

**INGHAM COUNTY AND  
THIRTIETH JUDICIAL CIRCUIT COURT**

**AND**

**55TH DISTRICT COURT**

**AND**

**INGHAM COUNTY PROBATE COURT**

**MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL**

**2006-2008**

## TABLE OF CONTENTS

<u>TITLE</u>	<u>PAGE</u>
<a href="#">Purpose and Intent</a> .....	1
<a href="#">Compensation Plan</a> .....	2
<a href="#">Compensation Levels</a> .....	5
<a href="#">Holidays</a> .....	6
<a href="#">Hospitalization - Medical Coverage</a> .....	8
<a href="#">Dental Insurance</a> .....	14
<a href="#">Vision Insurance</a> .....	15
<a href="#">Life Insurance</a> .....	15
<a href="#">Longevity Plan</a> .....	16
<a href="#">Leaves of Absence</a> .....	19
Sick Leave .....	19
Medical Exams.....	20
Disability Plan.....	20
Funeral Leave.....	21
Military Leave.....	21
Military Reserve.....	21
Special Leave.....	22
General Provisions.....	23
<a href="#">Severance Pay</a> .....	24
Status.....	24
Sick Leave Severance Pay .....	24
Severance Pay.....	24
<a href="#">Retirement</a> .....	26
Retirement Plans.....	26
Managerial & Confidential Employee Plan.....	26
Retiree Health Insurance.....	26
Retiree Life Insurance.....	27
<a href="#">Vacations</a> .....	28
<a href="#">Overtime Compensation</a> .....	30
<a href="#">Vacation Bonus Days</a> .....	32
<a href="#">Jury Duty</a> .....	32
<a href="#">Travel Allowance</a> .....	33

Mileage Allowance.....	35
Automobile Insurance.....	35
<a href="#">Complaint Procedure</a> .....	37
Review Procedure for Non- Disciplinary Matters.....	37
Review Procedure for Disciplinary Matters.....	37
<a href="#">IRS Section 125</a> .....	39
<a href="#">Tax Rate On Separate Checks</a> .....	39
<a href="#">Employee Assistance Plan</a> .....	39
<a href="#">Definition of Employees</a> .....	39
<a href="#">Administrative Leave Policy</a> .....	43
Appendix A - Other Specific Managerial Benefits	
Sheriff and Animal Control Managers.....	45
Attorneys (Bar Dues).....	45
Appendix B - Guidelines For Required Evening Meetings	
Managerial Employees .....	46
Appendix C - Position Listings.....	47
Appendix D - Compensation Levels .....	51

## **A. PURPOSE AND INTENT**

It is the purpose and intent of this Managerial and Confidential Employee Personnel Manual to act as an information outline of benefits that the Employer intends to extend to its Managerial and Confidential employees. This plan should not be construed as creating a contract between the Employer and any of the applicable employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the Ingham County Board of Commissioners, or its designees. Benefits as outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Ingham County Board of Commissioners and any such modifications in the plan shall be solely within the discretion of the Employer. It is the intent of the Employer to provide reasonable prior notice of such changes, if any, or modifications to the employees affected thereby. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged by the terms of this plan. The fact that these policies may have been applied differently in the past does not affect their current or future enforcement.

No person or representative of the Employer, other than the Board of Commissioners, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. Managers and Confidential employees are employees at will.

## **B. COMPENSATION PLAN**

1. The following Manual has been developed to become effective for the years 2006-2008 and is subject to change by the Board of Commissioners.
2. Employees not at the top step of the salary range for their classification may be considered for a step increase to the next appropriate step as of their anniversary date, or hire date as defined. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee of the Board of Commissioners.
3. "Date of hire" is defined as the date that an employee commences employment in a full or part-time position and is used for the purpose of determining length of employment and step increases as long as said employee remains in said classification. The date of hire is not used for reclassification or promotion purposes regarding step increases.
4. "Anniversary date" is defined as the date used to determine length of service within a specific classification. An employee is assigned an anniversary date upon a promotion or reclassification. Anniversary date is used if an employee is reclassified or promoted to determine the date for subsequent step increases.
5. Employees will not be paid at rates in excess of the maximum for their salary grade and classification.
6. At the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, employees may receive a merit increase within established guidelines.
7. At the discretion of the County Services Committee, for County Managers and Confidential employees, or Chief Judge for Court Managers, and Court Confidential employees, a new employee may be started above Step 1 of the appropriate grade.
8. a. "Current annual wage" is defined as the salary paid to the employee on the date

immediately prior to the date of reclassification or promotion.

b. Employees who are reclassified or promoted within their career field to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that step one of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in step one of the new salary grade.

c. If there is no step in the new salary grade that is between five and ten percent (5% - 10%) higher than the current annual wage, said employee shall receive an annual salary increase of seven and one-half percent (7.5%) which shall be effective the first full pay period following promotion or reclassification. On said employee's next anniversary or reclassification (which is one (1) year following the effective date of reclassification or promotion), he/she shall be eligible to advance to the next step on the salary scale which is larger than said employee's salary at that time. The starting salary rate for those employees being reclassified or promoted outside of their career field will be determined by the County Services Committee.

d. The salary of a Manager or Confidential employee being demoted will be determined by the County Services Committee, unless otherwise specified by a Collective Bargaining Agreement if the employee is no longer a Manager or Confidential employee.

### **C. COMPENSATION LEVELS**

1. The compensation levels used for Managerial and Confidential positions, excluding elected positions, shall be as set forth in Appendix D. Any change in the salary grade of a position covered by this Manual must be approved by the County Services Committee and the Board of Commissioners.
2. The salary ranges may be reviewed annually by the County Services Committee and appropriate modifications may then be recommended to the Board of Commissioners. The salary ranges may only be modified by a majority of the Board of Commissioners.
3. The salary of an employee may be increased within the salary range for the position upon the approval of the County Services Committee as provided hereunder.
4. 2006-2008 Salary Schedules: Employees employed under this manual shall be compensated as outlined in the salary schedules.
5. Retroactive pay will not be paid unless the employee is employed on the date this revised manual is approved by the Board of Commissioners.

## D. HOLIDAYS

1. The following holidays are recognized by the Employer:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Friday Following Thanksgiving
Independence Day	Christmas Day

2. Employees who are not required to work on the above recognized holidays shall be paid for the holiday.

3. Employees who are required to work on a County holiday, or an employee who works ten (10) regularly scheduled days during the bi-weekly payroll period in which the holiday occurs, whether or not that schedule actually includes working on the day of the holiday (law enforcement continuous operations), shall be eligible for eight (8) hours additional compensation at his/her regular straight time rate, regardless of the time of day that the work is performed, and double time for work in excess of eight (8) hours on a holiday. Holiday pay combined with the straight time pay provides compensation at twice the employee's regular rate for work (up to eight hours) performed on the holiday. When an employee works less than eight (8) hours on a recognized holiday, he/she will receive his/her regular rate of pay for the time worked plus eight (8) hours holiday pay.

4. An employee must work the last scheduled day before, and the first scheduled day after the holiday, plus the holiday if scheduled, to be eligible for holiday pay, unless the absence has been previously approved by the department head.

5. When an employee is absent on vacation, the employee will receive compensation for that holiday and the holiday will not be considered a vacation day.

6. When a recognized holiday falls on a Saturday, the preceding Friday shall be observed as the holiday, and when the recognized holiday falls on a Sunday, the following Monday shall be observed as the holiday.

7. With the exception of those working in a continuous shift operation, employees shall be entitled to the preceding day off, with pay, whenever Christmas Day or New Year's Day fall on Tuesday, Wednesday, Thursday, or Friday.



8. Part-time employees shall receive holiday pay at one-half (1/2) the rate that full-time employees are eligible to receive.

9. If agreed upon with bargaining unit employees, Columbus Day and Good Friday will be eliminated as holidays with full-time employees receiving sixteen (16) additional vacation bonus hours OR Columbus Day and Good Friday will be eliminated as holidays with employees receiving Cesar Chavez Day as a holiday and receive eight (8) additional vacation bonus hours. If either are approved, both Christmas Eve and New Year's Eve will be paid as holidays every year in lieu of Section 7 above.

## E. HOSPITALIZATION -- MEDICAL COVERAGE

### 1. Health Insurance Program:

- a. The Employer will provide the following Health Insurance Program for eligible full-time employees and legal dependents.

Effective January 1, 2006, the EMPLOYER will offer the following health insurance programs for eligible full-time employees and legal dependents.

#### Option 1:

BCBSM-POS: Blue Choice Certificate, POS DR 250/500, POS CR 80/20, POS AA, POS OV 20, POS ET 50

Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager.

Prescription Drug Plan 1: Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be based on a formulary. Brands listed under "Generic Copay" heading will have a \$0.00 copay. Formulary brand copay will be 20%, but not more than \$35.00. Non formulary brand copay will 25%, but not less than \$25.00 and not more than \$45.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will only be available through mail order. A 90-day supply of designated maintenance drugs shall also be available at retail pharmacies. The formulary and list of medications available in 90-day quantities at retail pharmacies shall be subject to periodic review and revision.

#### Option 2:

PHP Plus (Point-of-Service) Plan 30406-311-111

Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager.

Prescription Drug Plan 1: Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be based on a formulary. Brands listed under "Generic Copay" heading will have a \$0.00 copay. Formulary brand copay will be 20%, but not more than \$35.00. Non formulary brand copay will 25%, but not less than \$25.00 and not more than \$45.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will only be available through mail order. A 90-day supply of designated maintenance drugs shall also be available at retail pharmacies. The formulary and list of medications available in 90-day quantities at retail pharmacies shall be subject to periodic review and revision.

Option 3:

## Health Advantage - High Plan

Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager.

Prescription Drug Plan 1: Prescription drug copayments for generic drugs will be \$0.00. Prescription drug copayments for brand drugs will be based on a formulary. Brands listed under "Generic Copay" heading will have a \$0.00 copay. Formulary brand copay will be 20%, but not more than \$35.00. Non formulary brand copay will be 25%, but not less than \$25.00 and not more than \$45.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will be available through mail order for a single month copay. A 90-day supply of designated maintenance drugs shall also be available at retail pharmacies for a single month copay. The formulary and list of medications available in 90-day quantities at retail pharmacies shall be subject to periodic review and revision.

Option 4:

## Health Advantage - Low Plan

Prescription Drug Plan 3: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Generic drugs shall have a \$2.00 copay. Prescription drug copayments for brand drugs will be based on a formulary. Brands listed under "Generic Copay" heading will have a \$2.00 copay. Formulary brand copay will be 25%, but not less than \$15.00 and not more than \$35.00. Non formulary brand copay will be 25%, but not less than \$25.00 and not more than \$45.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will be available through mail order for a single month copay. A 90-day supply of designated maintenance drugs shall also be available at retail pharmacies for a single month copay. The formulary and list of medications available in 90-day quantities at retail pharmacies shall be subject to periodic review and revision Prescription drug copayments will be \$2.00 for generic drugs, 25% for brand drugs, with a minimum of \$15.00 and a maximum of \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided and a 90-day supply of a maintenance drug will only be available through mail order.

Option 5:

## PHP HMO Only Plan 30407

Prescription Drug Plan 3: Prescription drug coverage will be provided by the EMPLOYER through a pharmacy benefits manager. Generic drugs shall have a

\$2.00 copay. Prescription drug copayments for brand drugs will be based on a formulary. Brands listed under "Generic Copay" heading will have a \$2.00 copay. Formulary brand copay will be 25%, but not less than \$15.00 and not more than \$35.00. Non formulary brand copay will be 25%, but not less than \$25.00 and not more than \$45.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will be available through mail order for a single month copay. A 90-day supply of designated maintenance drugs shall also be available at retail pharmacies for a single month copay. The formulary and list of medications available in 90-day quantities at retail pharmacies shall be subject to periodic review and revision Prescription drug copayments will be \$2.00 for generic drugs, 25% for brand drugs, with a minimum of \$15.00 and a maximum of \$35.00. Maximum out-of-pocket expenses for drugs for each health care plan participant contract will be \$1,100.00 per year. Coverage for mail order will also be provided and a 90-day supply of a maintenance drug will only be available through mail order.

- b. An employee who is eligible for medical/hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Section E. The decision to waive coverage shall be made once per calendar year. A Waiver Agreement drafted by the EMPLOYER shall be executed by the employee.

In the event the employee elects to forego medical insurance, the EMPLOYER shall pay an amount based upon the coverage for which the employee is otherwise eligible at the time of election (full family, two persons, or single subscriber) directly to the employee as taxable compensation. The amounts payable, based on the applicable coverage, shall be as follows:

Full Family	=	\$185.43
2-Person	=	\$165.21
Single	=	\$78.91

Employees losing medical coverage from another source shall notify the County Financial Services Department in time so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

In the event a husband and wife are both employees of the County, or any of the

Courts of Ingham County, the payment provisions in lieu of health insurance coverage as stated under subsection shall be mandatory. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in this Section E.

c. The Board of Commissioners may substitute another carrier, but the basic provisions of the coverage shall be retained.

2. Premium.

Effective January 1, 2006, the EMPLOYER agrees to pay the full premium for eligible full-time employees for hospitalization coverage outlined in subsection 1, a, above, up to the following amounts:

Full Family	=	\$672.13
2-Person	=	\$598.84
Single	=	\$286.01
Retirees	=	\$303.03

These benchmarks will increase by the same amount as the salary schedule is increased for following years. Increases in premium costs exceeding the benchmark will be shared 50/50 by the EMPLOYER and the employees with the employees' payment made through payroll deduction under the Section 125 Plan.

The Employer will pay the monthly premium for coverage up to the above listed amounts for full-time employees, part-time (20-29 hours) are eligible for up to the above listed amounts for single subscriber coverage and three-quarter time (30-39 hours) are eligible for up to the above listed amounts for two-person coverage. An employee desiring optional additional coverage involving an additional premium cost can obtain it by authorizing a monthly payroll deduction to pay the additional premium

The County's Health Coalition will continue to meet on ways to reduce health care costs and to avoid and reduce potential co-pays of both the Employer and the employees. The Employer will provide the new health care premium rates as soon as they are available.

3. An employee shall become covered the first of the month following date of hire and upon

completion of the required forms and acceptance by the provider as a participant. The Employer shall pay the entire premium cost for full family coverage for each eligible full-time employee up to the amounts specified above. Payroll deductions will be made for any additional coverage the employee chooses to select.

4. Effective January 1, 2003, same-sex domestic partners will be provided health insurance pursuant to the benefit eligibility requirements of the health care providers and IRS regulations.

## F. DENTAL INSURANCE

1. The Employer shall provide Dental Insurance for full-time, three quarter time and part-time employees and their dependents as follows:

<u>CLASS I BENEFITS</u>	<u>INSURANCE PAYS</u>	<u>PATIENT PAYS</u>
Diagnostic	100%	0%
Preventative	100%	0%
Emergency Palliative	100%	0%
Radiographs	50%	50%
Oral Surgery	50%	50%
Restoration	50%	50%
Periodontics	50%	50%
Endodontics	50%	50%
<u>CLASS II BENEFITS</u>	<u>INSURANCE PAYS</u>	<u>PATIENT PAYS</u>
Bridges, Partial and Dentures	50%	50%

Payment under this provision is limited to Eight Hundred Dollars (\$800.00) maximum per person, per year, for Class I and Class II benefits.

2. Special part-time and temporary hired employees are not eligible for coverage.
3. Dental insurance coverage shall commence the first day of the seventh month of employment.
4. Consideration may be given to changes in dental coverage during the term of this Plan, as determined by the Board of Commissioners.

### **G. VISION INSURANCE**

1. Managerial and Confidential full-time, three quarter-time and part-time employees will be provided a vision insurance plan as approved by the Board of Commissioners. Effective January 1, 2003, the vision coverage will be VSP Standard Plan B.
2. During the term of this Plan, consideration may be given to changes in vision coverage as determined by the Board of Commissioners.

### **H. LIFE INSURANCE**

1. Full-time managerial employees are provided with \$50,000 life insurance coverage, including double indemnity for accidental death.
2. Full-time confidential professional employees are provided with \$50,000 life insurance coverage, and full-time confidential TOPS employees are provided with \$50,000 life insurance coverage. Confidential TOPS part-time employees are provided with \$50,000 life insurance coverage.
3. Life insurance coverage is effective on the first day of the month following employment, and the premium costs of the coverage are paid by the Employer.
4. Employees may obtain additional term life insurance coverage at group rates through the Employer's insurance carrier and pay the premium costs of the additional coverages through payroll deduction. The requirement for obtaining this additional coverage will be determined by the insurance carrier.



## I. LONGEVITY PLAN

1. All full-time employees, having completed four (4) years of continuous employment prior to December first, shall be eligible to receive a longevity bonus for service with the Employer. Payments to employees who become eligible by their date of hire, prior to December first, of any year shall be due the first regular working day of December. Any employee must have completed continuous full-time service equal to the service required for original eligibility, plus one additional year of continuous regular full-time employment for each additional annual payment. Employees whose service with the Employer terminates because of service or disability retirement shall be paid a prorated bonus when they retire based on the number of calendar months of full-time active service credited to them from the preceding December first to the date of cessation of their active employment. An employee whose employment with the Employer terminates for other reasons prior to December first shall not be eligible to receive a longevity bonus. An employee on an unpaid leave of absence due to illness during the twelve (12) months eligibility period for a longevity payment, other than the initial payment, shall receive a prorated payment based on the number of complete months he/she received full compensation. An employee on an unpaid leave of absence due to other than illness shall not be eligible to receive a longevity bonus.

2. The longevity bonus payment schedule shall be as follows:

<u>CONTINUOUS SERVICE</u>	<u>ANNUAL BONUS</u>
4 or more, but less than 8 years	3% of annual wage
8 or more, but less than 12 years	5% of annual wage
12 or more, but less than 16 years	7% of annual wage
16 or more years	9% of annual wage

3. The longevity bonus shall be computed as a percentage of the employees' annual base salary. Base salary shall be that which an employee is being paid on the first regularly scheduled day of the fiscal year in which a longevity bonus is due, and shall not include premium holiday pay, premium pay, uniform allowance, per diem or travel allowance or any other compensation. No longevity payment as above scheduled shall be made for that portion of an employees' base salary which is in excess of Twenty Thousand Dollars (\$20,000).

4. Employees who work part-time or three-quarter time shall receive longevity computed as

a percentage of the employee's annual base salary on a pro-rata basis up to a maximum of \$10,000 for part-time employees and \$15,000 for three-quarter employees.

5. After the four (4) year eligibility period, those employees who are then placed on either part-time or special part-time status from their regular full-time position by the Employer, are laid off, or commence disability insurance compensation, shall have their longevity computed on a pro-rata basis.

6. It is expressly understood and agreed that worker's compensation is not considered paid time or "compensation".

7. a. If, prior to the completion of the initial four (4) year eligibility period, an employee has a break in service or is reduced to less than full-time due to no fault of their own for twelve (12) months or less during the longevity year, then, under such circumstances, the employee, upon returning to work, may use the completed prior year(s) of continuous, regular, compensated employment to arrive at the required four (4) year eligibility period for longevity. However, the year in which the interruption occurred will not be counted in arriving at the required four (4) years of service.

b. An eligible employee would not lose all prior years of service for the initial longevity period if he/she were on an approved unpaid leave of ninety (90) days or less. For a leave of ninety-one (91) days or more, he/she would forfeit all prior years and would have to start over again. The employee would lose the year where the leave of absence occurs for the ninety (90) days or less for computing longevity.

## J. LEAVES OF ABSENCE

### 1. Sick Leave.

a. Each full-time employee shall earn sick leave credit at the rate of four and one-half (4.5) hours each payroll period worked. Three quarter time employees shall earn 75% of that amount and part-time employees shall earn 50% of that amount.

b. Sick leave use is subject to the approval of the employee's department head, and, when eligible, may be used for absence due to the employee's illness, injury, or exposure to contagious disease. Five (5) days of sick leave may be used for illness of a minor dependent child or step child of the employee, parent, or spouse. Medical verification may be required by the Employer. An employee must inform his/her department head of his/her intention to take sick leave as soon as possible and failure to do so may be cause for denial of pay for the period of absence. The department head may require proof of medical treatment when he/she deems it appropriate.

c. All sick leave credits shall be cancelled upon resignation or dismissal from service, except those included in sick leave pay off.

d. Unused sick leave credit shall be paid at the rate of one-half ( $\frac{1}{2}$ ) the current annual pay, up to a maximum payment equivalent to one hundred (100) full work days at the current annual rate paid upon the retirement of an employee, or, upon his/her death, to his/her beneficiary.

e. Annual Cash-Out Option. Upon execution of a written option, an employee shall be paid for one-half ( $\frac{1}{2}$ ) of the balance of the sick leave credit earned but unused during the twelve (12) month period commencing with the first pay period that ends in January of each year, at the base rate of compensation in place during December of the calendar year, to a maximum of forty (40) hours. The remainder of the employee's sick leave balance shall accumulate as stated above. The payment request shall be submitted on the designated form no later than December 15th, and payment therefore shall be received no later than January 15th of each year.

2. Medical Exams. The Human Resources Department may require a physical or mental examination by a doctor, at the Employer's expense, to determine the employee's ability to perform his/her regular duties, if deemed appropriate. The employee may obtain a second opinion, at the employee's expense, and in the event there is a dispute between the Employer's doctor and the

employee's doctor, both of those doctors shall select a third doctor, whose decision shall be final and binding on the parties. The expense for the third doctor's opinion shall be split 50-50 by the Employer and the employee if not covered by the employee's insurance.

3. **Disability Plan.** The Employer will provide a short-time disability plan as follows for regular, full-time employees:

a. Upon proper medical determination of disability due to a non-work related illness or injury, the Employer will provide fifty percent (50%) of the employee's gross salary to a maximum of \$2,500.00 per month for a maximum of twenty-four (24) months.

b. The disability payments shall not commence until the completion of a ninety (90) calendar day elimination period after sustaining the non-work related illness or injury.

c. Employees may use their accumulated vacation and sick leave during the ninety (90) calendar day elimination period. If the employee's total accumulations exceed ninety (90) calendar days, the short-term disability payments shall commence on the 91st day, at the option of the employee, with the remaining accumulations to stay on record.

d. While an employee is being paid disability payments, all benefits such as, but not limited to, health insurance, sick leave, life insurance, holidays, dental insurance, vacation accumulation and longevity, shall cease. However, employees on disability may pay group rates for hospitalization/medical coverage for a maximum of twenty-four (24) months, or longer, if required by law.

4. **Funeral Leave.**

a. If a death occurs among a member of an employee's immediate family, the employee will be excused from work to attend the funeral and make other necessary arrangements from the date of death until the day after the funeral, up to a maximum of five (5) work days, three (3) of which will be with pay, and, if used, two (2) days to be charged against earned sick leave. Immediate family is defined as: Spouse, children, parents, father-in-law, mother-in-law, brother, sister, step-brother, step-sister, grandchildren, and same-sex domestic partners (as defined for determining eligibility for County health insurance coverage in Subsection E4 of this Personnel Manual).

b. One (1) day, the day of the funeral, is allowed in the case of the death of an uncle, aunt,

nephew, or niece and two (2) days for brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, or grandchild all to be charged against earned sick leave.

c. The department head is to be notified immediately of a death in the family and the extent of the expected absence. The department head, within his/her discretion, may require the employee to provide appropriate verification to confirm his/her eligibility for the provisions of this Section.

5. **Military Leave.** The Employer adheres to all mandatory State and Federal laws pertaining to military leaves of absence.

6. **Military Reserve or National Guard Leave of Absence.** Upon presentation of official orders requiring military training, a full time employee who is a member of an armed forces reserve unit or National Guard shall be granted a leave of absence for up to three (3) weeks per year to engage in an annual reserve training program. Upon presentation by the employee of appropriate compensation records identifying the date of and payment made for the training program, the Employer shall pay the difference between the compensation received for the reserve training and the compensation that would have been received had the employee worked as scheduled for up to ten (10) working days annually. In the event that the annual reserve training program required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

7. **Special Leave.**

a. A department head may authorize an employee to be absent without pay for personal reasons for a period, or periods, not to exceed ten (10) working days in any calendar year. In such instances, the department head is responsible for notifying the Controller's Office to discontinue payment of salary to the employee during the absence. Upon prior approval of the Human Resources Director, department heads may authorize special unpaid leaves of absence for any period or periods, not to exceed ninety (90) days in any calendar year, for personal reasons. Under unusual circumstances, the County Services Committee may approve one ninety (90) day unpaid leave extension.

b. The County Services Committee, upon recommendation of the department concerned,

may grant leaves of absence with or without pay for attendance at a college, university or business school for training in subjects relating to the work of the employee.

- c. All special leaves must be taken in one or more full day periods.

class=Section6>

8. **General Provisions.**

a. An employee taking an approved unpaid leave of absence, as provided hereunder for any reason, will be allowed to continue his/her group health insurance coverage for up to six (6) months and group life insurance coverage for up to ninety (90) days by paying the premium to the Employer, or longer, if required by Federal law. In the case of Employer compensated approved leave, the Employer will continue to pay the insurance premiums for up to three (3) months for health insurance and sixty (60) days for life insurance. Upon returning to active employment, employees will again be provided with the regular County insurance benefits upon acceptance by the insurance carrier.

b. Absence from work that exceeds three (3) work days without proper notice to the employee's supervisor shall be considered by the Employer to be a voluntary termination of employment.

c. Vacation, holidays and sick leave, which have been earned prior to an approved leave of absence will be retained, but such benefits will not accumulate during a leave of absence.

d. Although approved leaves of absence will not be considered an interruption of continuous service for the purpose of eligibility for longevity upon return to work, an employee on an unpaid leave of absence at the time a longevity payment is made is not eligible to receive said payment.

e. Employees may use accumulated sick time for approved leave of absences relating to a Family Medical Leave request when it is necessary, as medically certified, to care for a family member. This is in addition to the time allowed in subsection b of Section J - Leaves of Absence, 1 - Sick Leave. This sick time use will be granted after the employee has exhausted other available time. There shall be no donation of sick time for care of family members.

## K. SEVERANCE PAY

1. **Status.** Managers and Confidential employees do not have seniority, bumping and/or recall rights and are employees at will.
2. **Sick Leave Severance Pay.** Upon termination of employment, for other than retirement, death or involuntary discharge, an employee covered by this Manual will receive a portion of his/her accumulation of sick leave as listed below:

Less than 1 year	-	0%
1 to 5	-	15%
5 to 10	-	25%
10 and above	-	35%

In no case will the amount in this section exceed forty-five (45) days.

3. **Severance Pay.**
  - a. Subject to the provisions stated herein, if a manager or confidential employee is laid off due to elimination of his/her position, the Employer will continue that person's salary, ; health insurance, life insurance and dental insurance coverages for one month for each year of service to a maximum of six (6) months. . The salary payments will be made on a bi-weekly basis, and continue for the period of time stated above provided the employee does not obtain other employment nor receive unemployment compensation during that time. This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the County Services Committee up to an additional six (6) months for those employed ten (10) or more years. The above payments will be subject to normal tax withholdings.
  - b. A Manager or Confidential employee's employment and compensation can be terminated for any reason, at any time, at the option of either the Employer or employee. If a Manager or Confidential employee's employment is terminated by the Employer and his/her termination from employment is for other than death, retirement, layoff or involuntary discharge, the Manager or Confidential employee will be provided one month's continuation of salary, health, dental and life insurance for each year of service to a maximum of six (6) months of severance compensation. Payments will be made on a bi-weekly basis, subject to normal withholding of taxes. In addition, such salary and fringe benefit continuation is subject to and contingent upon the employee not being

employed elsewhere nor receiving unemployment compensation during that time. This compensation may be extended, as well as the above fringe benefits, at the sole discretion of the County Services Committee up to an additional six (6) months for those employed ten (10) or more years. The decision to grant or deny an extension of benefits is within the sole discretion of the County Services Committee.



## L. RETIREMENT

1. **Retirement Plans.** The retirement program is with the Municipal Employees' Retirement System. The Municipal Employees' Retirement System establishes the administrative procedures and various benefit programs that are available for member governmental units.
2. **Managerial and Confidential Employee Plan.** Employees will be covered by the Municipal Employees' Retirement System's B4 plan; V-6; the 55F waiver with fifteen (15) years of service; and the FAC3 (Final Average Compensation). Managerial employees shall contribute 6.39% and Confidential employees shall contribute 5.36% of gross wages.
3. **Retiree Health Insurance.**
  - a. Full-time, three quarter time and part-time employees who have met the vesting requirements with Ingham County service only and are immediately eligible for retirement benefits shall be provided single subscriber health and hospitalization coverage. Retirees shall receive the same health coverage options as active employees, if available, with a benchmark as set forth in Section E (Hospitalization -- Medical Coverage), including the increase in the benchmark as set forth in Section E. Increases in premium costs which exceed the benchmark will be shared 50/50 by the EMPLOYER and the retiree on a monthly basis. Retirees can pay for their spouse's coverage under the conditions established by the County. If a coverage is no longer available, the retiree must select from what is available and pay the difference in cost, if any.
  - b. In the event a retiree wishes to cover his or her spouse, he/she may do so by prepaying the County the difference between the applicable two-person rate and the appropriate benchmark amount.  
class=Section8>
  - c. Retirees with a retirement date of January 1, 2003 or after may also purchase dental and vision insurance at group rates if they do so at the onset of retirement by contacting the Financial Services Department.
  - d. The obligation of the County shall cease in the event that comparable health insurance is available to the retiree through another Employer or source, such as a spouse. Further, there shall be a requirement to coordinate with other available health insurance, Medicare, Medicaid, Federal insurance

or any other health insurance which may be available in part or in total to the retired employee. All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.

e. Retirees losing medical coverage from another source shall notify the County Financial Services Department in time so that person can be re-enrolled the first of the month following their loss of alternate coverage. A retiree may choose to continue coverage through the County even though alternative coverage is available by paying the premium her/himself.

f. The retiree shall apply for medicare, medicaid or similar federal program benefits as soon as he/she is eligible. As of said date, all benefits payable by the County shall be reduced by an amount equal to federal benefits pertaining at said time and shall be supplemental to such coverage. In the event the name of any of the coverages/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.

4. **Retiree Life Insurance.**

a. Full-time employees who retire during the period of this Manual and are immediately eligible for retirement benefits as provided in the above plan, shall be provided with \$4,000.00 life insurance coverage, payable to their beneficiary at the time of their death, and the total cost of this coverage shall be borne by the EMPLOYER.

## M. VACATIONS

1. Employees who have completed at least six (6) months of continuous service are eligible for compensated annual leave. Following six (6) months of employment, an employee may apply to use any credited vacation hours, but vacation hours may not be used prior to the payroll period in which they are earned according to the vacation schedule below. An employee's vacation credit accumulation rate shall be based upon the length of continuous service, and the amount of vacation leave earned each payroll period by each full time employee shall be according to the following schedule:

<u>Years of Service</u>	<u>Hours Earned</u>	
	<u>Per Payroll Period (Year)</u>	
1	3.384	(88)
2	3.693	(96)
3	4.000	(104)
4 thru 8	4.923	(128)
9	5.231	(136)
10 thru 14	5.846	(152)
15 thru 19	6.492	(168)
20 and over	6.769	(176)

Part-time employees who work less than full-time but at least half-time (twenty (20) hours per week) shall accrue vacation leave at one-half (½) the rate of full-time employees and three quarter time employees who work thirty (30) to thirty-nine (39) hours per week shall accrue vacation leave at 75% of the rate of full-time employees.

2. Vacation leaves shall be scheduled by the department head in accordance with operating requirement, and, where possible, with the written request of the employee. The amount of vacation leave charged to an employee during an annual leave will be equal to the number of regularly scheduled hours that would otherwise have been worked during the period of absence on such leave. A maximum of three hundred eighty (380) hours vacation leave may be accumulated.

3. Absence due to an employee's medically verified illness or disability in excess of previously accumulated sick leave hours may be charged against vacation credits at the employee's request.

4. An employee whose service terminates before the completion of six (6) months of work, shall receive no vacation pay. An employee who has worked over six (6) continuous months will receive a lump sum payment for any unused vacation due him/her providing a two (2) weeks' written

notice is given.

5. Each department head shall keep a record of vacation credit; employees shall have access to records of their vacation eligibility and vacation days used.

## N. OVERTIME COMPENSATION

1. Managerial employees do not receive and are not entitled to compensation or compensatory time for working more than a forty (40) hour work week.
2. Confidential TOPS employees may receive compensation for overtime as follows:
  - a. A department head may prescribe overtime to meet operational needs. Overtime shall consist of any and all time assigned by the department head to be worked by a TOPS confidential employee in excess of forty (40) compensated hours in seven (7) consecutive days. An employee shall be compensated for overtime worked at the rate of time and one-half (1 and ½) their regular rate of pay or shall receive compensatory time as stated below. However, a department head may require an employee to work more than an eight (8) hour day and, subsequent thereto, within the same work week, afford equal time off of work, thereby resulting in a forty (40) hour work week. The employee shall be given consideration of his/her desire regarding time off in that work week.
    - b. Prior approval of overtime hours is required by the supervisor or department head.
    - c. Employees may receive compensatory time at the rate of time and one-half (1 and ½) in lieu of overtime payment if mutually agreed to between the employee and his/her supervisor. If the employee's supervisor does not agree to same, the employee who works overtime shall receive normal overtime payment. Comp time may be accumulated to a maximum of one hundred (100) hours at any one time. Any hours in excess of one hundred (100) hours shall be paid at overtime rates. The use of accumulated comp time shall be mutually agreed upon by the affected TOPS employee and his/her supervisor.
3. Confidential Professional employees may receive compensation for overtime as follows:
  - a. Confidential Professional employees are sometimes required to work some incidental uncompensated overtime. Work performed in preparation for subsequent activities, beyond forty (40) hours per week, shall not be compensated for, such as, but not limited to, preparation of the next day's activities. Specific overtime is that time worked beyond forty (40) compensated hours in seven (7) consecutive days that is authorized in advance by the department head to be worked. An employee shall be compensated for specific overtime worked at the rate of time and one-half (1 and ½), be it in money or in time off as agreed between the employee and the department head. However, if the budgetary

circumstances or the department head requires, the employee shall have to take time off. Complete records of overtime shall be reported each payroll period to the Payroll Department.

b. Any compensatory hours accumulated beyond one hundred (100) hours shall be paid off monetarily subsequent to December 31 of each year.

### **O. VACATION BONUS DAYS**

1. Effective in December of each calendar year, each full-time employee will be credited with twenty (20) hours of vacation bonus to be used during the following calendar year. Any portion of the vacation bonus hours not taken during the calendar year will be lost. This vacation bonus will not accumulate nor will it be paid upon termination.
2. Part-time employees shall earn vacation and vacation bonus at one-half ( $\frac{1}{2}$ ) the rate of full-time employees, and three quarter time employees shall earn 75% the rate of full-time employees.

### **P. JURY DUTY**

The Employer will pay an employee called for jury duty his/her regular compensation he/she would earn if working, less an amount equal to the payment received for jury service. An employee excused from jury duty or examination prior to 3:00 p.m. must return to work for the balance of the day to receive compensation for that day's jury duty. In order to receive payment, an employee must give the Employer prior notice that he/she has been summoned for jury duty, must furnish satisfactory evidence that he/she reported for or performed jury duty on the days for which he/she claims such payment, and must furnish a copy of the payments received for such jury duty.

## Q. TRAVEL ALLOWANCE

1. An employee using an Employer-owned vehicle on official business is reimbursed for gasoline and other operating expenses incurred while using the vehicle provided that appropriate receipts for all such expenses are submitted with the travel reimbursement request.
2. Employees required to drive their own vehicle in the course of their employment are paid at the rate determined by the Employer. Such mileage must be figured on the basis of the shortest distance between the point of departure and the destination.
3. Mileage accumulations, including a brief explanation of the travel, must be submitted monthly on a Travel Expense Voucher form.
4. Whenever it is necessary in the normal course of employment, for an employee to have his/her motor vehicle available for use in performing his/her job, the department head shall request the County Services Committee to approve a parking reimbursement to such an employee on a monthly basis. If approved, the reimbursement of up to \$20.00 will be provided monthly upon receipt of a statement of the parking charge. Intermittent parking charges for meter, lots, etc., will be reimbursed monthly as incurred. These parking reimbursement requests should be included in the monthly travel reimbursement requests.
5. Since some liaison committee meetings and other meetings are held in conjunction with meals, an employee attending such a meeting with the approval of the committee or department head, is eligible to be reimbursed for the cost of the meal upon presentation of a receipt and inclusion of the expense in the travel reimbursement request. In addition, an employee who is working outside the County at meal time and cannot reasonably be expected to return within a period including an hour on either side of his/her normal meal time, will be reimbursed for the cost of a meal as stated above.
6. Reimbursement for meals will also be provided upon presentation of receipts to employees going to and from and while at the place of any meeting, conference, seminar, or convention for official business. Attendance at such a meeting held within the State must have prior approval of the department head, and attendance at such a conference outside the State of Michigan must have prior approval of the liaison committee of the Board of Commissioners.
7. In the event that employees utilize the CATA bus service and are not provided free



parking by the County at their place of work, under these circumstances, the Employer shall reimburse these employees upon satisfactory proof of purchase of bus passes. In no event shall reimbursement for bus passes exceed the parking reimbursement amount.

8. Reimbursement for meals will follow the policy and rate adopted by the Board of Commissioners.

9. Reimbursement for hotel or motel room expense will be made for single room rates upon presentation of appropriate receipts. Taxi fare is reimbursable only if the trip was made by common carrier. All travel by common carrier must be accompanied by a receipt for all such expense instances exceeding five dollars (\$5.00).

10. Employees are expected to use good judgment in using County funds for travel. Only expenses which are necessarily incurred on behalf of the Employer will be reimbursed upon presentation of appropriate receipts. Expenditures for travel insurance, laundry, dry cleaning, and hospitality expenses for alcoholic beverages will not be reimbursed under any circumstances.

11. Requests for reimbursement of travel expenses will be submitted to the Controller on a monthly basis for consideration of payment. In instances where travel advance is approved by the department head and the Controller for extensive travel, a complete report--including receipts--will be made to the Controller by the employee within five (5) working days following his/her return, and any unexpended funds will be returned to the County with the report.

12. **Mileage Allowance.** The following schedule of mileage allowance shall apply to employees required to drive their own vehicle in the course of their employment.

a. The rate shall be the Internal Revenue Service standard mileage rate of the first Fifteen Thousand (15,000) miles for the simplified method of computing deductive costs in operating passenger automobiles for business purposes for employees, as established by Revenue Procedure 80-7 and any updates thereof shall be used with said mileage rate. Any changes in the standard IRS mileage reimbursement rate, either upward or downward, shall be effective prospectively only from and after the first full calendar month after the IRS announces such a change in writing.

b. **Claims Miscellaneous.** Mileage shall always be computed on the basis of the shortest distance between the point of departure and destination.

13. **Automobile Insurance.** Employees who use their vehicles as a requirement of their job may be reimbursed to a maximum of ninety dollars (\$90.00) in a calendar year for additional automobile insurance charges they may pay as the result of the vehicle being used in the conduct of their job.

This payment will be made by December 31st of the calendar year providing that prior to December 1st the employee shall submit proof of the additional automobile insurance and payment of same.

## R. COMPLAINT PROCEDURE

1. **Review Procedure For Non-Disciplinary Matters.** Should any employee covered under this Manual have a complaint about its interpretation or application for non-disciplinary matters, the following steps should be taken. All complaints shall be submitted within five (5) working days of its occurrence or when the employee should reasonably have obtained knowledge of its occurrence. If not so submitted, the complaint shall be considered automatically closed. The interpretation of any of the provisions of this Manual is ultimately vested with the Board of Commissioners, except where otherwise stated. Initial decisions shall be made by the employee's supervisor. That decision shall not act as precedent. If a dispute still exists, the matter shall be referred to the Human Resources Director for his/her review. If the matter is not resolved, the employee may request the County Services Committee of the Board of Commissioners to review the matter and make a final determination. The decision of the County Services Committee shall be final and binding.

2. **Review Procedure For Disciplinary Matters.** Managers and Confidential employees who are subject to the hiring, supervision, discipline, and termination decisions of other managers shall have the following review procedure available to them. Should such an employee have a complaint about disciplinary action taken against him/her, the following steps should be taken. All complaints shall be submitted within five (5) working days of its occurrence as stated below. If not so submitted, the complaint shall be considered automatically closed. If there is a dispute involving the disciplinary actions of a supervising Manager, the Manager or Confidential employee being supervised may request review of such actions by the supervising Manager's supervisor if there is one. In such case, the supervisor shall review the actions and make a determination to resolve the dispute. If such action does not resolve the issue, the affected Manager or Confidential employee may request review by the County Services Committee of the Board of Commissioners, or in the case of the Courts by the appropriate presiding Judge, or in the case of departments headed by Elected Officials by the appropriate Elected Officials. Employees covered under this Manual are employees at will. The decision of the County Services Committee or presiding Judge or appropriate Elected Official shall be final and binding. Notwithstanding any contrary provisions, only the County Services Committee has the authority to provide severance pay as stated hereunder.



### **S. I.R.S. SECTION 125**

The Employer will provide on or before July 1, 1991, IRS Section 125 document(s), allowing employees who choose to participate, the ability to pay for employee contributions with pre-tax dollars for the following:

1. Medical hospitalization expenses;
2. Dependent child care programs;
3. Employee payroll deductions for health care premiums.

The above requirement is subject to and contingent upon CPA verification that the same is permissible and will not jeopardize County tax deductions and is authorized by the IRS.

### **T. TAX RATE ON SEPARATE CHECKS**

Starting July 1, 1991, the employee's actual tax rate will be used on separate paychecks.

### **U. EMPLOYEE ASSISTANCE PLAN**

1. Managerial and Confidential full-time, three quarter-time and part-time employees will be provided with an Employee Assistance Program (EAP) as approved by the Board of Commissioners.
2. During the term of this Plan, consideration may be given to changes in the EAP or to eliminate the EAP as determined by the Board of Commissioners.

### **V. DEFINITION OF EMPLOYEES**

**Definitions.** The terms "employee" and "employees", when used in this Manual, shall refer to and include only those regular, full-time employees, three-quarter and part-time employees as covered by this Manual and are employed by the EMPLOYER. For purposes of this Manual, the following definitions shall be applicable:

1. Full-Time Employees: Employees regularly scheduled to work forty (40) hours per week shall be considered as regular, full-time employees. A regular, full-time employee shall be entitled to the benefits under this Manual except where otherwise indicated.
2. Three-Quarter-Time Employees: Employees regularly scheduled to work between thirty (30) and thirty-nine (39) hours weekly shall receive the following:

- a) Vacation, vacation bonus, sick leave, funeral leave and holiday pay on a prorated basis.
  - b) Dental coverage the same as full-time employees are eligible to receive.
  - c) Overtime compensation for Confidential employees, but only if said employees work over forty (40) hours per week.
  - d) Said employees shall not receive overtime compensation if they work over eight (8) hours in any one given day.
  - e) Said employees shall also be eligible to receive two-person hospitalization insurance coverage paid by the EMPLOYER.
  - f) Retirement benefits to the extent provided by the Municipal Employees' Retirement System.
3. Part-Time Employees: Employees who are regularly scheduled to work less than full-time, but at least half-time (20 hours per week up to and including 29 hours per week) shall be classified as regular, part-time employees. They shall:
- a) Be paid for their hours worked at the regular rate of their salary grade.
  - b) Confidential employees shall receive overtime pay on the same basis as three-quarter time employees.
  - c) Receive vacation, vacation bonus, sick leave, holiday pay, funeral leave and a cost of living allowance at one-half the rate that full-time employees are eligible to receive.
  - d) Receive health insurance at the single subscriber rate.
  - e) Receive dental coverage the same as full-time employees are eligible to receive.
  - f) Retirement benefits to the extent provided by the Municipal Employees' Retirement System.
4. Special Part-Time Employees: An employee regularly scheduled to work nineteen (19) hours or less per week shall be considered a special part-time employee. Such employees shall be compensated by wages only, and shall not be covered by the provisions of this Manual. Such employees shall not be entitled to any fringe benefits under this

manual.

5. Temporary Employees: An employee who is hired for a period of six (6) months or less to augment the work force will be considered a temporary employee and shall be compensated by wages only.

Such wages shall not exceed a rate of ten percent (10%) above the beginning rate for that position. Such employees shall not be entitled to any fringe benefits under this manual. If a temporary employee is eventually hired into a posted regular position, the normal hiring procedures will be followed to determine the regular compensation rate.

**Contracted Benefits**. Notwithstanding the above provisions, no benefits shall be afforded to any employee when the EMPLOYER'S contractual arrangement with a third party for said benefits do not permit coverage of said employees.

## W. ADMINISTRATIVE LEAVE POLICY

**Section 1.** If it becomes necessary, due to inclement weather or other acts of God, to curtail some or all of the County's functions, at the department head's discretion, he/she may offer the following options:

- A. Employees may use compensatory, sick or vacation time in lieu of regular pay if compensation is desired;
- B. Employees may work part of their regular schedule and will be eligible for pay for those hours worked, with the remainder of the schedule compensated from compensatory, sick or vacation time if compensation is desired;
- C. Employees may report for work and shall be compensated at his/her regular rate of pay for those hours worked.

**Section 2.** In cases where the County is officially closed by the Controller and the Chairperson of the Board of Commissioners due to inclement weather or other acts of God, either in its entirety or department by department, the following policy will be in effect.

- A. When employees are instructed to return home, it is understood that these employees will be paid for their regularly scheduled hours;
- B. When employees are instructed to return home and do not do so, they will not receive additional compensation for hours worked, but will only receive compensation for their regular schedule;
- C. It is the County's responsibility to issue notification to employees via radio public service announcement one (1) hour prior to the commencement of the normal shift that the County is officially closed;
- D. If the notification is rendered, employees will be paid for hours normally scheduled. Employees who work will receive one (1) vacation hour to be added for each hour worked.

**Section 3.** The Controller and the Board of Commissioners' Chairperson can declare a maximum of sixteen (16) hours per calendar year of paid administrative leave. Any further loss of compensation by employees because of inclement weather or other acts of God must be compensated by use of accumulated compensatory, sick or vacation time. If the employee does not have compensatory, sick or vacation time, he/she will not be compensated.



**Section 4.** Employees who are reasonably prevented from reporting to work from their home at their regularly scheduled time, immediately following the closing of the County under this policy due to inclement weather, even though the County has officially reopened, may use compensatory time, sick or vacation time.

**APPENDIX A****OTHER SPECIFIC MANAGERIAL BENEFITS**

1. **Sheriff and Animal Control Managers.** Due to the special and unusual nature of their work, some Managers in the Sheriff and Animal Control Departments are provided with the following benefits.
  - a. A dry cleaning and laundering allowance of \$75.00 paid each calendar quarter, if regularly required to wear a uniform.
  - b. Reimbursement for clothing upon presentation of evidence of purchases (of suits, dresses, sport coats, slacks, skirts, shirts, blouses and shoes) up to a maximum of \$485.00 annually for full-time employees required to wear civilian clothing as part of their regular duties.
  - c. Managers who have to work a holiday shall receive an additional days' pay. Employees eligible for this compensation shall receive the payment for each authorized holiday by December 15 for all eligible holidays since the previous December 15.
2. **Attorneys.** Michigan Bar Association Dues will be paid by the County for those Managerial employees whose positions were posted as requiring a law degree. The County shall pay to the Michigan State Bar Association the dues for unit members. This shall include the basic dues only and not section or other additional dues.

**APPENDIX B**  
**GUIDELINES FOR REQUIRED EVENING MEETINGS**  
**MANAGERIAL EMPLOYEES**

1. The normal business day is 8:00 a.m. to 5:00 p.m., Monday through Friday. The normal working schedule of forty (40) hours weekly can be arranged to best accommodate individual job responsibilities, provided the Manager is at work the majority of the hours designated as the normal business day, and that the appropriate staff is aware of the schedule. For example, Managers with required evening meetings may wish to come in later than 8:00 a.m. on such days, provided their normal job duties can be accomplished.

2. Occasional work in excess of the normal forty (40) hour work schedule is an expected part of a Manager's job and already reflected in compensation; additional compensation either in the form of money or time off is not to be expected. For example, the Manager who stays after 5:00 p.m. until whatever time is necessary to finish the day's work should not expect that extra time is to be considered as compensable or used to reduce other day's work.

3. Some meetings are by necessity held outside a Manager's normal working schedule, and the Manager is required to attend. This may include committee meetings, labor negotiations, and other meetings which must be attended as part of the job function. It is reasonable for Managers required to attend such meetings to take a corresponding amount of time off in the near future, provided that the Manager's workload will allow it. The use of such time must be clearly documented by referencing the time off to the specific meetings generating the accumulation. There is no eligibility for monetary compensation for such accumulations under any circumstances, and Managers adjusting schedules in accordance with number one (1) above can not also accumulate the meeting times under this provision.

**APPENDIX C**  
**POSITION LISTING**  
**MANAGERIAL & CONFIDENTIAL**  
**PAY GRADES / EFFECTIVE 1-1-06**

<b><u>Pay Grade</u></b>	<b><u>Title</u></b>
<b>1</b>	Accounting Clerk - Parks (C:TOPS) Clerk / Receptionist - Board of Commissioners (C:TOPS) *Clerk Steno II - Board of Commissioners (C:TOPS)
<b>2</b>	Human Resources Clerk (C:TOPS)
<b>3</b>	Administrative Secretary - Human Resources (C:TOPS) Bookkeeper - Parks (C:TOPS) Secretary - Administrative Services / Board (C:TOPS) Secretary - Deputy Controller (C:TOPS)
<b>4</b>	VACANT
<b>5</b>	Administrative Assistant - Circuit Court (C:TOPS) Administrative Assistant - Controller (C:TOPS) Administrative Assistant - Health (C:TOPS) Employee Services Coordinator (C:TOPS) Executive Secretary - Prosecutor's Office (C:TOPS) Executive Secretary - Sheriff (C:TOPS) Office Coordinator - Parks (C:TOPS) Payroll Coordinator (C:TOPS)
<b>6</b>	*Assistant to the Treasurer (MANAGER) Judicial Assistant (C:TOPS)
<b>7</b>	Administrative Analyst (C:PROFESSIONAL) Deputy Director / Veterans Affairs (MANAGER) Employment Specialist (C:PROFESSIONAL)
<b>8</b>	Clerical Services Supervisor (MANAGER) *Parks Maintenance Supervisor (MANAGER)

\*Incumbent Red-lined

**MANAGERIAL & CONFIDENTIAL PAY GRADES/EFFECTIVE 1-1-06**

<u>Pay Grade</u>	<u>Title</u>
9	*Animal Control Deputy Director (MANAGER) Board Coordinator (C:PROFESSIONAL) Chief Deputy Clerk (Circuit Court) (MANAGER) Chief Deputy Clerk/Internal Operations (MANAGER) Chief Deputy Clerk/Interdepartmental Relations (MANAGER) Chief Deputy Register of Deeds (MANAGER) *Park Manager II (MANAGER) Policy Analyst (C:PROFESSIONAL) Youth Center Shift Supervisor (MANAGER)
10	Administrator / Prosecuting Attorney (MANAGER) Assistant Director - Employment (C:PROFESSIONAL) Assistant Director - Labor Relations (C:PROFESSIONAL) Benefits and Insurance Administrator (C:PROFESSIONAL) Maintenance Supervisor (MANAGER) *Chief Deputy Treasurer (MANAGER) Community Corrections Manager (MANAGER) Deputy Drain Commissioner (MANAGER) Director / Department of Veterans Affairs (MANAGER) Director - Office for Young Children (MANAGER) Director of Purchasing (MANAGER) EDC Coordinator (MANAGER) Health Center Administrator (MANAGER) Housing Director / Executive (MANAGER) Human Services Grant Coordinator (MANAGER) *Public Health Nursing Supervisor (MANAGER) WIC Program Coordinator (MANAGER)
11	Animal Control Director (MANAGER) Budget Director (MANAGER) Demand Programs Supervisor (MANAGER) Juvenile Officer / Supervisor / Family (MANAGER) *Nursing Director (MANAGER) Planned Programs Supervisor (MANAGER) *Special Programs Supervisor (MANAGER) *Women's Health Services Coordinator (MANAGER)

\*Incumbent Red-lined

**MANAGERIAL & CONFIDENTIAL PAY GRADES/EFFECTIVE 1-1-06**

<b><u>Pay Grade</u></b>	<b><u>Title</u></b>
<b>12</b>	Adolescent Health Program Coordinator (MANAGER) Assistant FOC / Operations (MANAGER) Chief Financial Officer - Health (MANAGER) Fair Manager (MANAGER) Magistrate / District Court (MANAGER) Communicable Disease Control Supervisor (MANAGER) Deputy Circuit Court Administrator/General Trial Division/ General Court Operations (MANAGER) Director of Facilities (MANAGER)
<b>13</b>	Assistant Administrator / Court Services (MANAGER) Assistant Family Division Administrator / Court Services (MANAGER) Director / Bureau of Plan Management (MANAGER) *Director of Planning and Special Services (MANAGER) Director of Parks (MANAGER) District Court Administrator (MANAGER) Environmental Health Director (MANAGER) Project Sentry Manager (MANAGER) Youth Center Director (MANAGER)
<b>14</b>	Assistant FOC / Legal (MANAGER) Chief Referee - Circuit Court Family Division (MANAGER) Corrections Administrator (MANAGER) Dentist (MANAGER) Director / Community Health Services Primary Care (MANAGER) Director / Equalization (MANAGER) Director / Financial Services (MANAGER) Juvenile Division Administrator (MANAGER) Probate Court Administrator / Register (MANAGER) Staff Services Administrator (MANAGER)
<b>15</b>	Chief Deputy Sheriff (MANAGER) Dental Director (MANAGER) Deputy Controller for Law / Courts / Human Services (MANAGER) Human Resources Director (MANAGER)
<b>16</b>	Deputy Circuit Court Administrator/Friend of the Court (MANAGER) Undersheriff (MANAGER)

\*Incumbent Red-lined

**MANAGERIAL & CONFIDENTIAL PAY GRADES/EFFECTIVE 1-1-06**

<b><u>Pay Grade</u></b>	<b><u>Title</u></b>
<b>17</b>	Chief Assistant Prosecuting Attorney (MANAGER) Circuit Court Administrator (MANAGER)
<b>18</b>	Health Officer (MANAGER)
<b>19</b>	Controller (MANAGER)
<b>A</b>	Deputy Director - MIS (MANAGER)
<b>B</b>	MIS Director / Jury Administrator (MANAGER)
<b>C</b>	Medical Director & Primary Care Physician (MANAGER)

**RED-LINED POSITIONS**

<b><u>Pay Grade</u></b>	<b><u>Title</u></b>
<b>MGR3</b>	Assistant to the Treasurer (MANAGER) Construction Superintendent (MANAGER)
<b>MGR4</b>	Animal Control - Deputy Director (MANAGER) Park Manager II (MANAGER)
<b>MGR7</b>	Chief Deputy Treasurer (MANAGER) Public Health Nursing Supervisor (MANAGER)
<b>MGR8</b>	Special Programs Chief (MANAGER) Women's Health Services Coordinator (MANAGER)
<b>MGR10</b>	Nursing Director (MANAGER)
<b>MGR11</b>	Director of Planning & Special Services (MANAGER)
<b>CFT07</b>	Clerk Steno II / Board of Commissioners (C:TOPS)

**APPENDIX D - COMPENSATION LEVELS**  
**INGHAM COUNTY**  
**2006 CONFIDENTIAL AND MANAGERIAL SALARIES**

Effective January 1, 2006

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MCF 01	27,263	28,538	29,868	31,264	32,724
MCF 02	28,864	30,212	31,623	33,099	34,646
MCF 03	30,900	32,343	33,853	35,432	37,088
MCF 04	32,995	34,535	36,149	37,836	39,603
MCF 05	35,239	36,887	38,609	40,412	42,300
MCF 06	37,941	39,715	41,569	43,510	45,541
MCF 07	41,096	43,017	45,025	47,129	49,330
MCF 08	44,974	47,074	49,274	51,576	53,983
MCF 09	49,054	51,345	53,743	56,253	58,880
MCF 10	53,644	56,151	58,771	61,516	64,389
MCF 11	57,935	60,641	63,472	66,436	69,539
MCF 12	62,203	65,107	68,147	71,331	74,660
MCF 13	66,544	69,651	72,905	76,308	79,871
MCF 14	71,694	75,041	78,547	82,213	86,053
MCF 15	77,510	81,128	84,918	88,884	93,035
MCF 16	83,609	87,512	91,599	95,877	100,356
MCF 17	89,747	93,939	98,326	102,916	107,723
MCF 18	95,827	100,302	104,988	109,890	115,020
MCF 19	106,025	110,978	116,160	121,583	127,263
A	66,544	69,651	72,905	76,308	79,871
B	85,830	89,839	94,033	98,425	103,023
C	124,838	131,081	137,322	143,564	149,806



**APPENDIX D - COMPENSATION LEVELS****INGHAM COUNTY  
2007 CONFIDENTIAL AND MANAGERIAL SALARIES**

Effective January 1, 2007

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MCF 01	27,945	29,251	30,615	32,046	33,542
MCF 02	29,586	30,967	32,414	33,926	35,512
MCF 03	31,672	33,152	34,699	36,318	38,015
MCF 04	33,820	35,398	37,053	38,782	40,593
MCF 05	36,120	37,809	39,574	41,422	43,357
MCF 06	38,890	40,708	42,608	44,598	46,680
MCF 07	42,123	44,092	46,151	48,307	50,563
MCF 08	46,098	48,251	50,506	52,865	55,333
MCF 09	50,280	52,629	55,087	57,659	60,352
MCF 10	54,985	57,555	60,240	63,054	65,999
MCF 11	59,383	62,157	65,059	68,097	71,277
MCF 12	63,758	66,735	69,851	73,114	76,526
MCF 13	68,208	71,392	74,728	78,216	81,868
MCF 14	73,486	76,917	80,511	84,268	88,204
MCF 15	79,448	83,156	87,041	91,106	95,361
MCF 16	85,699	89,700	93,889	98,274	102,865
MCF 17	91,991	96,287	100,784	105,489	110,416
MCF 18	98,223	102,810	107,613	112,637	117,895
MCF 19	108,676	113,752	119,064	124,623	130,445
A	68,208	71,392	74,728	78,216	81,868
B	87,976	92,085	96,384	100,886	105,599
C	127,959	134,358	140,755	147,153	153,551

**APPENDIX D - COMPENSATION LEVELS****INGHAM COUNTY  
2008 CONFIDENTIAL AND MANAGERIAL SALARIES**

Effective January 1, 2008

GRADE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
MCF 01	28,783	30,129	31,533	33,007	34,548
MCF 02	30,474	31,896	33,386	34,944	36,577
MCF 03	32,622	34,147	35,740	37,408	39,155
MCF 04	34,835	36,460	38,165	39,945	41,811
MCF 05	37,204	38,943	40,761	42,665	44,658
MCF 06	40,057	41,929	43,886	45,936	48,080
MCF 07	43,387	45,415	47,536	49,756	52,080
MCF 08	47,481	49,699	52,021	54,451	56,993
MCF 09	51,788	54,208	56,740	59,389	62,163
MCF 10	56,635	59,282	62,047	64,946	67,979
MCF 11	61,164	64,022	67,011	70,140	73,415
MCF 12	65,671	68,737	71,947	75,307	78,822
MCF 13	70,254	73,534	76,970	80,562	84,324
MCF 14	75,691	79,225	82,926	86,796	90,850
MCF 15	81,831	85,651	89,652	93,839	98,222
MCF 16	88,270	92,391	96,706	101,222	105,951
MCF 17	94,751	99,176	103,808	108,654	113,728
MCF 18	101,170	105,894	110,841	116,016	121,432
MCF 19	111,936	117,165	122,636	128,362	134,358
A	70,254	73,534	76,970	80,562	84,324
B	90,615	94,848	99,276	103,913	108,767
C	131,798	138,389	144,978	151,568	158,158

**APPENDIX D - COMPENSATION LEVELS****INGHAM COUNTY  
RED-LINED POSITIONS**2006 - Effective January 1, 2006

<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
MGR-3	48,550	50,509	52,471	54,431	56,389
MGR-4	51,097	53,060	55,097	57,969	59,373
MGR-7	58,834	61,290	63,737	67,195	68,838
MGR-8	63,055	65,627	68,210	71,902	73,669
MGR10	70,086	72,974	75,858	78,746	81,633
MGR11	72,618	74,212	78,772	83,149	85,176
CFT-07	28,697	29,674	30,372	32,369	33,463

2007 - Effective January 1, 2007

<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
MGR-3	49,764	51,772	53,783	55,791	57,799
MGR-4	52,375	54,387	56,474	59,418	60,857
MGR-7	60,305	62,822	65,330	68,875	70,559
MGR-8	64,631	67,267	69,915	73,699	75,511
MGR10	71,839	74,798	77,755	80,714	83,674
MGR11	74,434	76,067	80,742	85,228	87,306
CFT 07	29,414	30,416	31,131	33,179	34,300

2008 - Effective January 1, 2008

<u>GRADE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
MGR-3	51,257	53,325	55,396	57,465	59,533
MGR-4	53,946	56,018	58,168	61,201	62,683
MGR-7	62,114	64,707	67,290	70,941	72,676
MGR-8	66,570	69,285	72,012	75,910	77,776
MGR10	73,994	77,042	80,087	83,136	86,184
MGR11	76,667	78,349	83,164	87,785	89,925
CFT 07	30,297	31,328	32,065	34,174	35,329