



# HUMAN RESOURCES POLICIES

# **MACOMB COUNTY** **HUMAN RESOURCES POLICIES**

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# **MACOMB COUNTY HUMAN RESOURCES POLICIES**

## **INTRODUCTION AND SCOPE**

The Home Rule Charter of Macomb County authorizes the Human Resources and Labor Relations Department to formulate and direct the County's overall Human Resources Program and to establish employment specifications and protocols for County employment.

Throughout these Human Resources (HR) Policies, the term "County" is used to designate Macomb County. However, when appropriate, the term also includes other County employers such as the Sixteenth Judicial Circuit Court, the Macomb County Probate Court and the 42nd District Court. The term "County" is also used to designate Co-employer and Joint Employer relationships of Macomb County.

Except as superseded by State law or by collective bargaining agreements, these HR Policies apply to all persons employed by Macomb County. The County Clerk-Register of Deeds, County Treasurer, Prosecutor, Public Works Commissioner, and Sheriff, and their statutorily mandated deputies, and the Judges of the Sixteenth Circuit Court, the Macomb County Probate Court, and the 42nd District Court are not subject to HR Policies. The employees of the above named Elected Officials are subject to the provisions of these HR Policies. The Elected Officials are obligated to abide by, and enforce, the provisions of these HR Policies as they relate to the employees under their jurisdiction.

The County reserves and retains, solely and exclusively, all rights to manage and operate its affairs; the constitutional and/or statutory rights, duties and obligations of the County shall in no way be abridged by the terms of these HR Policies. These HR Policies shall not alter the provisions of Public Act 298 of 1966, as amended, which is applicable to certain employees of the Office of the Sheriff.

## **PURPOSE AND INTENT**

It is the purpose and intent of these HR Policies to inform County employees about policies and rules pertinent to their employment and to assist employees in being successful and productive. These HR Policies should not be construed as creating a contract between the County and any of its employees. The interpretation and operation of these HR Policies and benefits noted herein are within the sole discretion of the Macomb County Human Resources and Labor Relations Department. The HR Policies outlined in this document may be added to, expanded, reduced, deleted or otherwise modified by the Macomb County Human Resources and Labor Relations Department at any time, with or without notice. Any such modifications shall be within the sole discretion of the Human Resources and Labor Relations Department. These HR Policies supersede all prior HR/Personnel Policies.

An employee cannot rely upon custom or prior practice. The fact that HR Policies may have been applied differently in the past does not affect their current or future enforcement.

Any employee found to be in violation of an HR Policy will be subject to disciplinary action up to and including discharge. These HR Policies and their enforcement are a directed effort to correct deficiencies and promote an efficient and effective workforce.

# **SECTION 1**

# **EMPLOYMENT**

# MACOMB COUNTY HUMAN RESOURCES POLICY

## CHANGE OF EMPLOYEE INFORMATION AND CREDENTIALS

If an employee changes his/her name, marital status, dependent status, telephone number, address, benefit information, or other employee information, he/she shall contact Human Resources and Labor Relations as soon as possible so that the necessary paperwork may be completed and the requested change implemented. It is the employee's responsibility to keep Human Resources and Labor Relations informed regarding updated information. Failure to promptly notify Human Resources and Labor Relations with updated information may result in loss, denial or delay of benefits or privileges, as well as the repayment of eligible costs.

Approved:



Office of County Executive



Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## CONFIDENTIAL INFORMATION

Employment with Macomb County carries with it an obligation to maintain the appropriate level of confidentiality, even after the employee leaves the County's employ. An employee shall not disclose or use for his/her benefit or the benefit of any other person or business, any proprietary, business, financial, or other confidential information which he/she has acquired during his/her employment with the County. Employees shall not use confidential information in any way other than as an employee of the County and as necessary to further the County's interests. "confidential information" means information or material which is not generally available to or used by others and is defined on a departmental basis.

Employees shall not discuss County confidential information with anyone who does not work for the County, and shall not discuss transactions with anyone who does not have a direct association with the transaction. If an employee is questioned by someone outside the County or the department, and there is a concern about the appropriateness of providing certain information, the request should be referred to his/her supervisor or Elected Official/Department Head.

Employees are not permitted to remove or make copies of any County records, reports, documents or confidential information without management approval.

Computer passwords are highly confidential and as such, employees must take precautions to safeguard any password information. If another method of accessing a computer system is used, such as an ID badge or swipe card, use shall be restricted to the identified individual.

Confidential information shall, at all times, remain the property of Macomb County. The County retains the right to access, examine or disclose any material prepared, stored or transmitted on its computer systems or maintained in desks, offices or any other County property. Upon termination of any relationship with the County of Macomb, an employee shall surrender all confidential information in his/her possession to the County.

Approved:



Office of County Executive



Date



# MACOMB COUNTY HUMAN RESOURCES POLICY

## DISABILITY ACCOMMODATION

The Michigan Persons with Disabilities Civil Rights Act and the Federal Americans with Disabilities Act imposes certain requirements on Macomb County. If an employee qualifies under these Acts, the County will make reasonable accommodations to disabled and/or handicapped employees, if such accommodation does not impose an undue hardship on the County. Medical certification of disability and identification of job restrictions shall be required. Accommodation requests will be processed and a determination will be made based on Federal and State guidelines.

Employees desiring to make a request for an accommodation shall notify the Elected Official/Department Head, Human Resources and Labor Relations or the Office of Corporation Counsel.

If notice is received by the Elected Official/Department Head, he/she shall notify Human Resources and Labor Relations as soon as possible.

Approved:



Office of County Executive



Date


# MACOMB COUNTY HUMAN RESOURCES POLICY

## DISCIPLINARY ACTION

Disciplinary action is intended to be corrective in nature, so that if imposed, it would cause an employee to improve job performance and/or workplace conduct to a level that will meet and/or exceed expectations.

Disciplinary action may include a verbal reprimand, written reprimand, suspension without pay and/or discharge. Macomb County is not obligated to follow progressive discipline and will consider each matter on a case-by-case basis. Any Elected Official/Department Head contemplating disciplinary action involving a written reprimand, suspension without pay and/or discharge shall involve Human Resources and Labor Relations in such deliberation.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## DISCIPLINARY ACTION APPEAL PROCESS

### ELIGIBILITY AND PROCEDURE:

The disciplinary action appeal process is available to regular full-time and budgeted part-time non-union employees who have completed their initial probationary period and shall only apply to disciplinary action resulting in an unpaid disciplinary suspension or discharge. This Policy shall not apply to an employee employed in a position designated as "at will". If an eligible employee wishes to have such disciplinary action modified or rescinded from his/her employment record, said employee must utilize the following procedure:

**STEP 1 APPEAL:** If an eligible employee wishes to appeal a disciplinary action under this policy, the employee shall do so in writing to the Human Resources and Labor Relations Department within ten (10) working days of the date of the disciplinary action. The written appeal shall include the employee's name, department, classification, the action that is being appealed, the reason(s) why the employee feels the disciplinary action was not justified, and the desired resolution.

Upon receipt of such an appeal, the Director of Human Resources and Labor Relations or designee shall review the merits of the appeal and shall sustain, overrule or mitigate the disciplinary action. The decision shall be in writing and sent to the affected employee and Elected Official/Department Head; and, it shall be made within ten (10) working days of the completion of the review process. If a claim of appeal is made against the Director of Human Resources and Labor Relations, Corporation Counsel shall review the matter under this Policy. The decision of the Director of Human Resources and Labor Relations or Corporation Counsel shall be final and binding unless the disciplinary action involves discharge.

**STEP 2 APPEAL:** If the decision of the Director of Human Resources and Labor Relations or Corporation Counsel at Step 1 regarding discharge is unacceptable to the affected employee, the decision may be appealed by the employee. The employee may elect to have his/her appeal heard by an Arbitrator. The appeal must be submitted in writing to the Director of Human Resources and Labor Relations within ten (10) working days of the receipt of the Step 1 determination.

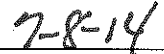
Upon receipt of such appeal, the Director of Human Resources and Labor Relations shall arrange to have an Arbitrator selected to hear the appeal at Step 2 according to the procedures of the Federal Mediation and Conciliation Service.

**AUTHORITY OF ARBITRATOR:** The authority of the Arbitrator shall be limited to sustaining, overruling or mitigating the disciplinary action. The Arbitrator shall apply the just cause standard in his/her decision. The decision of the Arbitrator shall be final and binding on the employee and on the County. There shall be no appeal from any such decision unless such decision shall extend beyond the limits of the authority herein conferred to the Arbitrator. The Arbitrator shall have no authority to modify, amend or rescind a policy, procedure or practice that has been established.

**FEES AND EXPENSES:** The fees and expenses of the Arbitrator and the Federal Mediation and Conciliation Service shall be shared equally by the employee and by the County. Counsel may represent the employee at the Arbitration hearing; however, the fees and expenses of said Counsel shall be the obligation of the employee.

Approved:

  
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Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## DRIVER SAFETY

### OVERVIEW:

An authorized driver of a County vehicle or an employee driving a privately owned vehicle while conducting County business has certain privileges. When driving a County vehicle, or using a privately owned vehicle for County business, each employee must operate the vehicle in a safe and lawful manner, properly maintain the vehicle at all times and follow the policies and procedures outlined below.

### VEHICLE FLEET PURPOSE:


County vehicles are provided to support County business activities and are to be used only by appropriately licensed drivers and authorized employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws of the jurisdiction in which they are driven and with the utmost regard for their care. County vehicles may not be used for private purposes or for the benefit of private business enterprises. Only authorized passengers are permitted to ride in County vehicles. Authorized passengers include a person authorized to travel in County vehicles by a County supervisor or manager. Unauthorized passengers may include, but are not limited to, family members, relatives and friends of a County employee or authorized driver.

County drivers and anyone authorized to drive County vehicles must have a valid driver's license issued in the State of Michigan for the class of the vehicle being operated. Obtaining a driver's license is a personal expense.

State of Michigan Motor Vehicle records (MVRs) will be used as the source for verification of a driver's record.

Authorized drivers are required to properly maintain their County vehicles at all times. For example, vehicles should not be operated with any defect that would inhibit safe operation during current and foreseeable weather and lighting conditions.

Approved:

  
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Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **DRUG & ALCOHOL TESTING POLICY**

Macomb County is committed to providing a safe and productive workplace free from the impacts of drugs and alcohol. This Policy applies to all employees. Certain employees, for example, drivers of some County vehicles or employees otherwise covered by Federal and State regulations, are subject to special rules regarding the use of drugs and alcohol and the County's obligation to test for such use. In the event any provision of this Policy is less strict than these special rules, the special rules shall govern for these employees.

Drug and alcohol testing will be administered on the following basis:

**Reasonable suspicion:** An employee shall submit to a drug and alcohol test if there is reasonable suspicion that the employee in question is under the influence, impaired, or otherwise affected by the use of an unauthorized prescription drug, illegal drug, controlled substance, and/or alcohol.

**Post-accident:** An employee involved in an on-the-job accident/injury requiring a clinic or emergency room visit, will be subject to drug and alcohol testing immediately following the accident/injury.

When an employee is requested to submit to a drug and alcohol test, the County will notify the employee of the results as soon as possible after receiving the results from the clinic and/or laboratory.

**Positive drug test:** A drug and/or alcohol test that indicates the employee had a positive marker for one of the drugs screened and/or a blood alcohol level of .04 or greater.

**Medical Review Officer:** A positive test result will be reviewed by a Medical Review Officer (MRO) before being reported to Human Resources and Labor Relations, as a positive test result may be the result of a lawfully prescribed medication or ingestion of lawful substances, the employee will be able to discuss and provide evidence of prescription to the MRO.

POLICY: DRUG & ALCOHOL TESTING POLICY

Page 2

Upon reasonable suspicion, Macomb County reserves the right to conduct searches as outlined below:

County property: A search of a County employee's workplace is authorized by law where (1) it serves a non-investigatory purpose, or (2) it is carried out as a component of an investigation of work-related misconduct, it is not unreasonably intrusive and its scope is reasonable considering its objective. Macomb County reserves the right to search County property and/or personal effects placed in County property if there is a reasonable individualized suspicion that illegal drugs, controlled substances, alcohol, and/or unauthorized prescription drugs will be found in the property searched.

If the employee whose property is to be searched is in the facility, he/she shall be present during such search unless impossible or impractical under circumstances. If the employee is represented by a collective bargaining agreement, a union steward may be present, upon the request of the employee.

An employee who voluntarily discloses a problem with controlled substances or alcohol cannot be disciplined for such disclosure alone, if and only if, the problem is disclosed before the occurrence of any of the following:


1. For reasonable suspicion testing, before the occurrence of an event that gives rise to reasonable suspicion that the employee has violated this Policy.
2. After receiving notice Macomb County shall permit the employee an immediate leave of absence to obtain medical treatment or to participate in a rehabilitation program.
3. After receiving notice the employee will be removed from the duties of the position until the employee submits to and passes a follow-up drug and alcohol test.

The County may also require the employee to submit to further follow-up testing as a condition of continuing employment or returning to work.

It is the intent of this Policy to ensure that employees suffering from alcohol or drug dependency will not have their job security and promotional opportunities jeopardized solely by a request for help. Satisfactory job performance is still mandatory, and an employee has the primary responsibility for seeking help and for maintaining a treatment program as necessary. An employee seeking treatment, either from a physician or through an Employee Assistance Program, will not avoid disciplinary action if he or she does not meet satisfactory job performance standards or other conditions of employment.

Approved:

  
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Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## DRUG-FREE WORKPLACE

The Federal Drug-Free Workplace Act of 1988 imposes certain requirements on Macomb County and its employees as recipients of Federal grant funds. Macomb County supports the purpose and goals of the Act and by this Policy, makes clear its intention to comply with this Act and to continue making efforts to ensure a drug-free workplace. Therefore, it is the Policy of Macomb County that any unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the work place is strictly prohibited. This includes the misuse or abuse of prescription drugs.

Any site where work is conducted is declared a drug-free workplace. Employees cannot, for any reason, manufacture, distribute, dispense, possess, or use any illegal and/or non-prescribed controlled substance. Such controlled substances include those identified in Schedules I through V of the United States Controlled Substances Act, 11 USC 812, and include by way of example, Narcotics (heroin, morphine, etc) Cannabis (marijuana, hashish), Stimulants (cocaine, crack, amphetamines, etc.), Depressants (tranquilizers, etc), Hallucinogens (PCP, LSD, XTC, etc.).

All employees of Macomb County must abide by the terms of this Policy and must notify their Elected Official/Department Head or Human Resources and Labor Relations of any criminal drug statute conviction no later than five (5) days after such conviction.

Approved:



Office of County Executive

7-8-14

Date



# MACOMB COUNTY HUMAN RESOURCES POLICY


## EMPLOYMENT RECORDS

Each employee's personnel file is maintained in Human Resources and Labor Relations and includes: records pertaining to employment, application materials, salary history, benefit information, disciplinary action and all other pertinent employment information. The Bullard-Plawecki Employee Right-to-Know Act ensures an employees' right to access their own personnel file. Any employee may review his/her personnel file in the presence of the Director of Human Resources and Labor Relations or designee. This review will be at reasonable intervals, generally not more than two (2) times in a calendar year, during normal hours of operation. An employee may request and obtain a copy of information contained in his/her personnel file, at the approved cost of duplicating such material, with the exception of:

1. Employee references that identify the person making the reference.
2. Materials that disclose staff planning of more than one (1) employee.
3. Personal information concerning someone other than the employee, if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
4. Information regarding a criminal investigation of the employee, and kept apart from other records.
5. Other information authorized by law to be exempt.

When an employee changes his/her name, marital status, dependent status, telephone number, address, tax exemptions, benefit information (within 30 days of qualifying event), etc., he/she shall contact Human Resources and Labor Relations as soon as possible so that the necessary process can be completed and the change implemented. It is the employee's responsibility to keep Human Resources and Labor Relations informed regarding employee information. Failure to promptly notify Human Resources and Labor Relations with updated information may result in loss, denial or delay of benefits or privileges, as well as the repayment of eligible costs.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## EMPLOYMENT RELATIONSHIP

County employees are employed under a just cause standard, except as otherwise provided by County Charter, State law, or defined by the County as "at-will" in an authorized job description by Human Resources and Labor Relations.

Authority to enter into, modify or amend an employment agreement and related terms of employment is vested exclusively with Human Resources and Labor Relations pursuant to the County Charter and to certain Elected Officials under State law.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY


## EMPLOYMENT STATUS


Full-Time Employees: Full-time employees are budgeted and regularly scheduled to work 30 hours or more per week. Such full-time employees shall receive benefits as described by Human Resources Policy.

Part-Time Employees: Part-time employees are budgeted and regularly scheduled to work less than 30 hours per week. Part-time employees do not receive any benefits, except those required by law and/or the Macomb County Retirement Ordinance.

Temporary Employees: Temporary employees may be full-time or part-time, and are employed in a position for a specific limited duration. Temporary employees do not receive any benefits, except those required by law. Compensation for temporary employees shall be established at the minimum hourly rate of the salary schedule for the affected classification or other rate within an established salary range as authorized by Human Resources and Labor Relations.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **EQUAL EMPLOYMENT OPPORTUNITY**

This Policy affirms Macomb County's commitment to provide Equal Employment Opportunity to all individuals, regardless of race, color, gender, religion, national origin, age, disability, height or weight, or sexual orientation in accordance with applicable State and/or Federal law. This Policy applies to recruitment, hiring, training, promotion, salary decisions, work environment, as well as other terms and conditions of employment.

As such, all employees, applicants and contractors are protected from coercion, intimidation, harassment, retaliation or discrimination based on membership in a classification identified above in performing their duties or providing services under State and/or Federal law.

All employees and contractors are expected to conduct themselves in a manner that will promote a work environment free from illegal discrimination or harassment.

Questions or concerns regarding treatment under this Policy may be directed to a supervisor, Elected Official/Department Head or Human Resources and Labor Relations.

It is the Policy of the County to treat all such complaints seriously. Retaliation against an employee bringing a complaint to the attention of management of the County is strictly prohibited. All employees are expected to comply with this Policy and must cooperate fully with Human Resources and Labor Relations and any investigation of a reported violation.

### **COMPLAINT PROCEDURE**


Employees, applicants or contractors who feel they have been discriminated against because of their race, color, gender, religion, national origin, age, disability, height or weight, or sexual orientation, in accordance with applicable State and/or Federal law, may submit a complaint according to this procedure. Complaints will be investigated and resolved to the extent information is provided.

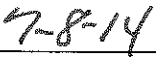
Employees, applicants or contractors who feel they have been a victim of discrimination may bring such matters to the attention of a supervisor, Elected Official/Department Head or Human Resources and Labor Relations. If the matter is brought to a supervisor or Elected Official/Department Head, he/she shall notify Human Resources and Labor Relations as soon as possible. Human Resources and Labor Relations shall conduct an investigation regarding such complaints.

POLICY: EQUAL EMPLOYMENT OPPORTUNITY  
Page 2

False allegations can have a serious effect on innocent individuals. The County expects that all employees will act responsibly to establish an appropriate work environment.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **HARASSMENT AND WORKPLACE BULLYING**

Macomb County is committed to a workplace free from harassment or workplace bullying. All employees will be treated in a fair and respectful manner.

### **SEXUAL HARASSMENT:**

Sexual harassment is a form of sexual discrimination and all employees are protected from sexual discrimination under this Policy, as well as Federal and State law.

Federal and State authorities provide that sexual harassment consists of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is unlawful where:

1. Submission to the conduct is either an explicit or implicit term or condition of employment; or
2. Submission to or rejection of the conduct is used as the basis for employment decisions affecting the person who did the submitting or rejecting; or
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive environment.

### **WORKPLACE BULLYING:**

Workplace bullying is the use of inappropriately aggressive, abusive, or insulting conduct or comments which when viewed objectively may cause an employee against whom such conduct or comments are directed to be humiliated or intimidated.

### **HARASSMENT AND WORKPLACE BULLYING COMPLAINT PROCEDURE:**


Employees who feel they have been victims of harassment or workplace bullying should bring such matters to the attention of their supervisor, Elected Official/Department Head or Human Resources and Labor Relations. It is the Policy of the County to treat all such complaints seriously. Retaliation against an employee bringing a complaint to the attention of management of the County is strictly prohibited. All employees are expected to comply with this Policy and must cooperate fully with Human Resources and Labor Relations and any investigation of a reported violation.

POLICY: HARASSMENT AND WORKPLACE BULLYING

Page 2

False allegations can have a serious effect on innocent individuals. The County expects that all employees will act responsibly to establish an appropriate work environment.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## HOURS OF OPERATION

### WORK DAY:

County offices are generally open from 8:30 a.m. to 5:00 p.m., Monday through Friday, or such alternative hours as may be set for individual departments.

### MEAL AND REST PERIODS:

Full-time employees that work seven and one-half (7.5) hours per day, five (5) days per week, shall have a one-hour unpaid meal period each workday. Full-time employees who work eight (8) hours per day, five (5) days per week shall have a one-half hour paid meal period.

Full-time employees shall normally have two (2) fifteen (15) minute paid rest periods, one during the first half of the shift and one during the second half of that shift. The times at which these rest periods are taken is subject to the discretion of the Department Head in order to ensure effective department operations.

Part-time employees are not eligible for meal and rest periods, except for the days that the part-time employee works a full day (7.5 or 8 hours).

Employees shall not accrue, accumulate or be paid for meal and rest periods not taken. Employees are not permitted to skip meals or rest periods in order to lengthen a meal period or to adjust starting or ending times.

### WORK WEEK:

The normal work week is five days of work in a seven day period.

The County reserves the right to establish or alter hours of operation at its sole discretion.

Approved:



Office of County Executive



Date



# MACOMB COUNTY HUMAN RESOURCES POLICY

## LAW ENFORCEMENT INVESTIGATIONS AND CONTACTS

Whenever an Elected Official/Department Head or an employee of Macomb County is contacted by a Federal, State or local law enforcement agency for any reason, including inquiries concerning a County employee, a County department, an investigation of a crime that may have been committed on County property, or a request to review or copy records, it is the obligation of the Elected Official/Department Head and/or employee having knowledge of same, to do the following:

Upon being contacted by a law enforcement agency, the employee shall immediately, before responding, contact his/her Elected Official/Department Head/designee who will contact Corporation Counsel to report the contact.

The Elected Official/Department Head shall speak to one of the attorneys on staff. The Elected Official/Department Head will be advised on how to proceed with the law enforcement agency. In the event no attorney is available for consultation, unless unusual circumstances exist, the Elected Official/Department Head should not speak to the law enforcement agency, but should instead refer all inquiries to Corporation Counsel.

The Elected Official/Department Head shall follow the directives of Corporation Counsel, including making a written report to Corporation Counsel, if requested to do so.

Any questions concerning this Policy should be directed to Corporation Counsel.

This Policy applies only to contacts made with employees in the scope and course of their duties for the County, and employees are not to contact Corporation Counsel regarding personal legal issues. In the event that the employee contacted by a law enforcement agency is the focus of the criminal investigation, the employee must immediately report to Corporation Counsel that such contact has been made.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date


# MACOMB COUNTY HUMAN RESOURCES POLICY

## NEW POSITIONS AND CLASSIFICATION CHANGES

Any request to create a new position or classification, change the classification of an existing position or request a salary adjustment, shall be submitted in writing with justification to the Director of Human Resources and Labor Relations. Human Resources and Labor Relations will review the request and formulate a recommendation in conjunction with the Finance Department, if necessary. If the request is approved by the Director of Human Resources and Labor Relations and Finance, the request and recommendation will be submitted to the Office of County Executive. The final determination regarding the requested change shall be within the sole authority of the Office of County Executive.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date


# MACOMB COUNTY HUMAN RESOURCES POLICY

## PERFORMANCE EVALUATION

Performance evaluations provide feedback to each employee, identifying performance that is excellent and exceeds expectations as well as performance that requires improvement and does not meet expectations. Performance factors should be measured against organizational core values as well as department specific standards.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## PROBATIONARY PERIOD

The probationary period is a continuation of the Recruitment and Selection process to ensure that an employee is capable of fulfilling the requirements of the position.

A full-time employee newly hired into the County shall be considered a probationary employee for the first six (6) months of employment from the date of hire.

A part-time employee newly hired into the County shall be considered a probationary employee for the first nine (9) months of employment from the date of hire.


If it is determined that the newly hired employee is not capable of fulfilling the requirements of the position, the employee shall be terminated without the right of appeal or statement of cause.

A current employee of the County who has a change in classification, shall have a probationary period of four (4) months from the date of change in classification. If it is determined that an employee who had a classification change is not capable of fulfilling the requirements of the position, he/she may be returned to his/her previous classification without prejudice. Such employee will have the option of returning to his/her previous classification without prejudice, within the first one (1) month of this probationary period.

This Policy shall not apply to an employee in a position that is designated as "at will".

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date


# MACOMB COUNTY HUMAN RESOURCES POLICY

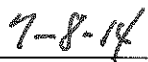
## QUALIFICATIONS, LICENSURES, CERTIFICATIONS AND CREDENTIALS

It is the responsibility of each employee to maintain necessary qualifications, licensures, certifications and credentials, as required by the County, by law, or by regulation. All required qualifications, licensures, certifications and credentials must be verified by the Department and copies submitted to and maintained in each employee's personnel file in Human Resources and Labor Relations.

If an employee has a required qualification, licensure, certification or credential that is expired, revoked or suspended, that employee must notify his/her supervisor immediately.

Approved:

  
Office of County Executive

  
Date

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **RECRUITMENT AND SELECTION**

### **POLICY STATEMENT:**

Pursuant to the Home Rule Charter of Macomb County, this policy is applicable to all positions. Macomb County is an equal employment opportunity employer that is committed to hire the most suitable applicant for vacant budgeted positions based upon a full, complete and fair analysis of qualifications. In order to promote a safe work environment and to ensure the character and fitness of potential employees, background checks are conducted. Macomb County will provide additional preference to qualifying United States Veterans during the interview process.

### **RECRUITMENT AND SELECTION ADMINISTRATION:**

The Department Head/Elected Official shall make a request to fill a vacant budgeted position to Human Resources and Labor Relations.

The Director of Human Resources and Labor Relations and Finance shall review the request as it relates to position control and budget authorization.

When authorized, Human Resources and Labor Relations, in conjunction with the Department, shall create, review, modify and distribute the job posting and interview process materials. Positions shall be posted for a minimum of ten (10) working days, unless otherwise specified by Human Resources and Labor Relations or an applicable collective bargaining agreement.

All applicants interested in a position must apply through the Human Resources and Labor Relations established application process within the posting period. The applicant must meet the minimum qualifications before the closing date of the posting, unless otherwise specified by Human Resources and Labor Relations or an applicable collective bargaining agreement.

Human Resources and Labor Relations reviews the applications and qualifications for each posting and will determine, using the minimum qualifications for a particular position, whether the applicant meets those minimum qualifications. Human Resources and Labor Relations will then select the most qualified applicants based upon measurable screening criteria, unless otherwise specified by an applicable collective bargaining agreement.

POLICY: RECRUITMENT AND SELECTION

Page 2

The Department reviews the applications and, in conjunction with Human Resources and Labor Relations, determines the most suitable applicant for the position through an interview process. This process may consist of supplemental interviews, questionnaires and/or exercises, as authorized by Human Resources and Labor Relations. An interview committee shall consist of at least two (2) Department representatives, as determined by the Department Head/Elected Official, and one (1) Human Resources and Labor Relations representative. The applicants will be ranked based upon matrices that are scored by each member of the interview committee.


Based upon the interview process, the Department Head/Elected Official recommends an applicant for hire and requests placement within the salary range for review and approval by the Director of Human Resources and Labor Relations.

If it is determined that there are no suitable applicants for the position after the interview process, the Department may make a request to Human Resources and Labor Relations to select additional applicants for interview, based upon measurable screening criteria, or re-post the position.

Human Resources and Labor Relations shall facilitate and complete the recruitment and selection process, which includes a thorough and proper background check, with the recommended applicant.

Human Resources and Labor Relations shall communicate the status of the position and/or application to interested applicants.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **SOCIAL SECURITY NUMBER DISCLOSURE**

Macomb County shall not, with respect to the social security number of an employee or other individual, do any of the following:

Publicly display all or more than 4 sequential digits of the social security number.

Use all or more than 4 sequential digits of the social security number as the primary account number for an individual.

Visibly print all or more than 4 sequential digits of the social security number on any identification badge or card, membership card, or permit or license.

Require an individual to use or transmit all or more than 4 sequential digits of his or her social security number to gain access to an internet website or a computer system or network unless the connection is secure, the transmission is encrypted or a password or other unique personal identification number or other authentication device is also required to gain access to the internet website or computer system or network.

Include all or more than 4 sequential digits of the social security number in or on any document or information mailed or otherwise sent to an individual if it is visible on or without manipulation from outside of the envelope or packaging.

Include all or more than 4 sequential digits of the social security number in any document or information mailed to a person, unless any of the following apply:

State or federal law, rule regulation, or court order or rule, authorizes, permits or requires that a social security number appear in the document.

The document is sent as part of an application or enrollment process initiated by the individual.

The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy or employee or health insurance benefit or to confirm the accuracy of a social security number of an individual who has an account, contract, policy or employee or health insurance benefit.



## POLICY: PROHIBITED SOCIAL SECURITY NUMBER DISCLOSURE

Page 2

The document or information is mailed by the County under any of the following circumstances:

The document or information is a public record and is mailed in compliance with the freedom of information act, 1976 PA 442, MCL 15.231 to 15.246.

The document or information is a copy of a public record filed or recorded with the County Clerk or Register of Deeds office and is mailed by that office to a person entitled to receive that record.

The document or information is a copy of a vital record recorded as provided by law and is mailed to a person entitled to receive that record.

The document or information is mailed by or at the request of an individual whose social security number appears in the document or information or at the request of his or her parent or legal guardian.

### **EXCEPTIONS TO PROHIBITED SOCIAL SECURITY NUMBER DISCLOSURE:**

The above prohibitions to the disclosure of all or more than 4 sequential digits of a social security number do not apply to any of the following:

A use of all or more than 4 sequential digits of a social security number that is authorized or required by state or federal statute, rule, or regulation, by court order of rule, or pursuant to legal discovery or process.

A use of all or more than 4 sequential digits of a social security number by a law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution, or providing all or more than 4 sequential digits of a social security number to a law enforcement agency, court or prosecutor as part of a criminal investigation or prosecution.

This Policy does permit the use of all or more than 4 sequential digits of the social security number as the primary account number for an individual; or including all or more than 4 sequential digits of a social security number in any document or information mailed to a person, if the use is in accordance with any of the following:

An administrative use of all or more than 4 sequential digits of the social security number in the ordinary course of business, by a person or a vendor or contractor of a person, to do any of the following:

Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transaction, product, service or employment or proposed account, transaction, product, service or employment.

Investigate an individual's claim, credit, criminal or driving history.

Detect, prevent or deter identity theft or another crime.

Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.

Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.

Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

A use of all or more than 4 sequential digits of a social security number as a primary account number that meets both of the following:

The use began before March 1, 2005.

The use is ongoing, continuous and in the ordinary course of business. If the use is stopped for any reason, this subsection no longer applies.

**CONTROL OF ACCESS TO SOCIAL SECURITY NUMBERS:**

Access to records containing social security numbers is limited to employees who need to see those records for the performance of their duties.

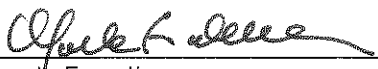
Employees' access to records containing social security numbers shall be monitored through the use of logs or electronic audit trails.

During storage, electronic records containing social security numbers shall encrypt the social security numbers. Records in other media that contain social security numbers shall be stored in locked cabinets or otherwise secured against unauthorized access.

**DISPOSAL OF DOCUMENTS THAT CONTAIN SOCIAL SECURITY NUMBERS:**

Discarding or destroying records in any medium containing social security numbers shall be done so in a way that protects the confidentiality of the social security numbers. It shall be accomplished by shredding, erasing, or otherwise modifying that portion of the record containing a social security number to make it unreadable or undecipherable, before the record is discarded.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## WORKPLACE VIOLENCE

The safety and security of County employees and visitors are of vital importance. Acts or threats of violence made by any person against another person's life, health, well-being, family or property will not be tolerated. This statement applies to any threats made on County property, at County events, or under other circumstances that may negatively affect the County's ability to provide service. If an employee experiences, discovers or hears any threatening communications or conduct from or concerning an employee, supervisor or the County, the employee shall report it to his or her supervisor, Elected Official/Department Head or Human Resources and Labor Relations as soon as possible.

Do not engage in either a physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to an employee, visitor or County property, contact 911 immediately.

It is the Policy of the County to treat all such complaints seriously. Retaliation against an employee bringing a complaint to the attention of management of the County is strictly prohibited. All employees are expected to comply with this Policy and must cooperate fully with Human Resources and Labor Relations and any investigation of a reported violation.

False allegations can have a serious effect on innocent individuals. The County expects that all employees will act responsibly to establish an appropriate work environment.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# **SECTION 2**

# **COMPENSATION AND BENEFITS**

# MACOMB COUNTY HUMAN RESOURCES POLICY

## EMPLOYEE ASSISTANCE PROGRAM

Macomb County is committed to providing a quality workplace for its employees and quality services to its residents. The County recognizes that at times employees may face a variety of problems that can affect personal happiness, family relationships, job performance, general health and well being. The Employee Assistance Program provides assistance for employees by providing confidential assessment, treatment and referral services. Therefore, it is the Policy of the County to assist employees through an Employee Assistance Program as follows:

The County considers its employees as individuals. It also recognizes that a wide range of personal issues not directly associated with one's job function, can have an affect on an employee's attendance, productivity and job performance. This applies whether the problem is one of physical, mental, or emotional distress; alcoholism or drug abuse; financial, marital, or family matters; legal problems; or other concerns.

The County encourages employees who need assistance with concerns affecting quality of life and/or work to seek and pursue treatment voluntarily. In support of its commitment to this philosophy, the County offers an Employee Assistance Program.

Confidentiality is of the utmost importance for those who utilize the services of the Employee Assistance Program. Information will not be divulged outside of the Employee Assistance Program without the express written permission of the employee and/or dependent.

Since a person's job performance can be affected by the problems of a spouse, children, or other family members, the Employee Assistance Program is available to County employees and their dependents.

There is no cost to the employee or dependent for the initial assessment or follow-up sessions with a Counselor through the Employee Assistance Program. The employee is responsible for the cost of any referral treatment or services. These costs may be covered by the individual's insurance.

This policy in no way supersedes or interferes with union collective bargaining agreements or work rules. Further, nothing in this statement of Policy is to be interpreted as constituting a waiver of management's right to take disciplinary action or labor's right to contractual grievance procedures.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## INSURANCE BENEFITS

### A. Life Insurance:

#### 1. Eligible Full-time Employees (including DROP Participants):

- a. Effective January 1, 2015, the life insurance benefit provided by the County shall be \$50,000.

The County will provide a payroll deduction option for employees wishing to purchase additional \$25,000 increments of life insurance to a maximum of \$375,000. Rates and conditions shall be those established by the insurance carrier.

- b. Waiting Period: Employees who are eligible for the life insurance benefit will be covered on the first day of the month following sixty (60) days of continuous employment.
2. Retirees: The County will provide a life insurance benefit, in the amount of two thousand dollars (\$2,000), to employees covered by this Agreement who retire and are eligible for and receive a retirement allowance under the Macomb County Employees' Retirement Ordinance.

### B. Insurance Benefits:

1. Only full-time employees (including DROP participants) and their eligible dependents will be eligible for Macomb County's Insurance Benefits which includes medical, prescription drug, dental and vision plans.

#### 2. Dependent Eligibility:

Full-time employees (including DROP participants) may elect to cover their current spouse on Macomb County's medical, prescription drug, dental and vision plans.

Full-time employees (including DROP participants) may elect to cover their children up to the age of 26 on Macomb County's medical, prescription drug, dental and vision plans. Necessary supporting documentation must be provided to Human Resources and Labor Relations.

POLICY: INSURANCE BENEFITS

Page 2

3. Waiting Period: Full-time employees and their eligible dependents will be covered on the first day of the month following sixty (60) days of continuous employment for Macomb County's, medical, prescription drug, dental and vision plans.
  4. Laid Off Employees: Any regular full-time employee laid off and subsequently recalled, will be eligible for Macomb County's medical, prescription drug, dental and vision plans as soon as administratively possible after the date of his/her return to work.
- C. The County shall provide two medical plan options: a Preferred Provider Organization (PPO) and a Health Maintenance Organization (HMO) to all regular eligible full-time employees and their eligible dependents including prescription drug coverage.
1. Full-time employees who hire into the County after January 1, 2012 will have an additional monthly employee premium contribution of \$100-2 person contract or \$150-family contract.
  2. Full-time employees who have a current spouse who is also employed full-time by Macomb County will be entitled to only one (1) medical, prescription drug, dental and vision plan for both employees and all eligible dependents. Such employee shall not be eligible for the insurance waiver.
  3. Full-time employees who elect not to participate in Macomb County's medical and prescription drug plans and who has coverage elsewhere shall receive a monthly insurance waiver payment of \$167.00. The insurance waiver will be paid in the employee's regular paycheck.
    - a. Full-time employees shall be required to show proof annually of their eligibility to receive the insurance waiver.
    - b. Full-time employees participating in the insurance waiver who lose coverage shall be allowed to enroll in Macomb County's medical, prescription drug, dental and vision plans as soon as administratively possible and the insurance waiver payments shall cease as soon as administratively possible.
- D. 1. Retirees:
- For full-time employees hired before January 1, 2006, the County will provide a fully paid medical and prescription drug plan to the employee and the employee's spouse, after eight (8) years of actual service with the County, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.



For full-time employees hired on or after January 1, 2006, the County will provide a fully paid medical and prescription drug plan to the employee and the employee's spouse, after fifteen (15) years of actual service with the County, for the employee who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance.

- a. Coverage shall be limited to the current spouse of the retiree, at the time of retirement or DROP. Coverage for the eligible spouse will terminate upon the death of the retiree unless the retiree elects to exercise a retirement option whereby the eligible current spouse receives applicable retirement benefits following the death of the retiree.
2. Full-time employees hired into the County on or after January 1, 2012 will not be eligible for Macomb County's medical, prescription drug, dental and vision plans for the employee's spouse in retirement. Employees in this category will be provided the option of paying for 100% fully insured spousal HMO medical and prescription drug coverage under the County group health plan. There shall be no contribution by the County for this option.
3. All employees who retire or DROP after November 1, 2013, regardless of their date of hire, will have the same medical and prescription drug plan only in retirement as active employees, including any future changes, until they are Medicare eligible, subject to the limitation of spouse coverage in D.2., above. This provision does not apply to employees who retire or DROP prior to November 1, 2013.

At the time of retirement, an active employee contributing to health care will continue to contribute in retirement, including any future negotiated changes to the contribution. At the time of retirement, an active employee not contributing to health care will not contribute in retirement.

4. Full-time employees hired into the County on or after January 1, 2016 will not be eligible for County provided retiree medical, prescription drug, dental or vision coverage.
5. Retired employees and/or their current spouse shall apply and participate in the Medicare Program, if eligible, at their expense as required by the Federal Insurance Contribution Act, a part of the Social Security Program. At that time, the County's obligation shall be only to provide medical and prescription drug coverage that will coordinate or supplement with Medicare. Failure to participate in the aforementioned Medicare Program shall be cause for termination of County paid coverage of applicable hospital-medical benefits, as outlined herein for employees who retire and/or their current spouse.

6. Employees who retire under the provisions of the Macomb County Employees' Retirement Ordinance, who subsequently are employed on a full-time basis where the County offers a medical and prescription drug plan, shall not be eligible for County provided medical and prescription drug benefits during such period of full-time employment.
7. Employees who retire under the provisions of the Macomb County Employees' Retirement Ordinance and current spouse, shall, if eligible, apply for and participate in ANY National Health Insurance program offered by the U.S. Government. Failure to participate, if eligible, shall be cause for termination of County paid hospital-medical benefits as outlined.
8. Retirees who are eligible for Macomb County's medical and prescription drug plan and elect not to participate and who has coverage provided elsewhere, shall receive a monthly insurance waiver payment of \$167.00. The insurance waiver will be paid in the retiree's regular retirement check.
  - a. Retirees shall be required to show proof annually of their eligibility to receive the insurance waiver.
  - b. Retirees participating in the insurance waiver who lose coverage shall be allowed to enroll in Macomb County's medical and prescription drug plans as soon as administratively possible and the insurance waiver payments shall cease as soon as administratively possible.

E. Dental Plan:

The County shall provide full-time employees (including DROP Participants) covered by this Agreement and their dependents a 75/25 Class I, 50/50 Class II, maximum \$1,000.00 per year, per person, Delta Dental Plan, or its substantial equivalence.

F. Vision Plan:

The County shall provide full-time employees (including DROP Participants) covered by this Agreement and their dependents a Blue Cross/Blue Shield Vision Care Program known as Series A80, or its substantial equivalence.

G. Liability Insurance:

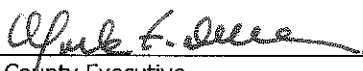
The County shall provide for each regular employee (including DROP Participants) Bodily Injury and Property Damage Liability Insurance while acting within the scope of his/her duties and Personal Injury Insurance including "false arrest" when also arising out of and in the line of duty and in the conduct of duly constituted County business. The cost of this insurance will be borne by the County.

H. Long Term Disability:

Employees (including DROP Participants) covered by this Agreement will be provided a Long Term Disability program with benefits as currently provided at the time of application, or its substantial equivalence.

I. Part-time and temporary employees shall not be eligible for Macomb County's medical, prescription drug, dental and vision plans during employment and/or upon retirement.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## JURY DUTY

If an employee is called for jury duty, the employee shall promptly provide a copy of the official notice to his/her immediate supervisor. An employee who is assigned to the afternoon or midnight shift shall be switched to the day shift as his/her regularly scheduled shift while serving on jury duty. Should an employee be released from jury duty prior to the end of that shift, the employee shall return to the department and work until the conclusion of that shift. The employee shall be paid his/her normal daily wage for the assigned shift. The employee shall endorse any payment received as a result of jury duty service and deliver that payment to his/her immediate supervisor. This payment shall be processed for deposit with the Macomb County Treasurer. The employee may retain reimbursed expenses provided to employees as a result of jury duty service, such as mileage, parking or meal expenses.

Approved:



Office of County Executive

7-8-14

Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## LONGEVITY PLAN

### PURPOSE:

The County recognizes employees who have a record of long continued employment and service and values the experience gained through such length of service.

### LONGEVITY ADMINISTRATION:

Eligibility is for full-time employees and shall commence when such employee completes fifteen (15) years of continuous full-time employment on or before October 31st of any year.

Continuous employment shall not be considered interrupted when absences arise such as paid annual leave, paid sick leave or paid worker's compensation period not to exceed one year.

The following Longevity schedule of payment shall apply:

<u>Step:</u>	<u>Continuous Years of Service on or before October 31st of each year:</u>	<u>Longevity Payment</u>
1	15 through 19	\$600
2	20 through 24	\$800
3	25 and thereafter	\$1,000

Employees voluntarily leaving the employ of the County or dismissed for cause prior to October 31st of any year shall not be entitled to longevity payment for the year of leaving nor for any portion thereof.

An approved leave of absence without pay shall result in adjusted eligibility for Longevity payment.

Appropriate longevity payments for employees on an approved leave of absence shall be paid at the same time as all other employees.

Military duty time will be included as continuous service time in the computation of future longevity payments, PROVIDED, the employee returns to the employ of the County within ninety (90) days after release from service with a branch of the U.S. Armed Forces.

Longevity compensation shall be added to regular payroll, when due, for eligible employees. It shall be considered a part of regular compensation and subject to all normal taxes and deductions.

Payments to employees eligible as of October 31st of any year shall be included in the first payroll check of December. The annual period covered in computation of longevity shall be from November 1 of the preceding year to October 31<sup>st</sup> of the current year.

DROP Participants: At the time an employee elects to participate in the DROP Program he/she shall receive, as part of their payoff, a prorated amount of longevity compensation as described above. Payment for the balance of the DROP years' longevity payment and subsequent longevity payments shall be made in December of each year as described above. For DROP participants, the amount of longevity compensation paid in subsequent years shall be determined by the step level achieved by the employee at the time they elected to DROP.

Employees hired into the County after January 1, 2012 will not be eligible for this Longevity Plan.

Approved:



Office of County Executive



Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## MILEAGE REIMBURSEMENT

Mileage reimbursement will be made for employees required to use their personal vehicles to perform authorized County business. The mileage reimbursement rate will be established in accordance with the Internal Revenue Service mileage reimbursement formula. Mileage reimbursement will be paid based on the rate in effect at the time the payment is requested.

Mileage reimbursement must be authorized in advance by the Elected Official/Department Head or designee.

Requests for mileage reimbursement are to be filed on forms authorized by the Finance Department. Forms must be submitted to the Finance Department within forty-five (45) days after the expense has been incurred.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## OVERTIME

Employees determined to be exempt from the provisions of the Fair Labor Standards Act (FLSA) shall not be eligible for overtime consideration. Employees determined to be non-exempt under the provisions of FLSA who are scheduled and authorized to work overtime beyond 40 hours actually worked per week, will receive one and one half (1½) times their regular hourly rate for all such overtime hours either in the form of payment or compensatory time as determined by the County. Employees are not to work any hours that are not authorized.

Employees shall be permitted to utilize compensatory time only with the prior approval of their immediate supervisor.

Employees may request to be paid for unused compensatory time and the County shall, within thirty (30) days of such request, pay the employees for unused compensatory time.

Approved:



Office of County Executive



Date

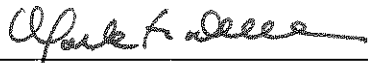


# MACOMB COUNTY HUMAN RESOURCES POLICY

## REIMBURSEMENT ACCOUNT PROGRAM

Macomb County will provide a pre-tax Reimbursement Account Program, as authorized by the Internal Revenue Service (IRS) Code. The Reimbursement Account Program is limited to the Health Care and Dependent Care provisions of the IRS Code. Full-time employees shall have the option of participating in the Reimbursement Account Program.

Approved:



Office of County Executive



Date


# MACOMB COUNTY HUMAN RESOURCES POLICY

## RETIREMENT SYSTEM

Eligible full and/or part-time regular employees shall become members of and be covered by the Macomb County Employees' Retirement System Ordinance and shall be eligible for the benefits authorized therein.

Approved:

  
\_\_\_\_\_  
Office of County Executive

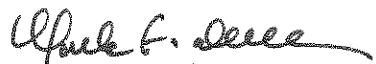
  
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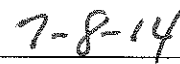
# MACOMB COUNTY HUMAN RESOURCES POLICY

## TEMPORARY ASSIGNMENT

An employee temporarily assigned to a higher classification for a period in excess of five (5) consecutive working days will receive the minimum rate of the higher classification or one increment added to his/her current salary, whichever is greater, beginning from the first day of assignment. The employee selected to work in the higher classification must meet the minimum qualifications for the classification to receive the higher salary.

Approved:

  
\_\_\_\_\_  
Office of County Executive

  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## WAGE ADMINISTRATION

Upon the completion of thirteen (13) consecutive bi-weekly pay periods of satisfactory job performance and attendance, and each consecutive thirteen bi-weekly pay periods thereafter, a full-time employee may be eligible to receive one (1) normal wage increment within the established salary range, until the employee has reached the maximum of his/her salary range. A part-time employee must complete the equivalent number of hours and have satisfactory job performance and attendance before being eligible for one (1) normal wage increment. All increments must be approved by the respective Elected Official/Department Head before becoming effective. Disapproval of an increment by an Elected Official/Department Head shall be made in writing, stating the reason(s) for such disapproval. The employee and Human Resources and Labor Relations shall be provided a copy of all disapprovals.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **WORKERS COMPENSATION**

A County employee who is unable to work due to a work related illness or injury may be entitled to receive Worker's Compensation benefits under Michigan Law.

Any employee suffering a work related illness or injury shall immediately notify his/her supervisor. If instructed by the supervisor, the ill/injured employee shall report to a medical facility approved by the County.

Regular, full-time employees, who are eligible for and receive Worker's Compensation benefits, shall be continued on the County payroll during the period of disability compensation as provided below:

The compensation received by such employee under the Worker's Compensation Act shall be supplemented by payment from his/her accumulated Sick Leave Reserve (and the employee's Annual Leave Bank if the employee so chooses) in the amount of money necessary to equal his/her regular wage. This supplement shall continue for 104 weeks or until the employee's Sick Leave Reserve (and Annual Leave Bank if the employee had so chosen) has been depleted, whichever occurs first.

If the employee's Sick Leave bank (and Annual Leave Bank if the employee so chooses) has been depleted and the employee has been receiving Worker's Compensation payments for less than 52 weeks, the County shall pay to such employee a sum of money, in addition to Worker's Compensation payments, whereby the combination of Worker's Compensation payments and such County supplement shall equal two-thirds (2/3) of the employee's regular wage. The County 2/3rds pay supplement shall be made for a period not to exceed twenty-six (26) weeks; however, in no case shall the combination of the supplement payments exceed 52 weeks.

If the employee is unable to return to work upon the expiration of the 52nd week, his/her employment shall end. The County will have no further obligation to the former employee, unless the employee qualifies for and receives retirement benefits as provided in the current Macomb County Employees' Retirement System Ordinance.

POLICY: WORKERS COMPENSATION

Page 2

Any Sick or Annual Leave earned and accrued once the County 2/3rds pay supplement begins shall be paid to the former employee upon termination of the active employment relationship.

For the period during which the regular, full-time employee is receiving pay supplemental to his/her Worker's Compensation, the regular full-time employee will accumulate seniority, Sick Leave and Annual Leave time.

A regular, full-time employee returning from Worker's Compensation shall be placed in the same classification, provided that said full-time employee has produced medical certification that he/she can return to duty and perform the essential functions of the job with or without reasonable accommodation.

The foregoing provisions shall neither restrict nor enlarge upon the provisions and benefits accorded by the Macomb County Employees' Retirement Ordinance relative to total and permanent disability provided for therein.

For the visit to a medical treatment center on the day of the injury, the employee is to be considered at work with no time charged to any employee accrual. For a paid excused absence, the first day reporting to a medical treatment center must be within 30 days of the injury.

When an employee has follow-up visits for treatment, physical therapy or recheck during their normal work hours, the employee is to account for any absence from work and must charge the absence against sick leave. Compensatory time or annual leave may be used only at the election of the employee.

An employee visiting a medical treatment center during his/her normal work hours must obtain and provide his/her supervisor a statement of attendance showing the check-in time and check-out time at the treatment center.

Approved:



Office of County Executive



Date

# **SECTION 3**

## **TIME AND ATTENDANCE**

# MACOMB COUNTY HUMAN RESOURCES POLICY

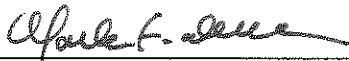
## ATTENDANCE

An inherent obligation of employment with Macomb County is that employees will report to work at the start of their assigned shift and work to the completion of that shift. Specific standards may be established on a departmental basis.

Unsatisfactory attendance includes, but is not limited to, the following:

- Unexcused absences
- Dock time
- Tardiness
- Leaving work early
- Excessive absenteeism
- Patterns of absenteeism
- Failure to follow established call-in procedures

Approved:



Office of County Executive

7-8-14

Date



# MACOMB COUNTY HUMAN RESOURCES POLICY

## ANNUAL LEAVE

Regular Full-time employees, except for participants in the Deferred Retirement Option Program (DROP), shall be entitled to accrue Annual Leave according to the schedule listed below based upon hours paid only:

<u>Years of Consecutive Service Completed</u>	<u>Hours Earned Per Pay Period</u>	<u>Annual Maximum</u>
Less than 5	.38	10 days
5	.57	15 days
10	.65	17 days
13	.77	20 days
20	.80	21 days
21	.84	22 days
22	.88	23 days
23	.92	24 days
24	.96	25 days

Annual Leave days shall accrue to a maximum of thirty (30) work days.

Annual Leave cannot be used by an employee until he/she has completed six (6) months of service.

Upon termination of employment, an employee who has worked at least six (6) months shall be compensated for his/her accrued Annual Leave at the rate of pay the full-time employee was receiving at the time of termination.

Full-time employees who receive military orders and enter into active duty status with the Armed Services of the United States, including the Coast Guard, while employed by Macomb County, shall, during their military service, accrue Annual Leave as set forth in this Policy.

Annual Leave schedules and usage for full-time employees of all departments shall be developed by each Elected Official/Department Head and must have their approval.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## ANNUAL LEAVE FOR DROP PARTICIPANTS

Employees who are participants in the Deferred Retirement Option Plan (DROP) shall not be subject to the Policy on Annual Leave and shall receive annual leave as follows:

DROP participants shall receive, on January 1<sup>st</sup> of each year of DROP participation, the number of hours of annual leave equal to the number of hours of annual leave accumulated in the calendar year immediately preceding the commencement of DROP participation.

Employees whose DROP participation begins at a time of year other than January 1<sup>st</sup>, shall receive a pro-rata share of annual leave for the balance of the calendar year computed in the same manner as in the above.

Annual Leave not utilized by a DROP participant by December 31<sup>st</sup> of a calendar year shall be forfeited and unpaid.

There shall be no compensation for annual leave time remaining in a DROP Participant's annual leave bank upon separation from employment.

DROP participants who utilize annual leave in an amount in excess of their allocated leave before voluntarily or involuntarily discontinuing employment shall be obligated to compensate the Employer for annual leave time used in excess of such allocation. This provision shall not apply to an employee whose employment is terminated due to death or disability.

Approved:



Office of County Executive

7-8-14

Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

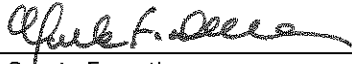
## BEREAVEMENT LEAVE

Upon presentation of proof as required, such as, but not limited to, newspaper death notice or obituary notice, the following will apply:

A regular full-time employee may elect to take up to three (3) days off with pay due to a death in the Employee's family as follows: parent, current step parent, current spouse, children, current step children, brother, sister, grandparent or grandchildren. It shall also include any person who is normally a member of the employee's household.

A regular full-time employee may elect to take up to three (3) bereavement days chargeable to the employee's sick leave or annual leave bank due to a death in the employee's family as follows: mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, nieces or nephews.

Approved:

  
\_\_\_\_\_  
Office of County Executive

7-8-14  
\_\_\_\_\_  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## HOLIDAYS

The designated holidays for regular full-time employees are as follows:

New Year's Day	Martin Luther King, Jr. Day
Presidents Day	One-half (1/2) day Good Friday
Memorial Day	Independence Day
Labor Day	Columbus Day
Veterans' Day	Thanksgiving Day
The Day AFTER Thanksgiving	December 24 <sup>th</sup>
Christmas Day	December 31 <sup>st</sup>
General Election Day in EVEN numbered years	

Regular full-time employees who normally work a regularly scheduled five (5) day week, Monday through Friday, shall be granted time off with pay for the holidays designated above. The holiday designated must fall on a weekday, Monday through Friday. Should the holiday fall on Saturday, the immediately preceding Friday shall be observed as the designated holiday for that year. Should the holiday fall on Sunday (except for Christmas Eve and New Year's Eve, which are detailed below) the immediately following Monday shall be observed as the designated holiday for that year.

Christmas Eve and New Year's Eve:

For years in which Christmas Eve and New Year's Eve fall on Friday, the preceding respective Thursdays will be observed as the designated holidays.

For years in which Christmas Eve and New Year's Eve fall on Sunday, the preceding respective Fridays will be observed as the designated holidays for that year.

A regular full-time employee shall receive holiday pay provided that he/she works the scheduled day before and the scheduled day after the holiday and the holiday, if scheduled, or is excused and paid for the entire day from work.

Approved:

  
Office of County Executive

7-8-14  
Date

# MACOMB COUNTY HUMAN RESOURCES POLICY

## LEAVE OF ABSENCE

- A. Full-time employees are eligible and may request a leave of absence in writing for any of the following reasons:
1. Personal Leave
  2. Medical Leave for Employee and/or Family
  3. Military
- B. Provisions:
1. Personal Leave:
    - a. An employee may be eligible for a Personal Leave upon completion of 12 months of service from their date of hire.
    - b. An employee absent from work for more than 15 consecutive working days shall be required to apply for and submit a request for Personal Leave in writing using forms required by Human Resources and Labor Relations.
    - c. All requests for a Personal Leave must be submitted at least thirty (30) days prior to the effective date of the Personal Leave.
    - d. While on an approved Personal Leave, an employee must exhaust compensatory time and annual leave time.
    - e. An approved Personal Leave shall not exceed 6 months.
    - f. An employee approved for a Personal Leave shall not accrue benefits during the time which the employee is on said Personal Leave without pay.
    - g. While on an unpaid personal leave of absence, benefits will be cancelled at the end of the month from the point of unpaid status. Upon return from an unpaid Personal Leave of Absence, insurance benefits will be reinstated in accordance with established waiting periods.

POLICY: LEAVE OF ABSENCE

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- h. The Elected Official/Department Head or designee and the Director of Human Resources and Labor Relations or designee shall approve or disapprove all requests for Personal Leave.
  - i. An employee that fails to report for duty upon expiration of a personal leave of absence shall be subject to termination of employment.
1. Medical Leave for Employee and/or Family:
- a. An employee may be eligible for a Medical Leave upon completion of 6 months of service from their date of hire.
  - b. An eligible employee who is unable to work due to his/her own medical condition caused by an illness or injury or the medical condition of a family member caused by illness or injury may request a Medical Leave.
  - c. A family member shall be defined as parent, current step parent, current spouse, children, current step children, brother or sister, grandparent or grandchild. It shall also include any person who is normally a member of the employee's household.
  - d. An employee absent from work for more than 5 consecutive working days shall be required to apply for and submit a request for Medical Leave in writing, using forms required by Human Resources and Labor Relations.
  - e. All foreseeable requests for a Medical Leave must be submitted in writing to the Elected Official/Department Head or designee at least thirty (30) days prior to the effective date of the Medical Leave.
  - f. An eligible employee must complete a request for Medical Leave of Absence and Certification of Health Care Provider form provided by the U.S. Department of Labor.
  - g. Medical certification must be received in Human Resources and Labor Relations within 15 days from the employee's last day worked.
  - h. While on an approved Medical Leave, an employee must exhaust compensatory time and sick leave time.

POLICY: LEAVE OF ABSENCE

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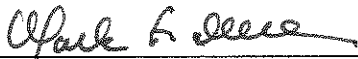
- i. Medical Leaves are approved for a period of no more than 6 months. Medical Leave requested beyond 6 months may be approved for an extension, but not to exceed an aggregate total of no more than 12 months.
  - j. Medical Leave extension requests must be submitted in writing at least 5 working days prior to the expiration of the current approved Medical Leave.
  - k. An employee on an approved unpaid Medical Leave shall not accrue benefits during the time which the employee is on said Medical Leave without pay.
  - l. While on an unpaid Medical Leave, benefits will be cancelled at the end of the month following six (6) months of unpaid status. Upon the return from the unpaid Medical Leave, benefits will be reinstated in accordance with the established waiting periods.
  - m. The County may exercise the right to have the employee examined by a physician selected by the County before approving and granting such request for Medical Leave and/or Medical Leave extension at the County's expense.
  - n. The Elected Official/Department Head or designee and the Director of Human Resources and Labor Relations or designee shall approve or disapprove all requests for Medical Leave.
  - o. In order to return from a Medical Leave, the employee must have the ability to perform the essential functions of the job with or without reasonable accommodation. At the County's sole discretion, a medical examination may be conducted at the County's expense.
  - p. An employee that fails to report for duty upon expiration of a Medical Leave shall be subject to termination of employment.
3. Military:
- a. The County complies with the Uniform Services Employment and Reemployment Right Act (USERRA), 38 USC, Chapter 43 Employment and Reemployment Rights of Members of the Uniformed Services. An employee whose absence from employment is necessitated by reason of duty in the uniformed services, shall notify the Elected Official/Department Head or designee of the upcoming military service requirements.

POLICY: LEAVE OF ABSENCE

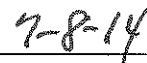
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- b. Benefits provided for employees absent under this Article shall be provided consistent with the Uniform Services Employment and Reemployment Right Act (USERRA), 38 USC, Chapter 43 Employment and Reemployment Rights of Members of the Uniformed Services and/or current policy as approved by the Office of County Executive.
  
- c. Family And Medical Leave Act: The County shall comply with all aspects of the Family and Medical Leave Act (FMLA). Leaves will run concurrent with any FMLA eligible Leave.

Approved:



Office of County Executive



Date



# **MACOMB COUNTY HUMAN RESOURCES POLICY**

## **SICK LEAVE AND ACCUMULATED SICK LEAVE PAYOFF**

### **SICK LEAVE, PERSONAL DAYS:**

Regular full-time employees, except for participants in the Deferred Retirement Option Program (DROP), shall accumulate a Sick Leave bank at the rate of one-half (1/2) day for each fully paid two (2) week pay period of service. Sick Leave shall accumulate only on regular hours paid.

For sick leave usage only, the maximum sick leave accumulation that a regular full-time employee can earn is one hundred and eighty (180) work days.

Regular full-time employees may utilize accumulated sick leave for absences:

1. Due to personal illness or physical incapacity.
2. Necessitated by a contagious disease, the exposure to which would endanger the health of others in the workplace.
3. Due to illness of a member of the employee's immediate family, which illness requires the employee's personal care and attention. The term "immediate family" as used in this section shall mean parent, current step parent, current spouse, children, current step children, brother, sister, grandparents or grandchildren. It shall also include any person who is normally a member of the employee's household.

A regular full-time employee absent for one of the reasons described in this Policy, shall inform his/her immediate supervisor of the absences as soon as possible; failure to do so may be the cause of denial of Sick Leave with pay for the period of absence.

The employee may be required to produce evidence, in the form of a medical certificate or otherwise, of the adequacy for the reason for his/her absence during the time for which Sick Leave is granted. When such an absence is because of illness, and the Department Head or designee suspects abuse, a medical certificate may be required.

A regular full-time employee who is seriously ill for more than five (5) days while on Annual Leave, may, upon application, have such period of illness charged against his/her Sick Leave accumulation, rather than against his/her Annual Leave. Notice of such illness must be given immediately. The employee shall submit proof of such illness in the form of a medical certificate.

POLICY: SICK LEAVE AND ACCUMULATED SICK LEAVE PAYOFF

Page 2

An employee cannot use Sick Leave until he/she has been employed for 3 months.

If an employee becomes ill or injured and has Sick Leave time available, the employee will be required to have the time not worked charged against Sick Leave.

Employees participating in the DROP Program shall be entitled to Sick Leave as follows:

DROP participants shall be provided with six (6) days of Sick Leave on January 1<sup>st</sup> of each year the employee participates in the DROP program.

Employees who begin DROP participation at a time other than January 1<sup>st</sup>, shall receive a pro-rata share of six (6) Sick Leave days for the balance of the calendar year.

After the exhaustion of the six (6) Sick Leave days, an employee may utilize accrued Sick Leave for which the employee was not compensated pursuant to Accumulated Sick Leave Payoff Policy at the time the employee's DROP participation begins.

There shall be no compensation for any Sick Leave time remaining in the employee's Sick Leave bank upon separation from employment.

**ACCUMULATED SICK LEAVE PAYOFF:**

Retirement: A regular full-time employee, who leaves employment because of retirement and is eligible for and receives benefits under the Macomb County Employees' Retirement Ordinance, shall be paid for fifty percent (50%) of a maximum of one hundred twenty-five (125) days of his/her accumulated and unused Sick Leave at the full-time employee's then current rate of pay.

Deferred Retirement: A regular full-time employee, who leaves employment and elects to defer retirement benefits, shall be paid for fifty percent (50%) of a maximum of one hundred twenty-five (125) days of his/her accumulated and unused Sick Leave computed on the basis of the full-time employee's salary at termination of employment. This payment shall be made when such full-time employee begins to receive retirement benefits. In the case the former full-time employee dies prior to the time that the retirement benefits are to begin, said accumulated payoff shall be made to the deceased employee's life insurance beneficiary or such other person as the employee may have designated in writing.

POLICY: SICK LEAVE AND ACCUMULATED SICK LEAVE PAYOFF

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There shall be no sick leave payoff when there is no retirement except as provided below:

In case of death of a regular full-time employee, payment of fifty percent (50%) of his/her accumulated and unused Sick Leave, at the deceased full-time employee's then current rate of pay, shall be made to the deceased full-time employee's life insurance beneficiary or such other person as the employee may have designated in writing.

DROP Participants: At the conclusion of the employee's participation in the DROP Program, there shall be no compensation for any Sick Leave time remaining in the employee's Sick Leave bank upon separation from employment.

Approved:



Office of County Executive



Date