

**LEELANAU COUNTY
BOARD POLICY**

GENERAL SUBJECT: Employee Benefits & Policies
(Administrator)

Policy No.: **1.07**

SPECIFIC SUBJECT: Non-Union Personnel Policy

Adopted: 01/14/1986
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Revised: 04/21/2015
Revised: 02/19/2019

APPLIES TO: Non-Union County Employees
This policy is not applicable to elected county positions.

PURPOSE: This policy should not be construed as creating a contract between the County and any of the applicable employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the Leelanau County Board of Commissioners (hereinafter referred to as the "County Board.") Benefits outlined in this policy may be added to, expanded, reduced, deleted or otherwise modified by the Leelanau County Board of Commissioners and any such modifications in this policy shall be solely within the discretion of the County Board.

The County reserves and retains, solely and exclusively, all rights to manage and operate its affairs and neither the constitutional nor the statutory rights, duties and obligations of the County shall in any way whatsoever be abridged by the terms of this policy.

Just as any employee may resign at any time for any reason, the County reserves the right to terminate an employee with or without cause, and with or without notice, at any time. The County/Employee relationship is one of employment "at will" and no representative of the County has authority to enter into any agreement for employment for any period of time or to make any agreement contrary to the foregoing. An employee shall not rely upon custom or prior practice. The fact that this policy may have been applied differently in the past does not affect their current or future enforcement.

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Attached hereto are:

- Drug Free Work Environment Policy
- Equal Employment Opportunity Policy
- Family Medical Leave Act Policy
- Information Technology Resources Policy
- Sexual Harassment Policy
- Travel Policy

1. Types of County Positions

- A. Regular Full-Time Positions. Employees hired to perform year round work and who work a normal workweek shall be considered regular full-time employees.

Generally, regular full-time employees are regularly scheduled to work a thirty-five (35) hour workweek.

Certain specifically designated regular full-time employees are scheduled to work a thirty-seven and one half (37½) hour workweek and/or a forty (40) hour workweek.

- B. Regular Part-Time Positions. Employees hired to perform year round work but who work less than the normal workweek shall be considered regular part-time employees.
- C. Grant Positions. Employees hired to perform work pursuant to a state or federal grant shall be considered grant employees.
- D. Temporary Positions. Employees hired for a limited period of time for either full or part-time employment shall be considered temporary employees. A temporary employee shall be hired for a period not to exceed twenty-six (26) weeks, and shall receive Social Security and Workers' Compensation benefits and are not eligible for any other fringe benefits.

2. Pay Periods and Overtime

- A. Pay Period. The County payroll shall be prepared on a bi-weekly basis and payroll checks shall be issued no later than 4:00 p.m. on the Thursday following the close of the payroll period. When emergency conditions make this impossible, paychecks shall be issued and distributed as soon as possible thereafter.
- B. Overtime Compensation. Leelanau County generally attempts to discourage overtime. However, on rare occasions when overtime is required, the County will compensate employees eligible under the Fair Labor Standards Act ("FLSA") as follows: Work in excess of forty (40) hours per week will be considered overtime and shall be compensated at a rate of one and one half (1½) times the base hourly rate computed and paid in the payroll period in which the time was worked.

All overtime must have prior approval of the employee's Supervisor and shall be based on hours worked.

The above-described compensation for hours worked beyond the normal workweek does not apply to managerial and professional employees of the County who are exempt from overtime by the FLSA.

- C. Time Records. At the completion of a payroll period, each employee shall prepare, submit, and sign an approved timesheet. Timesheets shall be the basis for preparing payroll and recording deductions from accumulated vacation, personal and other types of leave taken by employees. Timesheets shall be submitted to the Accounting Department by 10:00 a.m. the Monday following the end of the pay period, unless requested earlier due to a holiday.

3. 401(a) Plan, Longevity Pay, and Retirement Plans

A. 401(a) Plan or Longevity Pay.

Employees hired on or after January 1, 2015, will not be eligible for Longevity Pay.

For employees hired before January 1, 2015, Leelanau County will match employee contributions for those regular full-time employees who choose to participate in an approved 401(a) Plan as the schedule below illustrates. For those regular full-time employees who do not choose to participate in an approved 401(a) Plan, the Longevity Pay for the calendar year is shown under the column marked "Longevity Pay." Annual contributions shall be made on the employee's anniversary date provided the employee's contribution has matched the longevity amount. Thereafter, bi-weekly payments will be made matching the employee's contribution until the longevity payment is complete.

Employees must indicate their plan selection (401(a) Plan or Longevity Pay) prior to December 15 of the year preceding the year in which they will reach their 2nd anniversary with the County on a form provided by the Accounting Department. This one-time only decision is irrevocable.

<u>Length of Employment</u>	<u>Employee Contribution</u>	<u>Max. County Contribution</u>	OR	<u>Longevity Pay</u>
2-4 Years	\$300.00	\$300.00		\$200.00
5-9 Years	\$600.00	\$600.00		\$500.00
10-14 Years	\$800.00	\$800.00		\$700.00
15+ Years	\$1,000.00	\$1,000.00		\$800.00

Part-time employees are not eligible for the 401(a) Plan or for Longevity Pay. If an employee changes from part-time to full-time status, the employee's start date of full-time employment will be used for the purpose of computing benefits.

B. Retirement Plans.

- 1. Municipal Employees Retirement System. All regular full-time and regular part-time employees shall be members of the Michigan Municipal

Employees Retirement System. The County shall offer the MERS B-4 Plan (Defined Benefit), 50/25, FAC 5, vesting 10 years, no member contribution.

For new employees hired on or after March 21, 2012, the County shall offer the MERS B-2 Plan (Defined Benefit), age 60, FAC 5, vesting 10 years, member contribution of 2%.

2. Deferred Compensation. The County shall make available to all regular full-time and regular part-time employees a plan for deferred compensation until such time that the employee terminates his/her employment with the County by retirement or otherwise. This benefit is voluntary on the part of the employee.

4. Normal Workweek

Leelanau County offices shall normally be open five (5) days each week, Monday through Friday, from 9:00 a.m. to 5:00 p.m., except for legal holidays designated in this policy. Employees will receive a one (1) hour unpaid lunch break.

The normal workweek for Leelanau County employees shall be thirty-five (35) hours per week, except for employees specifically designated to work a thirty-seven and one half (37½) hour workweek and/or a forty (40) hour workweek.

5. Legal Holidays

- A. The following holidays shall be observed as legal holidays by the County:

- | | |
|---|-----------------------------------|
| 1. New Year's Day | 7. Labor Day |
| 2. Martin Luther King, Jr. Day | 8. Veterans Day |
| 3. Presidents' Day | 9. Thanksgiving Day |
| 4. Good Friday - Four (4) hours
in the afternoon | 10. Friday after Thanksgiving Day |
| 5. Memorial Day | 11. Workday before Christmas Day |
| 6. Independence Day | 12. Christmas Day |

- B. Most County offices shall be closed on these designated holidays except those offices furnishing continuous services seven (7) days per week or where circumstances make such work necessary.

- C. Whenever one of the above-designated holidays falls on a Sunday, the Monday following shall be considered the official holiday and whenever one of the above-designated holidays falls on a Saturday, the immediate preceding workday shall be considered as the official holiday.

- D. Whenever a legal holiday falls within a period an employee is on authorized personal days or vacation leave, that legal holiday shall not be deducted from the employee's personal days or vacation leave accumulation.
- E. To be eligible for holiday pay, an employee must work a full regular scheduled workday before and after the holiday, unless the employee is on authorized vacation leave or personal days.
- F. Regular part-time employees, who are regularly scheduled to work on the day a holiday is observed, shall observe the holiday and be compensated for the number of hours they were scheduled to work.

6. Leaves of Absence

A. Vacation Leave.

- 1. Regular full-time employees who have completed one (1) year of continuous employment with the County since their last hiring date shall earn vacation leave as set forth below:

<u>After:</u>	<u>Maximum</u>
1 year -----	6 days
2 years -----	12 days
5 years -----	18 days
10 years -----	20 days
15 years -----	22 days

Vacation leave shall be accrued on the employee's anniversary date. Vacation leave may be taken in increments.

- 2. Vacation leave shall be taken with the permission of the employee's Supervisor and shall be scheduled as far in advance as possible.
- 3. Employees shall not be entitled to take vacation leave the first year of employment with the County.
- 4. Vacation leave may not be taken prior to being earned.
- 5. Employees, while on personal days, shall continue to earn vacation leave.
- 6. Employees on a 35-hour workweek shall not be permitted to accumulate unused vacation leave beyond two hundred ten (210) hours, (thirty (30) days.)
- 7. Employees on a 37½-hour workweek shall not be permitted to

accumulate unused vacation leave beyond two hundred twenty-five (225) hours, (thirty (30) days.)

Employees on a 40-hour workweek shall not be permitted to accumulate unused vacation leave beyond two hundred forty (240) hours, (thirty (30) days.)

8. Regular part-time employees shall earn vacation leave based upon their length of continuous service to the County, such vacation leave being prorated on the ratio of regularly scheduled hours worked to the normal hours of the workweek.
9. Vacation leave shall apply to regular full-time and regular part-time employees only.
10. Benefits Upon Separation. After completing one (1) year of service, employees who leave the employ of the County prior to their anniversary date in any year will receive prorated pay for accrued, but not yet credited, vacation time for that year, in addition to any other unused accrued vacation time earned.

Employees who leave the employ of the County may receive pay for accrued but unused vacation leave in any of the following circumstances:

- If an employee retires in accordance with the retirement plan currently in effect.
- If an employee resigns from employment and a minimum of two (2) weeks advance notice is given.
- If an employee is laid off and requests payment of vacation leave pay, provided, however, that such vacation leave pay shall be designated to the period of the layoff.

Employees who are terminated from their employment with the County are not entitled to receive pay for accrued but unused vacation leave.

- B. Personal Days. During the first six (6) months of employment with Leelanau County, an employee shall not be entitled to take personal days. However, after an employee has completed six (6) months of employment with the County, he/she shall be entitled to the personal days accrued from the date of employment. An employee must notify his/her Supervisor prior to taking personal days.
 1. Effective January 1, 2015, new hires shall receive eight (8) personal days annually. Hourly personal time has been eliminated.

2. Regular full-time employees hired prior to January 1, 2015, who are scheduled to work a thirty-five (35) hour workweek, shall be credited on January 1st of year each with twelve (12) personal days, and an additional seven (7) personal hours of leave to be used on an hourly basis.
3. Regular full time employees hired prior to January 1, 2015, who are scheduled to work a forty (40) hour workweek, shall be credited on January 1st of each year with twelve (12) personal days, and an additional eight (8) personal hours of leave to be used on an hourly basis.
4. Regular part-time employees shall be credited with personal days on a prorated basis.
5. New hires employed after January 1st shall receive prorated personal days in relation to the number of months left in the year.
6. One (1) personal day shall equal seven (7) hours, seven and one half (7½) hours, or eight (8) hours, depending on the employee's work schedule, at the employee's regular hourly rate of pay when he/she takes a personal day. Personal days may be taken in increments.
7. Employees shall normally give the Employer at least forty-eight (48) hours advance notice of their intent to use a personal day unless sickness or injury prevents same. Personal days will normally be granted unless an emergency exists or required staffing cannot be scheduled.
8. Employees who leave the employ of the County, other than for retirement, shall have that year's personal leave pro-rated in relationship to the number of months worked in the year the employee leaves. Any excess Personal Leave taken will be deducted from the final paycheck.
9. Accumulation of Personal Days. No accumulation or carryover shall be allowed from year to year. All unused personal days and hours shall be forfeited.
10. Holiday. If a holiday as defined in this policy falls within an employee's personal day off, it shall not be counted as a personal day unless the employee was scheduled to work on a holiday.
11. Leave of Absence. Personal days shall not accrue during periods of leave of absence.
12. Personal Day Schedules. Personal day schedules for time off for employees shall be developed and approved by his/her Supervisor. Each Supervisor shall schedule personal days over as wide a period as possible

in order to maintain required services. A personal day may be taken with forty-eight (48) hours advance approval by the Supervisor, unless due to sickness, weather emergency, or the Supervisor approves less notice.

13. Verification of Illness.

- If an employee is unable to come to work because of sickness, he/she shall notify their Supervisor prior to the work shift, but no later than two (2) hours after the normal workday has commenced.
- An employee who is unable to work may be required to present verification of illness to return to his/her regular job duties.
- Employees returning to work from an illness or leave of absence may be required by his/her Supervisor to submit a statement from his/her physician qualifying his/her ability to work or to verify the illness.
- In the event of a dispute involving an employee's physical or mental ability to perform his/her job or to return to work after a leave of absence of any kind and the Employer is not satisfied with the determination of the employee's doctor, the Employer may require a report from a medical doctor of the Employer's choosing at the Employer's expense if not covered by the employee's insurance. If the dispute still exists, the Employer's doctor and the employee's doctor shall agree on a third doctor to submit a report to the Employer and the employee. Any expense of the third doctor shall be borne equally by the Employer and the employee, if not covered by the employee's health insurance.

C. Bereavement Leave.

1. Bereavement leave is a paid absence from work due to the death of a member of the employee's family or household.
2. An employee must notify his/her Supervisor immediately if it is necessary to use Bereavement Leave.
3. Employees will be paid for up to four (4) days absence in the case of a death of the following family member:

Father	Mother	Sister	Brother
Child	Step-child	Spouse	

Employees will be paid for up to three (3) days absence in the case of a death of the following family member:

Grandparent	Grandchild	Grandparents-in-law
Mother-in-law	Father-in-law	Brother-in-law
Sister-in-law	Daughter-in-law	Son-in-law
Step-parent	Step-brother	Step-sister
Dependents living in the home		

Additional time may be taken from accrued vacation leave or personal days upon approval from the employee's Supervisor.

4. Time taken off with pay as Bereavement Leave shall not be deducted from either the employee's Annual Vacation Leave or Personal Day accumulation.
 5. Verification of Death. The Supervisor may require verification of death for employee to receive bereavement benefits.
 6. Bereavement Leave may be used intermittently upon approval from the employee's Supervisor.
- D. Leave for Jury or Court Duty. An employee called upon to serve on a jury or who is subpoenaed to appear in court on a work related matter shall continue to receive his/her regular compensation while so engaged. In the event the employee is awarded a fee for such service, the employee shall surrender those fees to the County. The employee shall be required to return to work if one (1) or more hours remain in the normal work day.
- E. Military Leave. See Family and Medical Leave Act Policy.
- F. Family and Medical Leave. See Family and Medical Leave Act Policy.
- G. Unpaid Personal Leave other than FMLA. For reasons other than illness, all regular full-time and regular part-time employees who have completed six (6) months of employment may request an unpaid personal leave of absence for a period not to exceed thirty (30) days in any one (1) calendar year. All requests must be in writing, must give the reason for the request, must give the expected duration of the leave and must be approved by the employee's Supervisor and County Administrator. Requests can be for more than thirty (30) days, if approved by the Board of Commissioners. A personal leave of absence may be granted to attend an educational institute, or for other reasons deemed appropriate by the Supervisor and County Administrator. All personal leaves of absence shall be without pay and benefits.

An employee will not accumulate personal days or vacation leave, nor will the employee be paid for holidays which may fall during the leave period.

When a leave of absence is granted for more than thirty (30) calendar days, for any reason, the County does not guarantee that the employee will be reinstated in his/her former position or to the same grade and step level when he/she is ready to return to work. That decision will be at the discretion of the Supervisor.

7. Insurance Benefits

- A. Health Insurance. Leelanau County provides health insurance, which includes medical, vision and/or dental insurance. Employees electing to receive health insurance should see the County Clerk for eligibility requirements.

Part-time employees who work a minimum of twenty-one (21) hours per week may elect to receive health insurance. Part-time employees electing such coverage shall reimburse the County for the difference in the premium of the prorated benefit for the employee and may purchase spousal or family coverage through the employer at the full cost to the employee, subject to federal law.

Upon separation of employment, the County shall pay the premium for health insurance through the end of the premium month such separation becomes effective.

If health insurance is available for an employee through another source, the employee may receive payment in lieu of obtaining health insurance. The employee must provide documentation of enrollment in alternative coverage before receiving opt out payments.

The payment in lieu of health insurance shall be 50% of the County's share of the premium that is actually paid by the County. Employees who opt out of the health care shall be permitted to purchase dental and vision coverage with the total cost being borne by the employee.

If an employee's dependent is no longer eligible for coverage, it is the employee's responsibility to notify the County Clerk in writing so that the proper adjustments may be made. If the employee fails to notify the County Clerk of the fact that the dependent is no longer eligible for coverage within thirty (30) days of the event, the employee may be subject to discipline, up to and including termination, and may be billed for expenses incurred by the County.

- B. Sick and Accident Insurance. All full-time and regular part-time employees shall be eligible for sickness and accident insurance coverage in an amount equal to sixty

percent (60%) of their normal gross weekly wage (up to \$500.00 per week.) These benefits shall be payable from the first (1st) day of disability due to accidental bodily injury, or the eighth (8th) day of disability due to sickness or hospitalization for the first twenty-six (26) weeks. Contact the County Clerk's office for appropriate forms.

Long-term disability insurance will begin on the one hundred eighty-first (181st) day of injury/illness upon certification of the disability. Long-term disability shall provide for sixty percent (60%) of an employee's gross weekly wage (based upon the employee's work week) up to \$5,000.00 per month. Long-term disability shall continue as outlined in the carrier's policy.

Employees eligible for health insurance shall continue to receive fully paid health insurance for the first six (6) months of disability.

Seniority for any non-duty related disability shall continue for twenty-four (24) months from the date of injury or illness.

C. Workers' Compensation.

1. Employees are covered by the Workers' Compensation Laws of Michigan.

Any employee involved in a work-related accident or injury must report that accident or injury to his/her Supervisor and the County Administrator by the end of the work day to fill out the proper reporting forms. Failure to properly report an injury may disqualify an employee for benefits under Workers' Compensation Insurance.

2. An employee receiving Workers' Compensation payments shall not earn vacation and personal days credit while on Workers' Compensation nor shall he/she be eligible to receive holiday pay. The County will continue for eligible employees, to pay the premiums on health and life insurance for a maximum of one hundred eighty (180) days from the date of the injury, where applicable and this time shall count toward FMLA. Thereafter, the employee may make arrangements to pay the premiums to continue those insurances, provided that the insurance carrier permits the same. All other fringe benefits shall cease while on Workers' Compensation. The above benefit is supplemental in nature only and is not intended to supersede or adjust any primary coverage.

- D. Life Insurance. All regular full-time employees are covered by a life insurance policy effective on the first month following thirty (30) days of continuous employment in the amount of Fifty Thousand and no/100 Dollars (\$50,000.00.) The entire premium is paid for by the County.

All regular part-time employees are covered by a life insurance policy effective on the first month following thirty (30) days of continuous employment in the amount of Ten Thousand and no/100 Dollars (\$10,000.00.) The entire premium is paid for by the County.

Upon separation of employment, the life insurance policy is portable. The employee is responsible for premiums thereafter.

8. Travel Expenses See Travel Policy.

9. Inclement Weather

- A. When the County buildings are officially closed by the Chairperson of the Board of Commissioners, or the Vice Chairperson in his/her absence, in consultation with the County Administrator, due to inclement weather or other acts of God and employees are instructed to return home, they will be paid for their regularly scheduled hours.

Prior to the opening of the County buildings on any regularly scheduled workday, the Chairperson of the Board of Commissioners, or the Vice Chairperson in his/her absence, in consultation with the County Administrator, may officially close the County buildings due to inclement weather or other acts of God. In such event, employees shall be paid for their regularly scheduled hours. Employees who do not return to work because of continuing inclement weather conditions after the County has been officially reopened must use personal days or vacation leave in order to be paid.

The decision to close the County will be broadcast on the following local media if possible:

<u>RADIO</u>	WTCM 580 AM and 103.5 FM WCCW 107.5 FM WKLT 97.5 FM
<u>TELEVISION</u>	WPBN and WTOM Channels 7 and 4 WWTV Channels 9 and 10

- B. When an employee is on vacation leave or personal days, he/she shall not be charged with the time if an inclement weather day occurs during that period if they are compensated for the entire day before and the entire day after the inclement weather day.
- C. This inclement weather policy shall not apply to employees who provide emergency services or who are called into work by their Supervisor.

10. Tuition Reimbursement

Any regular full-time, full-time grant, and regular part-time employees covered by this policy (non-union) are eligible for financial assistance for tuition costs for college or university courses taken in an approved technical, undergraduate, or graduate program after one (1) complete year of full-time County employment.

The County shall reimburse the employee fifty percent (50%) of tuition costs if:

- A. Recommended by the employee's Supervisor and the County Administrator and approved by the Board of Commissioners prior to enrollment in the course.
- B. The college or university is approved by the Supervisor and the County Administrator. The course taken must be directly job related, as determined by the Supervisor and the County Administrator.
- C. Prior to being reimbursed for tuition expenses, the employee must present the County Administrator a receipt for payment and proof of a grade of "C" (or its equivalent) or higher.
- D. Employees eligible for education compensation under the Veterans G.I. Bill or other government sponsored programs will have to exhaust their other benefits prior to being eligible for County education benefits.
- E. Reimbursement includes tuition, registration, books, lab fees, and administrative fees but not meals or travel expenses.
- F. Reimbursement is subject to and conditioned upon money being appropriated in the employee's Department budget for this specific purpose.
- G. Tuition reimbursement is subject to all IRS required tax withholding.

11. Rules of Conduct

Leelanau County employees are expected to adhere to the following rules of conduct. The following list is for illustration purposes only and is not intended to be all-inclusive, and employees may be disciplined for matters not listed below. Further, the list may be added to, modified or supplemented by the County Board of Commissioners. The purpose of the rules is to set forth some guidelines for conduct, violation of which will result in disciplinary action, including possible discharge. Other types of behavior can subject an employee to disciplinary action including discharge. Further, all employees serve at the will and pleasure of the County, and may be terminated with or without cause.

- A. Tardiness. Employees who are late may be docked for time lost and disciplined.

- B. Absenteeism. Employees are required to notify their immediate supervisor prior to any absence as soon as possible.
- C. Dress and Grooming. Employees are expected to maintain a neat and professional appearance in accordance with their position and working conditions. The Supervisor may implement a dress code for his/her department. Some jobs may have additional restrictions for safety reasons.
- D. Public Decorum. All employees must maintain a pleasant and helpful attitude in dealing with members of the public and co-workers, whether by telephone or in person.
- E. Acceptance of Gifts. Employees shall not accept any gifts or gratuity from any individual or agency that may be construed as influencing a decision of a County employee. Using one's position of employment with the County for personal gain or receiving anything of value other than regular compensation is prohibited.
- F. Personal Mail and Packages. Personal mail and packages should not be addressed to the County address. Employees shall not use County postage or other property for personal business.
- G. Visitors. Friends, relatives and children of employees are not allowed in the working areas without the approval of the Supervisor.
- H. Sexual Harassment. See Sexual Harassment Policy.
- I. Stealing, attempting to steal, misusing, or deliberately destroying County property, tools and equipment or the property of other County employees is prohibited.
- J. Unauthorized use of County property, equipment or facilities (including telephones, vehicles and duplicating equipment) is prohibited.
- K. Falsification or unauthorized altering of employment application information, records (payroll or program records), or County records is prohibited.
- L. Refusal to obey or willful failure to carry out the instructions of supervisory personnel, including the assigned duties of the job is prohibited.
- M. The following are prohibited:
 - 1. Failing to report to work when scheduled.
 - 2. Improper use of personal leave or other leaves of absence.

3. Falsification of information to secure personal time off or other leaves of absence.
 4. Abuse of lunch periods.
 5. Violation of departmental rules on confidentiality.
 6. Inefficiency, incompetence, or neglect of duty.
 7. Reporting to work or working in an intoxicated condition. Consumption or possession of alcohol or illegal drugs or substance (such as marijuana) on County premises or property while on or off duty. See Drug Free Work Environment Policy.
 8. Use of obscene language in public office areas.
 9. Threatening other persons or instigating a fight.
 10. Unauthorized possession of firearms, dangerous weapons or personal protection devices.
 11. Verbally abusing or physically attacking customers, clients, visitors or County personnel.
 12. Conduct disruptive to the work of other employees.
 13. Carelessness or negligence, which results in an injury to another employee, client or visitor.
 14. Illegal activity on County premises (misdemeanor or felony) during work or non-work hours.
 15. Violation of rules concerning outside supplemental employment.
 16. Instigating, aiding, or participating in any illegal strike or work stoppage.
 17. Disrespect, verbal abuse or insubordination to any Supervisor.
 18. Operating vehicles or equipment without a valid operator's license.
- N. Personal Equipment and Valuables. It is impossible to secure insurance coverage for personal equipment and valuables brought on County premises. Employees are discouraged from having personal items in their office and the County cannot be responsible for any loss or damage to such items.

- O. County Property. Employees shall conform to all rules for use and treatment of County facilities and property, not use any County property, equipment, vehicles, facilities or staff for personal matters or gain.
- P. Felony and Misdemeanors. Conviction or pleading guilty or nolo contendere to a felony may result in automatic termination of employment. Conviction or pleading guilty or nolo contendere to a misdemeanor may result in automatic termination of employment.
- Q. Telephone Calls. Use of County telephones is not permitted for personal long distance calls except in emergencies. Supervisors may require employees to log all telephone calls. Personal calls shall be kept to a minimum.
- R. Change of Name, Address, Telephone Numbers, or Dependents. For employees who have a name change, marry, have children, divorce, change telephone numbers, or change of address, they must inform their Supervisor and the County Administrator in writing NO LATER THAN 30 DAYS AFTER THE FACT so that the personnel records and insurances may be adjusted. It is the employee's responsibility to keep the County Administrator up to date regarding these matters.

Forms may be obtained from the County Clerk's office or the Accounting Department.

- S. Resignation. Should an employee leave employment, a minimum notice of fourteen (14) calendar days in writing must be given to his/her Supervisor.
- T. Employment of Relatives. It is the policy of the County to permit the employment of qualified individuals who are related to an existing employee provided a supervisory-subordinate relationship would not exist as a result of that employment. Relatives are defined as spouse, brothers, sisters, parents, in-laws, and natural or adopted children.

If a supervisory-subordinate relationship occurs as a result of a marriage between two (2) employees working in the same department, then the County will attempt to transfer one (1) of the individuals but it is not required to do so. If a transfer does not occur, one (1) of the employees will be required to resign within sixty (60) days of the marriage.

- U. Personnel Records. Personnel records are maintained in the County Administrator's Office for employees and some records may be kept by the employee's Supervisor. Personnel records include information on initial employment or re-employment, professional credentials, wage increases, promotions, demotions, disciplinary actions and other pertinent employment information. Employees may have access to review and have a copy made of their personnel file provided the County

Administrator, or his/her designee, is present during the review.

V. Outside Employment. While outside or supplemental employment is discouraged, employees may engage in outside or supplemental employment in accordance with the following limitations. In no case shall outside or supplemental employment conflict with, or impair an employee's responsibilities to the County. Any employee desiring to participate in outside or supplemental employment must inform his/her Supervisor. The following guidelines shall be applicable to all employees engaged in outside or supplemental employment.

1. Employees engaged in outside or supplemental employment shall:

- Not use County facilities as a source of referral for private customers or clients.
- Not be engaged in during the employee's regularly scheduled working hours.
- Not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients.
- Not use County supplies, facilities, staff or equipment in conjunction with any outside or supplemental employment or private practice.
- Maintain a clear separation of outside or supplemental employment from activities performed for the County.
- Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest, or any impairment of the independent and impartial performance of the employee's duties.

2. The County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

W. Smoking. All Leelanau County Buildings have been designated as smoke free buildings.

X. Information Technology Resources. See Information Technology Resources Policy.

12. Complaint Procedure

A. General. This complaint procedure shall be applicable to regular County employees covered under this policy, alleging a violation of these County personnel policies. Excluding, however, employees employed by Elected County Officials (Sheriff,

Treasurer, Clerk, Register of Deeds, Drain Commissioner, Prosecutor, Circuit Court and District Court) for disciplinary or discharge matters.

Complaints of employees working for Elected Officials for disciplinary or discharge matters who are not covered by a collective bargaining agreement may be considered under this procedure if such Elected Official, at his/her option, permits the same and requests processing of the complaint in writing to the Board.

This complaint procedure is also not applicable to any County Elected Official or County employees who receive direct appointments by the County Board of Commissioners such as appointed Supervisors.

A complaint shall be reduced to writing and shall state the facts giving rise to the complaint, the sections of this policy alleged to have been violated, the remedy requested, and must be signed by the employee involved. All complaints must be brought to the Supervisor's attention within three (3) working days from the date of the action giving rise to the complaint, or within three (3) working days after the employee should have had knowledge of the action giving rise to the complaint.

B. Procedure.

Step 1. An employee alleging a complaint shall submit his/her complaint within three (3) working days of its occurrence or when the employee should reasonably have obtained knowledge of its occurrence. If not so submitted, the complaint shall be considered automatically closed.

The Supervisor shall write his/her disposition within two (2) working days.

The Supervisor does not have the authority to alter benefits as set forth in this Personnel Policy.

Step 2. Any complaint, which is not resolved in Step 1, may be submitted to the County Administrator within two (2) working days after receipt of the written disposition in Step 1.

The Administrator shall investigate the complaint and shall respond in writing to the complaint within ten (10) working days following receipt of the complaint, with copies to the Leelanau County Board of Commissioners.

Step 3. Any complaint, which is not resolved in Step 2, may be submitted to the County Board of Commissioners within two (2) working days after receipt of the disposition in Step 2.

The Board of Commissioners shall investigate the complaint and make recommendations to resolve the complaint.

The Board has the authority to revoke written warnings, transfers, demotions, and to reverse decisions on suspensions and/or discharge of employees and award back pay.

The Board's decision on such matters will be final and binding on all parties.

- C. Time and Procedural Limitations. No complaint shall be considered at any step unless it has been filed and processed within the respective time limits and procedures set forth above.

If said time limits and procedures are not adhered to by the employee, the complaint shall be considered dropped and not subject to further appeal.

ACKNOWLEDGMENT

The undersigned employee of Leelanau County hereby acknowledges that he/she has received a copy of the following:

- Drug Free Work Environment Policy
- Equal Employment Opportunity Policy
- Family Medical Leave Act Policy
- Information Technology Resources Policy
- Non-Union Personnel Policy
- Sexual Harassment Policy
- Travel Policy

The undersigned employee understands that nothing in this policy is intended in any way to create a contract of employment, and agrees to follow all applicable policies.

Employee Signature

Date

ATTACHED HERETO: Drug Free Work Environment Policy
Equal Employment Opportunity Policy Family
Medical Leave Act Policy Information Technology
Resources Policy Sexual Harassment Policy
Travel Policy