

1/1/94  
effective

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

BETWEEN

BAY COUNTY ROAD COMMISSION

- AND -

BAY COUNTY ROAD COMMISSION SUPERVISORY AND ADMINISTRATIVE EMPLOYEES

IT IS HEREBY UNDERSTOOD AND AGREED, by and between the parties whose signatures appear on Page 3, BAY COUNTY ROAD COMMISSION (hereinafter referred to as the "Road Commission") and the BAY COUNTY ROAD COMMISSION SUPERVISORY AND ADMINISTRATIVE EMPLOYEES (hereinafter referred to as "Salaried Employees"), as follows:

1. That pages 6 & 7, Salary Augmented Payments of the Bay County Road Commission Supervisory and Administrative Employee Benefit Policy shall be amended to reflect the following:

**COST-OF-LIVING ALLOWANCE**

The United States Department of Labor, Bureau of Labor Statistic's Consumer Price Index for Urban Wage Earners and Clerical Workers, all items hereinafter called the "CPI," shall constitute the controlling index based upon upward or downward movement in the CPI from the January 1994 Base "0" figure of 427.7. The CPI for each of the three (3) months comprising the quarter January, February, and March 1994, and each three (3) months thereafter, shall be averaged until the quarter ending March 1998. The Base "0" index of 427.7 shall be subtracted from each of the quarterly average CPI's to arrive at the index difference. For each two (2) full points of an increase in the index for the quarter in excess of the Base "0" index thus arrived at, a COLA adjustment of two cents (2¢) shall be added to the base hourly rates of pay in effect at the time. The adjustment shall be effective with the pay period that begins after the COLA adjustment, if any, has been determined and calculated by the Commission.

Beginning with the quarter consisting of the months of April, May and June 1994, and for each three (3) consecutive month quarterly period thereafter, the COLA adjustment, if any, shall be calculated in accordance with the provisions above and added to the hourly rates of pay then in effect in accordance with those provisions. In addition, if a COLA adjustment of at least two (2¢) is due, then that COLA adjustment also shall be paid retroactively for that quarter as an amount equal to the amount of such COLA adjustment times (X's) all hours paid by the Employer to the employee during said quarter - less all withholding

*Bay County Road Commission*

and other authorized payroll deductions. The check shall be issued with the regular paycheck that is issued for the regular payroll period that began after the COLA adjustment, if any, had been determined and calculated by the Commission. As the COLA adjustment then will be added to the hourly rates of pay, no further retroactive payments for that adjustment will be made.

When once a COLA adjustment has been added to and folded into the hourly rates of pay, it shall become and remain a part of the hourly rates, and there shall be no reductions in the hourly rates of pay because of a subsequent decline in the CPI for any quarter or quarters.

If a calendar quarter ends on any other day than the last pay period of the month, COLA payments for credited hours after the last pay period of the month will be included in the following quarter.

COLA on overtime hours shall be paid at the same modified rate that the overtime has been paid.

Part-time employees will be paid COLA for hours worked in the same manner as indicated above.

Co-op students shall not be eligible for paid COLA.

#### **LONGEVITY PAYMENTS**

Upon retirement, a supervisor and/or administrative person shall be paid a longevity payment based upon the number of years worked as a supervisor and/or administrative person. Payment shall be predicated upon a calculation of the number of full years as a supervisor and/or administrative person times 1/3 of the final monthly salary. The period of time to receive this payment will be at the option of the retired employee. The sum shall be limited to a maximum payment of up to six (6) months' salary.

#### **OVERTIME**

The salaried Supervisory personnel of the Bay County Road Commission will be compensated for overtime worked at the rate of time and one-half for all hours worked over 8 hours per day and 40 hours in any one week. All time worked on a scheduled holiday are paid at twice the regular salary hourly rate.

2. It is further understood and agreed that all other terms and conditions of employment found within the Bay County Road Commission Supervisory and Administrative Employee Benefit Policy shall remain unchanged during the term of that agreement.

Effective January 1, 1994

BAY COUNTY ROAD COMMISSION  
SUPERVISORY AND ADMINISTRATIVE  
EMPLOYEES

By: Daniel Beuthin  
Daniel Beuthin

By: Richard Bishop  
Richard Bishop

By: Julie Bowker  
Julie Bowker

By: John Duley  
John Duley

By: Clarke W. Foco  
Clarke Foco

By: Lyle Gripentrog  
Lyle Gripentrog

By: Timothy J. Henika  
Timothy Henika

By: Michael Knochel  
Michael Knochel

By: Luann O'Laughlin  
Luann O'Laughlin

By: James Richardson  
James Richardson

By: Patsy Schuch  
Patsy Schuch

By: Roberta Swinson  
Roberta Swinson

By: Craig Thormeier  
Craig Thormeier

By: Christine Witucki  
Christine Witucki

BAY COUNTY ROAD COMMISSION

By: Eugene S. Haranda  
Eugene S. Haranda

By: Gerald M. Redmond  
Gerald M. Redmond

By: Erwin M. Nearing  
Erwin M. Nearing

Approval Date July 20, 1994

MEMORANDUM OF UNDERSTANDING AND AGREEMENT

BETWEEN

BAY COUNTY ROAD COMMISSION

-AND-

BAY COUNTY ROAD COMMISSION SUPERVISORY AND ADMINISTRATIVE EMPLOYEES

IT IS HEREBY UNDERSTOOD AND AGREED, by and between the parties, BAY COUNTY ROAD COMMISSION (hereinafter referred to as the "Road Commission") and the BAY COUNTY ROAD COMMISSION SUPERVISORY AND ADMINISTRATIVE EMPLOYEES (hereinafter referred to as "Salaried Employees"), as follows:

1. That page 6, Salary Augmented Payments of the Bay County Road Commission Supervisory and Administrative Employee Benefit Policy shall be amended to reflect the following:

COST-OF-LIVING ALLOWANCE

The United States Department of Labor, Bureau of Statistics Consumer Price Index for Urban Wage Earners and Clerical Workers, all items hereinafter called the "CPI", shall constitute the controlling index based upon upward or downward movement in the CPI from the base "0" figure of 256.4. The CPI for each of the three (3) months comprising the quarter January, February and March, 1994, and each three (3) months thereafter, shall be averaged during the life of the Bay County Road Commission Supervisory and Administrative Employee Benefit Policy. The base "0" index of 256.4 shall be subtracted from each of the quarterly average CPI's to arrive at the index difference. For each two (2) full points of index difference thus arrived at, a COLA adjustment of two cents (\$0.02) shall be made to the base hourly rates of pay in effect at the time. The adjustment shall be effective with the pay period that begins after the COLA adjustment, if any, has been determined and calculated by the Commission.

If a calendar quarter ends on any other day than the last pay period of the month, COLA payments for credited hours after the last pay period of the month will be included in the following quarter.

COLA on overtime hours shall be paid at the same modified rate that the overtime has been paid.

Part-time employees will be paid COLA for hours worked in the same manner as indicated above.

Co-op students shall not be eligible for paid COLA.

#### LONGEVITY PAYMENTS

Upon retirement, a supervisor and/or administrative person shall be paid a longevity payment based upon the number of years worked as a supervisor and/or administrative person. Payment shall be predicated upon a calculation of the number of full years as a supervisor and/or administrative person times 1/3 of the final monthly salary. The period of time to receive this payment will be at the option of the retired employee. The sum shall be limited to a maximum payment of up to six (6) months salary.

#### OVERTIME

The salaried Supervisory personnel of the Bay County Road Commission will be compensated for overtime worked at the rate of time and one-half for all hours worked over 8 hours per day and 40 hours in any one week. All time worked on a scheduled holiday are paid at twice the regular salary hourly rate.

2. It is further understood and agreed that all other terms and conditions of employment found within the Bay County Road Commission Supervisory and Administrative Employee Benefit Policy shall remain unchanged during the term of that agreement.

Effective January 1, 1994.

BAY COUNTY ROAD COMMISSION

BY: Eugene S. Howard

BY: Sherald W. Redmond

BY: E. J. M. Neary

BAY COUNTY ROAD COMMISSION  
SUPERVISORY AND ADMINISTRATIVE  
EMPLOYEES

BY: Richard S. Bishop

BY: John D. Dwyer

BY: Jay Thompson

BY: James Richardson

BY: Daniel B. Suther

BY: Roberta Swinson

BY: Christine Witucki

BY: Craig A. Hornein

BY: Clarke D. Loco

BY: Julie K. Bowker

BY: Patsy J. Schuck

BY: Luan O'Sullivan

BY: Jim Skuba

BY: Michel Knochel



RESOLUTION BY THE BOARD OF COUNTY ROAD COMMISSIONERS  
OF THE COUNTY OF BAY

WHEREAS, On or about March 15, 1994 the Managing-Director of the Board of County Road Commissioners of the County of Bay ("Road Commission") resigned from his position, leaving the Road Commission short-staffed and requiring the appointment of Richard G. Bishop as acting Managing-Director; and

WHEREAS, The interim management of the Road Commission required the commitment, dedication and the cooperation of each and all of its employees to allow the Road Commission to operate and serve the citizens of Bay County; and


WHEREAS, The Road Commission is very fortunate to have a group of employees who continually exhibit their commitment and dedication to the operation of the Road Commission, and who, during the interim management of the Road Commission, continued to show their commitment, dedication and ability to cooperate as a team to provide efficient and effective service to the citizens of Bay County; and

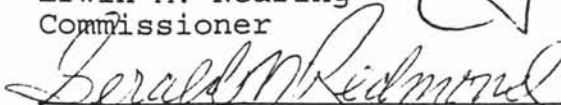
WHEREAS, As a result of the commitment and dedication of the employees to the Road Commission, the Road Commission has continued to operate efficiently and with excellence in effectively serving the citizens of Bay County; and

WHEREAS, The Board of County Road Commissioners of the County of Bay have appreciated this commitment and dedication by the employees;

THEREFORE, This Board of County Road Commissioners of the County of Bay, and each of the three individual Road Commissioners, on behalf of the citizens of Bay County, does hereby sincerely thank each employee of the Road Commission for their dedication and commitment to the Road Commission and the sacrifice of their time and talents to the service and good welfare of our community.

  
Eugene S. Haranda  
Commissioner

  
Erwin M. Nearing  
Commissioner

  
Gerald M. Redmond  
Commissioner

Dated this 21st day of June, 1994.

BAY COUNTY ROAD COMMISSION  
SUPERVISORY AND ADMINISTRATIVE EMPLOYEE BENEFIT POLICY

APPROVED SEPTEMBER 8, 1992



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APPROVED BY THE  
BOARD OF COUNTY ROAD COMMISSIONERS, COUNTY OF BAY

**BAY COUNTY ROAD COMMISSION**  
**SUPERVISORY AND ADMINISTRATIVE EMPLOYEE BENEFIT POLICY**

1. Each employee not covered by the bargaining unit contract will be considered as supervisory or administrative.
2. The Bay County Road Commission provides to the salaried employees, fringe benefits as well as salary compensation for services provided to the Road Commission. Some of these benefits are granted by the Board and others are mandated by State and/or Federal law. Most of these benefits have been explained and promulgated to employees either by notice of a resolution or by information distributed in the payroll envelope. The Road Commission has attempted to keep the employees informed and hopes this policy document will keep them updated about the fringe benefits provided by the Bay County Road Commission for services.
3. The Road Commissioners acknowledge that the Board of County Road Commissioners is an administrative board which formulates policy, and the employees acknowledge that they follow the direction of the duly appointed Managing-Director of the Road Commission.
4. The Bay County Road Commission reserves the right to establish reasonable work rules and regulations concerning the terms and conditions of employment.
5. The Bay County Road Commission acknowledges that employees shall not be discharged, nor shall they receive discipline unless said discipline and/or discharge is for just cause reason.
6. Arbitration shall be the exclusive remedy available to any employee who believes that his discharge and/or discipline has not been for just cause.

Any employee wishing to appeal his discharge and/or discipline shall file a written grievance to the Managing-Director within ten (10) working days of the discipline or discharge. The Managing-Director shall have ten (10) working days to answer said grievance or set up a meeting with the employee.

If the grievance cannot be resolved, the employee may request the selection of an arbitrator. The employee agrees to follow the arbitration procedure described in the current collective bargaining agreement between the Bay County Road Commission and the Bay County Road Commission Employees, Local 1096.

7. The parties hereto acknowledge that this agreement remain in full force and effect for twelve years, unless the employees and Board mutually agree to amend the conditions hereto.
8. The parties acknowledge that this agreement is a supplemental agreement to the Bay County Road Commission Supervisory and Administrative Employee Benefit Policy, and the employees agree to abide with the

terms and conditions of said policy and with the terms and conditions of this agreement. Nothing herein shall limit the authority of the Board to otherwise alter any other terms and conditions of employment not inconsistent with this agreement.

BOARD OF COUNTY ROAD COMMISSIONERS

SUPERVISORY/ADMINISTRATIVE EMPLOYEES

<u>Erin M. Neary</u> 9-8-92 Chairman Date	<u>Richard W. Bishop</u> 9-3-92 Date
<u>Robert A. Howard</u> 9-8-92 Vice-Chairman Date	<u>Michael Knobel</u> 9/5/92 Date
<u>Lucas R. Henshi</u> 9-8-92 Member Date	<u>Lyne K. Thepintig</u> 9-3-92 Date
	<u>John D. Dwyer</u> 9/3/92 Date
	<u>James Richardson</u> 9-3-92 Date
	<u>Clarke D. Foco</u> 9-3-92 Date
	<u>Luann O'Loughlin</u> 9-3-92 Date
	<u>Roberta Swanson</u> 9-3-92 Date
	<u>Julie K. Bamber</u> 9-3-92 Date
	<u>Patsy J. Schuch</u> 9-3-92 Date
	<u>Craig R. Romann</u> 9-3-92 Date
	<u>Jim Henshi</u> 9-3-92 Date
	<u>Christine Witucki</u> 9-3-92 Date

## PAID LEAVE

### VACATIONS

Each employee shall be eligible for paid vacation after completion of one (1) continuous year of service. After completion of one year of service an employees shall be eligible for vacation based upon the schedule below:

AT THE END OF YEAR	DAYS EARNED	UTILIZED IN
One (1)	10 days	2nd year
Two (2)	12 days	3rd year
Three (3)	14 days	4th year
Four (4)	16 days	5th year
Five (5)	18 days	6th year
Six (6)	19 days	7th year
Seven (7)	20 days	8th year
Eight (8)	21 days	9th year
Nine (9)	22 days	10th year
Ten (10)	23 days	11th year
Eleven (11)	24 days	12th year
Twelve (12)	25 days	13th year
Thirteen (13) or more	25 days	Following year

An employee hired prior to January 1, 1972, becomes eligible for paid vacation leave on each January 1st, and will receive earned and accrued paid vacation leave if the employee actually worked at least 1040 hours during the preceding calendar year.

An employee hired on or after January 1, 1972 becomes eligible for paid vacation leave on their first anniversary date of hire and on each anniversary date of hire thereafter and will receive earned and accrued paid vacation leave if the employee actually worked at least 1040 hours during the preceding twelve (12) consecutive calendar months period between anniversary dates of hire.

Each hour of paid vacation leave is paid at the employee's straight time hourly rate of pay in effect at the time the vacation leave is taken. The maximum total amount, thru the 12th year, to be credited is 25 days.

An employee may carry five (5) days vacation into the following year to be used in that year. The maximum accumulation shall be thirty (30) days.

Vacation time for part-time employees will accumulate based on a proration of time worked.

Vacation time shall be utilized only upon approval, by signature, of the requesting employee's supervisor.

Co-op students shall not be eligible for vacation leave.

#### HOLIDAY PAY

Salaried employees shall be paid eight (8) times their straight time hourly rate for the following nine (9) holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Fourth of July
- Additional Day in Conjunction with Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day
- Employee's Birthday

#### SICK LEAVE

From the day of hire, sick leave will accumulate at the rate of one day per month worked, accumulated in hours. It is necessary to work and be paid for not less than 140 hours per month to be credited with earned sick leave. Payment for vacation, holiday and sick leave will be considered as time worked. New employees will be allowed to utilize and be paid for sick leave after completion of three months services.

No employee shall be entitled to receive through any combination of sick pay, vacation pay, or other insurance to which the Commission makes a contribution, benefits or compensation in excess of their weekly salary earned at the time of such absence. In the event that an employee is paid for sick leave after he becomes eligible for disability insurance benefits, reimbursement shall be made back to the employer and the sick leave credits shall be restored.

The Commission may require that employees submit to a physical and medical tests and examinations by a Commission appointed doctor when such are necessary to maintain employee health and safety. The Commission shall pay the cost of such tests and examinations.

The Commission may require that employees provide specific and detailed medical data from the employee's doctor for any illness or injury which has resulted in lost time from work for three (3) consecutive days or more and for which the employee has sought a doctor's aid or counsel, provided that the information requested is not made available to the Commission by the employee's doctor.

Eighty-five percent (85%) of an employee's accumulated sick leave hours will be paid the employee upon leaving the employment of the Road Commission or permanent disability. Upon death of the employee, such percentage of sick leave hours accumulated shall be paid to the employee's survivors.

When an employee has once accumulated 1200 hours, the employee shall be allowed to accumulate a reserve bank of 96 hours and utilize as indicated above. Any such hours remaining of said 96 hours at the end of the calendar year shall be paid to the employee in the form of a lump sum.

Paid sick leave shall be granted for time lost from work as a result of injury or sickness and until such time as the disability insurance commences. Also, sick leave may be used to keep doctor's and/or dentist's appointments during working hours. However such time should be taken in multiples of one half (1/2) hours per appointment. Notification shall be given to the supervisor of doctor or dentist appointments and approved.

Sick leave for part-time employees will accumulate based on proration of time worked.

Co-op students shall not be eligible for sick leave.

A time card shall be submitted after the utilization of sick leave stating the reason and signed by the employee and supervisor.

#### JURY DUTY

An employee who serves on jury duty will be paid the difference between his jury duty and his regular pay.

#### FUNERAL LEAVE

An employee shall receive up to three (3) days off, with pay, for time lost from work, during the period of time commencing with the day of death and up to and including the second (2nd) day following the day of the funeral, in the event of death of such employee's spouse, child, brother, sister, parents, or parents-in-law. The employee must attend the funeral to be eligible for such payment.

An employee shall receive one (1) day's pay for loss of work during regularly scheduled work days in order to attend the funeral of a brother-in-law, sister-in-law or grandparents.

In extending circumstances arising out of the death of an employee's spouse or child, an employee, with the consent of management will be allowed to take additional days for funeral leave purposes, with pay; however such shall be deducted from accumulated sick leave.



## INSURANCES

### HOSPITAL-MEDICAL-SURGICAL-DENTAL-OPTICAL INSURANCE

The Commission will pay the full cost of the premiums for providing the coverage of the Blue Cross/Blue Shield MVF-1, Master Medical Option II with ML Rider and \$3.00 co-pay; Dental Plan Rider CR-RC-10-10, MBL 1000, OS-50-1000 including Orthodontics; and Vision Care (A-80 with Plus) Optical coverage or comparable coverages with other carriers and/or underwriters for salary employees and their dependents.

The Commission shall pay the full cost for providing such Blue Cross/Blue Shield coverage on any employee who retires or who becomes permanently disabled and shall pay the cost for providing such Blue Cross/Blue Shield coverage for such employee's then current spouse and then current eligible dependents.

In the event of the death of a salaried non-union employee, hospitalization coverage for the family will be continued. Coverage will continue, for the spouse, until death or remarriage. Coverage for children will continue until their 19th birthday.

The Commission shall provide extended hospital benefits on those eligible under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). The act extends benefits for surviving dependents, spouses and others who no longer meet the group's eligibility.

Health insurance premiums will be paid for permanent employees who are scheduled part-time.

### LIFE INSURANCE

After completion of three (3) months employment, the Commission will provide and pay for life insurance equal to two (2) times the employee's basic salary rounded off to the next higher thousand dollars up to a maximum of \$200,000. Upon retirement, a \$5,000 term life insurance policy will be provided and paid for by the Commission.

### ACCIDENTAL DEATH and DISMEMBERMENT

Accidental death and dismemberment insurance shall be provided by the employer in conjunction with the life insurance. The insurance coverage depends upon the type and severity of the injury but will pay a maximum of the basic salary of the employee rounded off to the next higher thousand dollars.

### SHORT TERM DISABILITY (STD)

The Commission shall pay the total premium for short term disability insurance. If you become disabled for less than 26 weeks, the STD insurance will pay 70% of your base pay up to a



maximum of \$1,000.00 per week. Sick pay and/or vacation pay may be used to supplement STD payments, however, no employee shall be entitled to receive through any combination of sick pay, vacation pay, or any other insurance to which the Commission makes a contribution, benefits or compensation in excess of their normal weekly salary earned at the time of such absence.

#### LONG TERM DISABILITY (LTD)

The Commission shall pay the total premium for long term disability insurance. This insurance commences after 26 weeks of continuous disability. It will continue until normal retirement age or death. The long term disability insurance will provide 70% of the employees monthly salary to age 65, with a maximum of \$3,500.00 per month. Sick pay and/or vacation pay may be used to supplement LTD payments, however, no employee shall be entitled to receive through any combination of sick pay, vacation pay, or any other insurance to which the Commission makes a contribution, benefits or compensation in excess of their normal weekly salary earned at the time of such absence.

#### CONTINUATION OF PREMIUMS

The Employer shall continue to pay the premiums on the insurance coverage provided for employees who are absent from work due to an on-the-job injury during the term of such absence.

The Employer shall continue to pay the premiums for the insurance coverage for employees who are absent from work due to off-the-job injury or illness for six (6) months.

#### SALARY AUGMENTED PAYMENTS

##### COST-OF-LIVING ALLOWANCE

To stabilize wages of its salary employees, a cost of living index figure of 256.4 shall be established as the Base "0" index and a Cost of Living Allowance (COLA) shall be paid to employees in accordance with the following:

The United States Department of Labor, Bureau of Labor Statistics Consumer Price Index for Urban Wage Earners and Clerical Workers, All Items, hereinafter called the "CPI" shall constitute the controlling index based upon upward or downward movement in the CPI from the Base "0" figure of 256.4. The CPI for each of three (3) months comprising a calendar year quarter and each three (3) months thereafter shall be averaged. The Base "0" Index of 256.4 shall be subtracted from each of the quarterly average CPI's to arrive at the Index difference. For each two (2) full points of Index difference thus arrived at, each salary employee will receive a COLA payment of two cents (\$.02) per each hour credited and paid for those full work weeks comprising the quarter for which the calculation is being made.

If a calendar quarter ends on any other day than the last pay period of the month, COLA payments for credited hours after the last pay period of the month will be included in the following quarter.

COLA on overtime hours shall be paid at the same modified rate that the overtime has been paid.

Part-time employees will be paid C.O.L.A. for hours worked in the same manner as indicated above.

Co-op students shall not be eligible for paid C.O.L.A.

#### LONGEVITY PAYMENTS

Upon retirement, a supervisor and/or administrative person shall be paid a longevity payment based upon the number of years worked as a supervisor and/or administrative person. Payment shall be predicated upon a calculation of the number of full years as a supervisor and/or administrative person times 1/3 of the final monthly salary. The period of time to receive this payment will be at the option of the retired employee. The sum shall be limited to a maximum payment of up to six (6) months salary.

#### OVERTIME

The salaried Supervisory personnel of the Bay County Road Commission will be compensated for overtime worked at the rate of time and one-half for all hours worked over 8 hours per day and 40 hours in any one week. All time worked on a scheduled holiday are paid at twice the regular salary hourly rate.

#### MISCELLANEOUS FRINGE BENEFITS

##### RETIREMENT

The Commission has placed all employees under the two percent (2%) rate category and pays the full required contribution amount to the Bay County Employees' Retirement System. Retirement shall be determined when an employee is eligible to collect and is paid retirement benefits from the Bay County Employees' Retirement System.

##### FICA-SOCIAL SECURITY CONTRIBUTIONS

Employees of the Commission are members of the Federal Social Security System. Payroll deductions will be made from pay checks and forwarded to the appropriate State agency as provided by Law.

##### WORKERS' COMPENSATION

The Commission belongs to a self funded Workers' Compensation pool which covers those expenses for medical costs and lost wages

due to on-the-job accident. An accident report is to be prepared by the employees supervisor and submitted to the Administrative Office for processing. If an employee receives an original or duplicate invoice from a doctor or hospital for medical treatment for an on-the-job injury, he should forward it immediately to the Administrative Office.

No employee shall be entitled to receive through any combination of sick pay, vacation pay, or any other insurance to which the Commission makes a contribution, benefits or compensation in excess of their normal weekly salary earned at the time of such absence.

#### UNEMPLOYMENT INSURANCE

This insurance is required by Law and payments will be made to you depending upon Michigan Employee Security Commissions' qualifications and schedule of payments, if you should become unemployed from the Road Commission. For more information contact the local MESC office.

#### DEFERRED COMPENSATION

All employees of the Road Commission are allowed to contribute on a voluntary basis to a deferred compensation plan through payroll deductions. The plans are made available to all eligible employees, and are administered through Bay County. Employees may set aside and invest portions of their current income to meet their future financial requirements and supplement their retirement and social security benefits. It is the responsibility of the employee to insure that all appropriate paper work is processed. Complete detail of the plans may be discussed with a company representative.

#### PERSONAL LEAVE

When a salary employee desires to be considered for a personal leave of absence from work, the employee shall submit a written request for such to the Commission not less than fourteen, (14) calendar days prior to the desired starting day of the leave. In the event of a bona fide emergency, a request made within less than fourteen (14) calendar days may be made.

If the leave is approved by the Commission, it shall be for a period not to exceed sixty (60) consecutive calendar days. The leave could be extended for exceptional cause if approved by the Commission and if previous written notice is given to the Commission of the desire for such extension.

During a personal leave of absence from work the employee will not engage in gainful employment without being terminated from

employment with the Commission.

The employee must make satisfactory arrangement with the Commission prior to the beginning of the leave of absence for the continuation of the employee's and the employee's dependents' health insurance coverage. The Commission is not responsible for such coverage during leaves. All other paid fringe benefits such as Short Term Disability, Long Term Disability, Life Insurance, Accidental Death and Dismemberment and retirement contributions required will be paid for by the Commission until leave extends beyond the approval date. Under no circumstances will the above fringe benefits be paid for by the Commission beyond 6 months of the initial date of the approved personal leave.

#### DISABILITY LEAVE

A salaried employee who is certified by medical authority to be unable to perform the employee's regular job duties because of a medical disability may be granted a disability leave from employment for the period of the disability, but not to exceed two (2) years without loss of employment.

Unless unable to do so because of medical emergency, a request for the disability leave should be made in writing to the Commission as much in advance as possible. A leave due to pregnancy should be made at least thirty (30) days in advance of the date when the leave is expected to commence. The request for a disability leave must contain a doctor's certification of the following:

- 1) A statement as to the nature of the disability.
- 2) When the leave is to begin.
- 3) The estimated length of the disability.
- 4) In the case of pregnancy, the expected date of the delivery.

When the request for a disability leave is made in advance and the employee would like to continue working until the leave begins, a doctor's written certification setting forth the restrictions on the employee's job activities must be submitted to the Commission. Any restrictions which render the employee restricted from any normal recurring job duties will be grounds for denying continued work.

A disability leave is subject to the following:

- 1) The leave is granted without pay.
- 2) The Commission will pay the first six (6) premiums due on the employee's life insurance provided by the Commission, and on the employee's and the employee's dependents' health insurance

provided by the Commission. Should the employee wish to continue coverage by such insurances after the six (6) premiums have been paid by the Commission, the employee must make arrangements for such with the Commission.

3) The employee will receive a weekly out-of-work benefit through sick & accident insurance provided by the Commission. No employee shall be entitled to receive through any combination of sick pay, vacation pay, or any other insurance to which the Commission makes a contribution, benefits or compensation in excess of their normal weekly salary earned at the time of such absence.

4) The employee will receive sick leave pay for hours of sick leave accumulated to the date of the beginning of the leave, and will continue to accrue more sick leave during the period of the leave when accrued sick leave is being paid.

5) The employee may elect to receive vacation pay accumulated to the employee's credit to the beginning of the leave of absence.

6) The Commission may require the employee provide to the Commission medical data from the consulting physician regarding the disability; and the Commission may require the employee to undergo medical examination and/or testing to determine the nature and extent of any disability for which a leave has been requested and/or which the employee is receiving any benefit provided by the Commission.

Except as described above, no other benefit accrues or is payable during a disability leave.

Failure to report back to work at the end of the disability or when certified able to return to work by medical authority shall result in loss of employment with the Commission.