plan; or,
- d. The date he/she fails to make a required contribution, if applicable.

The dependent's coverage with respect to each dependent shall cease on the date the employee's coverage terminates, unless the dependent is eligible for and contributes premiums for continued participation in the Plan as required by COBRA.

Coordination of Benefits: The purpose of this Plan is to help you meet the cost of needed vision care. It is not intended that anyone receive benefits greater than actual expenses incurred. Benefits payable by this Plan shall be the lesser of Grand Traverse County Plan's schedule or the balance after the payment by other plans, the total of which shall not exceed the maximum expense. All benefits provided hereunder are subject to this provision.

Plan Amendment or Termination: The Plan may be amended or terminated by the Employer at any time. Appropriate filing and reporting of any amendment with governmental authorities and to employee participants will be timely made by the Administrator in accordance with Title I of the Employee Retirement Income Security Act of 1974 (ERISA). In the event of Plan termination, the County will have no obligation under the Plan beyond paying the difference between the claims incurred (even though later filed) and expenses of the Plan due up to the date of termination. Such claims and expenses shall be paid as normal expenses of the Plan. Any termination of the Plan will be communicated to participants.

Plan is Not a Contract: The Plan shall not be deemed to constitute a contract between the County and any employee or to be consideration for, or an inducement or condition of, the employment of any employee.

Appealing a Claim: If your claim is denied in whole or in part, you will receive written notification from the Administrator within 90 days of the date you filed the claim. A claim worksheet will be provided showing the calculation of the total amount payable, charges not payable, the reason, and the steps you may take to have the claim reviewed. If additional information is needed for payment of a claim, the Employer will contact you. You may request a review by filing a written application with your Employer. On receipt of the written request for review of a claim, the Employer will review the claim and furnish copies of all documents and all reasons and facts relating to the decision. You may submit your opinion of the issues and your comments in writing. Requests for review must be filed within 120 days after you receive notice of denial. A decision will be made promptly within 60 days and will be delivered to you in writing setting forth specific reasons for the decision and specific references to the pertinent plan provisions upon which the decision is based. The decision will be final.

Rights of Employees (ERISA)

As a person covered under this Plan, you are entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974. This law, called ERISA, provides that all people covered by the Plan are entitled to:

(1) Examine, during the Employer's normal business hours and without charge, all Plan documents, including insurance contracts, bargaining agreements and copies of all documents filed by the Plan with the U.S. Department of Labor, such as annual reports and Plan descriptions; **(2)** Obtain copies at no more than a reasonable charge of all Plan documents and other Plan information by writing to the Administrator; and **(3)** Receive a summary of the Plan's annual financial report, if any, from the Administrator.

ERISA also imposes duties upon the people responsible for the operation of the Plan. These persons, referred to as "fiduciaries," must act solely in the interest of Plan participants and must be prudent in performing their Plan duties. Fiduciaries who violate ERISA may be removed and required to make good any losses they have caused the Plan.

The law provides that no one may fire you or discriminate against you to prevent you from obtaining a benefit or exercising your rights under ERISA. The law provides that if your claim for a benefit is denied in whole or in part, you will receive a written notice explaining why your claim was denied. You have the right to have your claim reviewed and reconsidered.

Under ERISA, there are steps that you can take to enforce your rights. For instance, if you request copies of Plan documents from the Employer and do not receive them within 30 days, you may file suit in federal court. In such a case, the court may require the Administrator to provide the documents and pay up to \$100 a day until you receive them, unless they were not sent because of reasons beyond the control of the Administrator. If you are improperly denied a benefit in full or in part, you have a right to file suit in a federal or state court. If fiduciaries are misusing Plan money, you have a right to file suit in a federal court or request help from the U.S. Department of Labor. If you are successful in your lawsuit, the court may, if it desires, require the other party to pay your legal costs, including attorney's fees. If you lose the case, the court may order you to pay these costs and fees.

If you have any questions about the statement of your rights under ERISA, you should contact the Administrator of the nearest Area Office of the Labor-Management Service Administration, Department of Labor.

Appendix C

1996 GTSO Alcohol & Drug Policy

GRAND TRAVERSE COUNTY SHERIFF'S OFFICE
POLICY AND PROCEDURE

SUBJECT: EMPLOYEE DRUG TESTING

EFFECTIVE DATE: January 15, 1996

PREVIOUS ISSUES: 5/20/93

POLICY STATEMENT:

The purpose of this policy is to establish the department's policy regarding the drug testing of Grand Traverse County Sheriff's Office employees.

This policy applies to all Sheriff's Office employees, irrespective of job title or responsibility, sworn, civilian, and contractors.

Management is concerned with an employee's personal problems as it affects him/her as a person, as well as how the employee's well-being influences his/her work performance.

Employees reporting to work under the influence of alcohol, drugs, or medications, which may impair alertness or responsiveness are subject to discipline up to and including discharge. Drug and alcohol testing matters are more specifically dealt with later in this policy.

All levels of management are responsible for using this program when appropriate to assist in resolving job performance problems related to personal problems. The department has adopted this written policy to insure an employee's fitness for duty as a condition of employment and to inform the employee that testing is a condition of employment and to inform the employee that testing is a condition of employment.

PROCEDURE:

I. DRUG TESTING POLICY:

Sheriff's Office operations involve the safety and well-being of thousands of persons and it is essential that employees be alert and in full possession of their faculties when serving citizens. Due to this fact, drug and/or alcohol testing will be conducted in accordance with the procedures and guidelines set forth below.

Sheriff's Office employees must be free of the effects of drugs and alcohol during scheduled working hours as a condition of employment. Drinking alcoholic beverages or using drugs during working hours, breaks, at lunch, or at any time while on duty, including reporting to work with alcohol in their system, is strictly prohibited and may be grounds for immediate discharge. Any employee who tests positive for drugs in any authorized drug test will be subject to progressive discipline as outlined below and will be required to undergo follow-up drug testing to establish that he/she is drug free.

Recognizing the contribution of individual employees to the Sheriff's Office and their right to make choices for which they accept responsibility, as well as the fact that abuse of alcohol and drugs may be an illness, the Employer is committed to providing an opportunity for

employees to seek counseling and/or rehabilitation before their performance deteriorates to a point where discipline is required to modify behavior.

When the Employer or the Union reasonably suspects a pattern suggesting substance abuse, the employee will be referred to the Employee Assistance Program (EAP). The referral to the EAP will not be used as a basis to abrogate or mitigate future discipline should the employee choose to use drugs or alcohol in a manner which threatens the safety or well-being of the public or his/her fellow employees. Participation in the EAP is not a substitute for corrective discipline, nor will it protect an employee from disciplinary action for violation of this rule.

All property belonging to the department is subject to inspection at any time without notice as there is no expectation of privacy. Property includes, but is not limited to, police vehicles, desk, containers, files and lockers.

A. **USE OF ALCOHOL:**

The employer recommends that employees refrain from the use of alcoholic beverages within the eight hour period prior to the start of their shift. It is expected that by following the eight hour standard, no employee of the Sheriff's Office will report with alcohol in his/her system.

Should any employee be reported for the use of alcohol during working hours, be involved in a serious or potentially serious accident of the type described in subsection C (2) below, and/or be suspected of having alcohol in their system, he/she may be requested to submit to a PBT test. A breathalyzer or blood test may be requested by the Employer if alcohol is measured on the PBT to determine whether he/she has consumed alcohol.

Failure to agree to such testing may result in termination. Any employee found to have an alcohol content during working hours will be subject to discipline up to and including discharge.

In accordance with the eight hour recommendation, and in light of the residual effects of alcohol, consumption of alcoholic beverages during working hours, or during breaks, or at lunch, is prohibited.

B. **PROHIBITED SUBSTANCES/UNAUTHORIZED ITEMS:**

Prohibited Substances:

Except for legitimate law enforcement purposes, employees may not use, possess, conceal, or sell controlled substances (as defined in 21 USC 811 et seq. and the regulations promulgated thereunder), synthetic drugs, and prescription drugs, excepting only: authorized prescription drugs as approved by the attending or Employer designated physician.

The prescription drug shall be in the original vial and shall be in the employee's name. If an employee is using a prescribed drug, the employee should consult with the attending or Employer designated physician regarding any possible affects that the

medication may have in relation to the employee working safely. If such affects are noted, the employee shall immediately notify the Employer/Supervisor.

In regard to the use of over-the-counter medications by employees on duty, the employee should read all labels carefully and follow the recommended dosages. When an over-the-counter medication cautions the consumer in the use of the medication while operating motor vehicles and/or machinery, the employee shall notify his/her immediate supervisor at the beginning of the shift regarding the type of medication and the dosage. If the supervisor has reasonable belief that the usage of the medication is presenting a safety concern for the continued performance of duty by the employee, the supervisor may seek advise and recommendation from an employer designated position as to the employee remaining on duty.

Employee use of over-the-counter medications shall not result in the employee suffering any type of disciplinary action or loss, except if it is proven that the employee has abused or misused the medication in dosage or application.

Unauthorized Items:

Except for legitimate law enforcement purposes, employees may not have any unauthorized items related to drug/alcohol sale, use, or consumption in their possession or in any area used by them or under their control. Unauthorized items include drug paraphernalia used to administer drugs.

C. WHEN DRUG AND ALCOHOL TESTING MAY BE REQUIRED:

All applicants for employment shall be tested for drug or narcotic usage as a part of their pre-employment medical examination. All applicants who refuse to test are not eligible for further consideration. Results of drug test on applicants shall be confidential and used for official use only.

Any employee assigned to a unit which has a primary responsibility for drug enforcement shall be required to submit to periodic drug tests at the discretion of the Sheriff or his designee. The test may be administered randomly without advance notice.

An employee may be required to submit to testing only in the following circumstances:

- (1) When an employee's performance and/or attendance record, or information submitted by supervisory employee, or a verified complaint creates a reasonable suspicion that the employee is currently using, impaired by or under the influence of alcohol, controlled substances, synthetic drugs, prescription drugs, or over-the-counter medication.

Reasonable suspicion shall be based upon specific objective facts documented in the employee's performance and/or attendance record which show a pattern of suspected abuse, disciplinary problems or otherwise unexplained behavior; or upon the supervisory employee's or complainant's personal observation of specific objective facts, including the appearance, behavior, speech, conduct,

or body odors of the employee, and the reasonable inferences drawn from these facts in light of the experience and/or training.

In the case of reasonable suspicion based upon an employee's performance and/or attendance record, the Employer will meet with the Union and the employee at least one (1) time prior to any demand for testing to advise the employee of the Employer's concerns and to put the employee on notice that drug and alcohol testing will be required if the pattern of suspected abuse, disciplinary problems, or otherwise unexplained behavior continues.

All objective facts on hand at the time of the demand for testing which form the basis for the reasonable suspicion shall be disclosed to the employee and the Union at that time, and the employee shall at the same time be given the opportunity to explain his/her behavior, action, and/or appearance. Upon request, the employee shall have the right to representation provided that such representation is readily available and will not unnecessarily delay testing. The objective facts and reasonable inferences drawn from these facts shall be reduced to writing, with a copy given to the employee and the union within three (3) working days of the demand for testing.

- (2) When an employee suffers an occupational on-the-job injury (requiring treatment from a physician), or following a serious or potentially serious accident or incident in which safety precautions were violated, equipment or property was damaged, unsafe instructions or orders were given by the employee, or unusually careless acts were performed by the employee. In the case of on-the-job injuries, special consideration shall be given to whether the injury occurred through no fault of the employee.
- (3) As part of the follow-up drug test required after a suspension imposed for a positive drug test; or as the result of a condition of reinstatement upon completion of an Employer approved drug and/or alcohol treatment or counseling program.
- (4) When, except for legitimate law enforcement purposes, any prohibited substance, including an alcoholic beverage or any unauthorized item, such as drug paraphernalia, is found in an area controlled or used by the employee. Employees retained by the Employer to investigate or monitor drug or alcohol abuse or Employer property or vehicles shall not be authorized to plant or sell prohibited substances or unauthorized items.

D. WHO MAY REQUIRE TESTING:

Except for a blood and/or urine chemical test administered pursuant to subsection C (3) above, the demand for a blood and/or urine chemical test shall be made only on the express authority of the highest ranking police supervisor on duty, or his/her designee, with the concurrence of another supervisory person.

E. ALCOHOL AND DRUG TESTING PROCEDURES:

The following procedures shall govern the administration of drug and alcohol tests:

- (1) When a drug and alcohol test is to be administered, breath, blood, and/or urine samples will be taken from the employee.
- (2) Initial alcohol testing shall be conducted using the PBT. If a PBT test registers positive, a follow-up alcohol test shall be performed using a single qualitative analysis (breathalyzer or blood test).
- (3) When a follow-up drug test is to be administered, only a urine sample will be taken from the employee.
- (4) Blood samples will be collected and witnessed by authorized medical personnel at the Correctional Facility Medical Office, an outside health care facility, or practitioner's office, and sealed and initialed by the employee and the witness.
- (5) Urine samples will be collected and witnessed by police supervisory personnel of the same sex as the employee at the Correctional Facility Medical Office, an outside health-care facility, or practitioners office, under approved procedures designed to insure the integrity of the samples. Urine samples will be sealed and initialed by the employee and witness.
- (6) Blood and urine samples will be marked by use of alpha/numerical codes, rather than employee names, if possible. The Employer and the employee will receive a copy of the code.
- (7) Blood and urine samples will be promptly sent to and tested by an agreed upon laboratory.
- (8) An approved chain of custody procedure shall be followed in the administration of all blood and urine chemical tests. Blood or urine samples which test positive for drugs and/or alcohol will be stored at the laboratory for a minimum of fifteen (15) days.
- (9) Initial drug screening shall be conducted using the technology of the ADIC System which is Fluorescence Polarization ImmunoAssy (FPIA) through Grand Traverse County Correctional Medical Staff. All positive drug tests shall be confirmed by a second drug testing method.
- (10) An employee required to submit to blood and/or urine chemical test must, if required by a health care facility practitioner, or laboratory, promptly execute to taking of samples, their analysis related to alcohol and the drug compounds or release of test results.
- (11) A legible copy of the laboratory report shall promptly be made available by the Employer to the employee, and, with the employee's consent, the Union.
- (12) Any information collected in the process of obtaining a blood and/or urine chemical test shall be treated as confidential information and shall be released to other persons only on a "need-to-know" basis.

F. **POSITIVE DRUG TESTS:**

The cut-off limits recommended by the manufacturer (or a recognized and agreed upon testing laboratory) will be used to determine whether initial drug screens are positive for drugs and/or their metabolites.

If drug testing is to be conducted for specific drug compounds, the Employer will notify the Union of the cut-off limit(s) recommended by the manufacturer or recognized by the agreed upon testing laboratory.

When a positive drug test may be the result of use of a prescribed drug, the employee will be required to submit proof of the prescription within forty-eight (48) hours of the request to do so, together with a written statement from his/her attending physician approving the use of the drug during working hours. If the prescription and/or physician's statement is not submitted within the specified time limit, the employee will be subject to disciplinary action under Section I.

G. **TESTING:**

The initial drug testing method will be an analysis of blood and/or urine using the FPIA testing procedure. If positive results are obtained, a more quantitative analysis shall be performed using the GCMS (GAS Chromatography/Mass Spectrometry) method in accordance with MLEOTC standards. The costs of the initial (FPIA) and confirming (GCMS) testing shall be born by the Employer.

H. **SECOND OPINION TESTING: (EMPLOYEE INITIATED)**

If a sufficient sample is available for further testing, i.e., at least 20 ml in the case of a urine sample, and 2 ml in the case of a blood sample, an employee who tests positive for drugs, or is subject to discipline for violation of the employee's alcohol rule under sub-section I (3) below, may request a second opinion test in accordance with the following guidelines.

- (1) The request must be made to the Employer in writing within five (5) days of the date the laboratory report is provided.
- (2) The employee **MUST** pay the total cost of the second opinion test, including the cost of the initial drug screen and confirming test (or the blood alcohol test) and any courier fee, at the time the request is made.
- (3) The second opinion test must be performed by an agreed-upon testing laboratory.
- (4) An approved chain of custody procedure must be followed with respect to the release of the sample(s) to the laboratory which is going to perform the second opinion test, i.e., the sample(s) will only be released directly to the laboratory.

- (5) All alcohol and drug testing procedures set forth in this policy shall be strictly observed.
- (6) The results of the second opinion test will be binding on the Employer, the employee and the Union.

I. DISCIPLINARY ACTION:

Employees may be subject to immediate termination for the first offense in any one of the following circumstances:

- (1) Refusal to take an authorized breath, blood, and/or urine chemical test.
- (2) Drinking alcoholic beverages or using drugs and/or intoxicants during working hours, during breaks, or at lunch, if the employee is scheduled to work thereafter on the same work day.
- (3) Having a blood alcohol content during working hours based on the test result.
- (4) Working or reporting to work when ability to perform is impaired by drugs and/or other intoxicants. A positive breath, blood, and/or urine chemical test, when confirmed by evidence during working hours, shall be used to establish impairment.
- (5) Except for legitimate law enforcement purposes, possession, concealment, or sale of any prohibited substance, including alcoholic beverages, while on duty, on the Employer's premises or jurisdiction.

Except in cases where impairment is established, or the employee is otherwise subject to immediate termination, an employee who tests positive for drugs, other than cannabinoid metabolites, in any authorized drug test, will receive the following discipline for the first offense.

THIRTY (30) WORKING DAY SUSPENSION:

Following completion of the suspension, the employee will be conditionally re-employed, but must undergo a follow-up drug test within five (5) days. If the employee tests positive for any drug at a follow-up drug test, or any time within the next twelve (12) months, in any authorized drug test, he/she shall be immediately terminated.

Except in cases where impairment is established, or the employee is otherwise subject to immediate termination, the following disciplinary rules will apply to any employee who tests positive for cannabinoid metabolites in any authorized drug test.

FIRST OFFENSE:

The employee may receive the following discipline at the discretion of the Sheriff or his designee:

Ten (10) working day suspension, followed by
Conditional re-employment and re-testing.

Following completion of the suspension, the employee will be conditionally re-employed, but must undergo a follow-up drug test thirty (30) to forty-five (45) days after the initial testing. If the employee tests positive for cannabinoid metabolites at the follow-up drug test, or anytime within the next twenty-four (24) months, in any authorized drug test, he/she will receive the following additional discipline:

Thirty (30) working day suspension, followed by a subsequent test.

Following completion of the second suspension, an employee who has received the progressive discipline outlined above will be conditionally re-employed, but must undergo a second follow-up drug test within five (5) days. If an employee tests positive for any other drug at the second follow-up drug test, or anytime within the next twenty-four (24) months in any authorized drug test, he/she shall be immediately terminated.

It is understood that this policy will be administered in the same manner as the other work rules.

II. SPECIMENS FOR DRUG AND ALCOHOL SCREENING:

When an employee arrives at the Collection Agency to have urine/blood specimens taken for drug/alcohol screening, he/she will be asked to provide identification: Provide his/her social security number, showing Michigan drivers license, and sign a drug screen test request form. At the same time, the requisition portion of the Chain of Custody will be completed by a police supervisor and/or the Collection Agency and the employee. The employee will be assigned a patient identification number, which will be recorded on the form or placed on the form by means of a pre-printed label.

The consent form will consist of at least an original and one (1) copy. The original will be returned to the Sheriff's Office by the Collection Agency and the copy will be given to the employee. The Requisition/Chain of Custody form will consist of one or more original documents, which will be returned to the Sheriff's Office by the Testing Laboratory with the test results. Ordinarily, there will be two (2) separate Requisition/Chain of Custody forms: One for a urine specimen (for drug screening and confirmation testing) and the other for a blood specimen (for blood serum alcohol testing).

- A. After completing the consent form, a blood specimen may be taken by the Collection Agency technician, if requested by the Sheriff's Office, for blood serum alcohol testing. If taken the blood specimen will be obtained through venipuncture. The blood will be drawn into a 10cc evacuated tube, with cap intact. The specimen tube will be labeled with the patient identification number (which was previously recorded on the Requisition/Chain of Custody form for the specimen) and initialed by the technician and the employee. The remainder of the initial Chain of Custody procedure for the blood specimen will then be completed (see below). The cap on the specimen tube will not be removed until the specimen is tested at the Testing Laboratory.

- B. If a urine sample has been requested, the employee will be escorted to an examination room. The employee will be given instructions on the procedures for providing a urine specimen and be escorted to the bathroom by a member of the medical staff or police personnel. The employee will be told to provide a urine specimen of at least 50 ml in a plastic cup which will be available. The employee will be allowed to void in private. However, precautions will be taken to insure the integrity of the urine specimen.

After the employee has produced the urine specimen, he/she will be escorted to the Collection Agency laboratory where the specimen will be checked for color, warmth and consistency. If the specimen is unadulterated, it will be transferred to a specimen bottle provided by the Testing Laboratory. In the presence of the employee, a tamper-proof seal will be placed on the specimen bottle. The bottle will be labeled with the same patient identification number as the blood specimen (which was previously recorded on the Requisition/Chain of Custody form for the urine specimen) and initialed by the employee and the witness. The remainder of the initial Chain of Custody procedure as outlined for the blood specimen will then be completed (see below).

If the Collection Agency technician determines that an adulterated urine specimen has been provided, the employee will be escorted back to the bathroom and be required to submit another specimen in the presence of a police supervisory officer or medical personnel of the same sex as the employee. If the employee refuses to provide a second urine specimen in such circumstances, the Employer will be advised that he/she has refused to take the urine chemical test.

III. CHAIN OF CUSTODY:

Chain of Custody is the written documentation of possession and transfer of importance evidence. The chain of custody serves to protect all parties by standardizing procedures, preventing mix-ups, and providing a complete possession and transfer history.

To preserve employee anonymity, all drug and alcohol testing will be "blind". The only information which will be provided to the Testing Laboratory besides the specimen is the Requisition/Chain of Custody form for the specimen to be tested which will contain the employee's patient identification number and his/her initials (see Employee part of Chain of Custody form, discussed below).

Once the collection process has been completed for a given specimen, the employee and the Collection Agency Technician will complete the employee part of the Chain of Custody form. The employee will record the date and time and his/her initials. The technician will record his/her initials and state the purpose of the change of custody (for example, urine taken for drug screening). The specimen will then be placed in the refrigerator at the Collection Agency and the Collection Agency will notify the Testing Laboratory to make arrangements for delivery of the specimen.

At the time of delivery of the specimen by the Collection Agency, the Collection Agency part of the Chain of Custody form will be completed by the technician and the courier taking possession of the specimen. Should the specimen be transmitted to the Testing Laboratory

by overnight mail service the chain of custody will be maintained by each succeeding person who handles the specimen on the courier part of the Chain of Command form.

The final entry on this part of the Chain of Custody form will be made when the specimen is delivered to the Testing Laboratory. This part of the form must be initialled by the (last) courier to handle the specimen and the person taking custody of the specimen for the Testing Laboratory. The Requisition/Chain of Custody form will remain with the specimen when it is being transported.

At the time of receipt of the specimen by the Testing Laboratory, a specimen identification number will be assigned to the specimen. A label containing this number will be placed on the specimen bottle/tube and the number will also be recorded on the Requisition/Chain of Custody form for the specimen. The specimen will then be placed in a refrigerator at the Testing Laboratory until testing is performed. During the testing process the Chain of Custody will be maintained on the Testing Laboratory part of the form. Appropriate entries will be made any time someone removes and returns the specimen or an aliquot of the specimen from the locked box.

After the specimen is tested, a laboratory report will be completed by the Testing Laboratory and transmitted to the Sheriff's Office, along with the completed Requisition/Chain of Custody form. The Testing Laboratory will retain a copy of this form. The employee will sign a Receipt of Test Results form when he/she is given a copy of the test results by the Sheriff's Office.

The specimen will be transferred to a locked box in a freezer after testing. If the specimen tests negative, it will be retained by the Testing Laboratory until it is notified that the laboratory report and the completed Requisition/Chain of Custody form has been received by the Sheriff's Office and that a copy of the test results has been given to the employee. If the specimen tests positive, it will be re-sealed and retained by the Testing Laboratory for a minimum of fifteen (15) days. The purpose of this retention period is to provide time for the employee to request a second opinion on the specimen.

If sufficient sample is not available for further testing, at least 20 ml in the case of a urine specimen and 2 ml in the case of a blood specimen, the Testing Laboratory will notify the Sheriff's Office at the time the laboratory report is provided.

IV. SECOND OPINION TESTING:

If a sufficient sample is available for further testing, an employee who tests positive for drugs or is subject to discipline under sub-section I (3) of the Sheriff's Office work rule on Use of Alcohol, Drugs, and/or Intoxicants may request a second opinion test in accordance with the guidelines set forth in Section H.

Within five (5) days of the date the laboratory report is provided, the employee must, in writing, request a Second Opinion Drug and/or Alcohol Testing form and pay the total cost of the requested second opinion test as provided in sub-section H (2) of the Work Rule. When such payment is made, a Sheriff's Office representative will sign the receipt of payment. Employer's representative will also complete the Requisition for Second Opinion Drug and/or Alcohol Testing/Chain of Custody form.

The second opinion consent form will consist of an original and at least one (1) copy. The original will be retained by the Sheriff's Office and the copy will be given to the employee. The second opinion Requisition/Chain of Custody form will consist of one or more original documents, which will ultimately be returned to the Sheriff's Office by Second Opinion Testing Laboratory with the results.

The Second Opinion Requisition/Chain of Custody form will be transmitted by the Sheriff's Office to the Initial Testing Laboratory with a cover letter specifying the Second Opinion Testing laboratory which has been designated to conduct further testing on the specimen. The employee will not be identified in either the cover letter or the form, which will include the Initial Testing Laboratory's patient identification number and specimen identification number.

The Initial Testing Laboratory will make arrangements to deliver the specimen to the Second Opinion Testing Laboratory, or to notify the Second Opinion Testing Laboratory to make delivery arrangements. The specimen will only be released directly to the Second Opinion Testing Laboratory or a courier. It will not be released to the employee.

The Second Opinion Requisition/Chain of Custody form will be completed in essentially the same manner as the original Requisition/Chain of Custody form. The Initial Testing Laboratory courier takes possession of the specimen. The final entry on the courier part of the form will be made when the Second Opinion Testing Laboratory takes possession of the specimen. The Second Opinion Requisition/Chain of Custody form will remain with the specimen when it is being transported. The Second Opinion Testing Laboratory part of the form will be maintained any time someone removes the specimen or an aliquot of the specimen from the laboratory's specimen storage facilities.

After the specimen is tested by the Second Opinion Testing Laboratory, a laboratory report will be completed and transmitted to the Sheriff's Office along with the completed Second Opinion Requisition/Chain of Custody form. The Second Opinion Testing Laboratory will retain a copy of this form.

Scott Fewins, Sheriff

Date: _____

Reviewed by: _____

Date: _____

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Date: _____

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Date: _____

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Date: _____