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KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES



...to govern...to protect...to serve.

KALAMAZOO COUNTY HUMAN RESOURCES DEPARTMENT

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PERSONNEL POLICIES

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KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 1

ADOPTION AND ADMINISTRATION OF THE COUNTY PERSONNEL POLICIES



PERSONNEL POLICIES

SECTION 1	ADOPTION AND ADMINISTRATION OF THE COUNTY PERSONNEL POLICIES				
1.01	Approval of Personnel Policies				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

The County Board of Commissioners shall approve all Personnel Policies and amendments made thereto.



PERSONNEL POLICIES

SECTION 1	ADOPTION AND ADMINISTRATION OF THE COUNTY PERSONNEL POLICIES				
1.02	Administration of Personnel Policies				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

The Human Resources Director shall be responsible for the administration of the Personnel Policies as approved by the Board of Commissioners.

Each Department Head or Court Administrator may also compile a set of specific rules and regulations which cover employees' conduct as it specifically relates to their own department. These departmental rules or regulations must be established in cooperation with the Human Resources Director and are subject to review by the Board of Commissioners. A copy of the Personnel Policies and any specific rules and regulations of the department must be available to employees.



PERSONNEL POLICIES

SECTION 1	ADOPTION AND ADMINISTRATION OF THE COUNTY PERSONNEL POLICIES				
1.03	Implementation of Personnel Policies				
Approved by BOC on:	01/01/2013	Effective Date:	01/01/2013	Supersedes:	07/07/1998

County Department Heads and Court Administrators shall be familiar with the Personnel Policies, make copies available to their staff and implement these policies within their departments. (Elected Officials are the heads of their departments.)



PERSONNEL POLICIES

SECTION 1	ADOPTION AND ADMINISTRATION OF THE COUNTY PERSONNEL POLICIES				
1.04	Revision of Personnel Policies				
Approved by BOC on:	01/01/2013	Effective Date:	01/01/2013	Supersedes:	07/07/1998

The County Board of Commissioners reserves the right to add to, modify and/or rescind policies at any time.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 2

EMPLOYMENT PRACTICES



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 2	EMPLOYMENT PRACTICES				
2.01	EEO Policy				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	08/17/2010

- A. It is the policy of the County of Kalamazoo to prohibit discrimination in matters of recruitment, employment, training, promotion, wages, or discipline because of race, color, sex, age, religion, national origin, marital status, a person's political affiliation, sexual orientation or gender identity, height, weight, or disability in accordance with all Federal, State or local regulations. Furthermore, the County of Kalamazoo will take affirmative action to ensure the fulfillment of this policy.
- B. The County of Kalamazoo will not only comply with all applicable State and Federal legislation, but it will also be the intent of the County to actively recruit, hire, train and manage its employees with equality of opportunity for all individuals based solely upon what it considers to be legitimate job-related factors. Individual characteristics not related to the job will not be considered. The County will continue efforts toward building a structure and organizational culture that works to remove barriers to inclusion and diversity, as indicated in its Affirmative Action Plan.
- C. The Corporation Counsel is designated as the EEO Compliance Officer.



PERSONNEL POLICIES

SECTION 2	EMPLOYMENT PRACTICES				
2.02	Anti-Harassment Policy				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	04/17/2007

It is the policy of the County that the working environment of every employee, regardless of position, shall be free from verbal, written, electronic or physical harassment by other County employees. It is the right of each employee to work in a non-hostile environment. A violation of this policy shall be considered misconduct and subject to discipline up to and including discharge.

A. Sexual Harassment

Sexual harassment is defined as unwanted conduct or communications of a sexual nature, which adversely affects the person's employment or working environment. Such conduct shall include, but not be limited to, an act of, request for, or threat of sexual relations or bodily contact. Such communication shall include, but not be limited to, repeated or continual words or actions, which are sexually degrading or demeaning to the person or persons of that sex.

Such conduct or communication must negatively affect the person's employment, wages, advancement, tenure, assignment of duties or shifts, conditions of employment, or working environment.

B. Other Prohibited Forms of Harassment

Prohibited harassment is defined to include, but not limited to threats, insinuations, innuendos, slurs, demeaning comments or jokes, or other offensive conduct or communication based on race, ethnicity, color, national origin, religion, disability, age, height, weight, marital status, gender identity, sexual orientation, personal attributes, beliefs or political affiliation directed at an employee, customer, supplier, vendor or other work association.

Such conduct or communication must negatively affect the person's employment, wages, advancement, tenure, assignment of duties or shifts, conditions of employment, or working environment.



PERSONNEL POLICIES

Personnel Policy 2.02 continued...

C. Employee Dignity/Mutual Respect

It is expected that all County employees will deal with each other in a respectful manner. Personal insults and degradations are not acceptable. To the extent that employees have disagreements, they are expected to deal with each other in a civil manner.

D. Off-Duty Incidents

This policy necessarily involves conduct between County employees, which has an adverse impact on the workplace and the work environment. Conduct between employees that occurs outside of the workplace may also have workplace impact or contribute to creating a hostile work environment and may be considered when enforcing this Policy.

E. Reports of Harassment

Each employee is responsible for reporting cases or concerns of harassment. An employee who believes he or she is being harassed in violation of this policy shall immediately, and in any event within thirty (30) calendar days, report such harassment to the appropriate supervisor, Department Head or Human Resources. If for some reason, an employee is not comfortable reporting to any of these individuals, s/he is expected to raise it with any other management employee including if necessary the County Administrator for review. All complaints received will be properly investigated following the procedures found in the Personnel Policy, 9.01 Grievance Procedure.

F. Confidentiality

As stated in policy 2.03 Whistleblowers Protection, the County will use its best efforts to protect reporting employees against retaliation. Reports of suspected fraud and abuse will be handled with sensitivity, discretion and confidentiality to the extent allowed by the circumstances and the law. Reports will only be shared with those who have a need to know so that the County can conduct an effective investigation and determine the appropriate action to take.



PERSONNEL POLICIES

Personnel Policy 2.02 continued...

G. Baseless Accusations:

Allegations made by an employee with reckless disregard for the truth, will subject the employee to disciplinary action by the County and can also result in legal action by the accused.

Any complaint of harassment will be promptly investigated, and appropriate action will be taken when such a complaint is determined to be valid. The County will take reasonable measures to treat complaints discreetly and will respect the personal privacy rights of the accused party and the person making the complaint. It is the policy of the County to treat all such expressed concerns seriously and investigate alleged offenses impartially. No employee will be retaliated against for lodging a complaint made in good faith or for cooperating with an investigation.

The employee will be asked to sign documentation of alleged harassment. When an employee requests that no formal action be taken, administrative discretion may be used to determine further action. The documentation will be filed in a separate file in the Human Resources Department.



PERSONNEL POLICIES

SECTION 2	EMPLOYMENT PRACTICES				
2.03	Whistle Blowers' Protection				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

It is the policy of the County to provide job protection to employees who report a violation of County policy or suspected violation of state, local, or federal law and to provide job protection to employees who participate in hearings, investigations, legislative inquiries, or court actions. Violations or suspected violations should be reported to the Corporation Counsel or the Human Resources Director for appropriate investigation.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 3

EMPLOYMENT POLICIES



PERSONNEL POLICIES

SECTION 8	EMPLOYMENT POLICIES				
3.01	At-Will Employee				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	01/17/2006

All County employees are at will. Either an employee or the County may end the employment relationship at any time, with or without cause.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.02	Approval Rule to Fill Vacant Positions During a Hiring Freeze				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	10/13/1989

The filling of all county positions, during a hiring freeze whether by transfer or outside hire, must receive the prior approval of the Board of Commissioners.

When a vacancy occurs, the Department Head or Court Administrator must complete an Employment Requisition Form and submit it to the Human Resources Department.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.03	Applications – Decentralization Policy				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

County departments shall consider for employment only those applications and internal transfer requests which have been received by them for specific job openings currently available. Applications for inter-departmental transfers will be forwarded to the Human Resources Department for inclusion in the personnel file of the individual applicant at the end of the hiring process.

Personal and employment reference checks for applicants for County employment shall be made by the hiring department and requests for references for previous or present County employees shall be processed by the Human Resources Department.

Only application forms approved by the Human Resources Director for compliance with non-discrimination guidelines will be used. The application will be distributed directly to applicants by the hiring department.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.04	Pre-Employment Tests				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	08/16/1977

As all tests for employment must be validated for job relatedness and non-discriminatory effect, the Human Resources Department shall be the only agent of the County to administer or approve tests for employment or promotion. As any qualification required of an applicant for employment is considered a test, minimum job requirements shall be approved by the Human Resources Department and periodically surveyed by Human Resources Department staff for appropriateness.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.05	Job Recruitment				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

The purpose of the job recruitment and employee selection plan is to establish a viable system by which the County can meet its commitments to Federal, State, and local laws and regulations, as well as demonstrating to all present and potential future employees that equal employment opportunities for employment and advancement are realities within Kalamazoo County.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.06	Job Posting				
Approved by BOC on:	09/01/2015	Effective Date:	09/02/2015	Supersedes:	01/01/2013

It is the policy of this County to encourage the upward mobility of County employees.

To meet these commitments the following procedures have been established. It is important that these procedures be carefully followed to avoid violations of governmental employment regulations and/or grievances filed by employees and applicants.

Employer Responsibilities

- A. If a position is to be filled by promoting a present employee from within the same department it is necessary that the job be posted as internal department only.
- B. If the vacancy is a bargaining unit position it shall be posted for bargaining unit members according to the bargaining unit agreement. If no bargaining unit member applies, or such applicants are determined unqualified for the position, it shall be posted for all County employees for five (5) business days.
- C. If the vacancy is not a bargaining unit position and has not been filled by department promotion it shall be posted internally for all County employees for five (5) business days.
- D. In the interest of timely filling of the vacancy with the most qualified candidate, internal and external posting procedures may occur simultaneously.
- E. All internal applicants whose experience and/or training appear to make them qualified candidates for the position must be interviewed for the position. Internal applicants for the County Administrator or Court Administrator positions are not assured an interview.
- F. County Department managers may review the personnel file, discipline and attendance records of County employees applying for a transfer.



PERSONNEL POLICIES

Personnel Policy 3.06 continued...

- G. A selection or non-selection determination must be made for each application considered by the Department Head or Court Administrator in writing and on the Transfer Application Form to the employee. (The original shall be sent to the Human Resources Department for filing and a copy returned to the employee.)

Employee Responsibilities

If a current employee is interested in transferring to another County position, the following procedures should be carefully followed to assure consideration.

- A. Be aware of opportunities within the County. Discuss your interest in promotion or transfer with the Managers and Supervisors that will make those decisions in the areas you are interested.
- B. If a vacancy is posted, submit a Transfer Application Form available from the Human Resources Department within the five (5) business day posting period. Failure to submit a Transfer Application Form within the five (5) business day posting period cancels any advantage as an internal applicant.
- C. Employees who have completed six (6) months of service in their current jobs may submit transfer bids without their Supervisor's approval. Employees with less than six (6) months of service may transfer if they have approval from their current supervisor, the Human Resources Director, Deputy County Administrator and the Director of Finance and Administrative Services.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.07	Hiring and Wage Approval				
Approved by BOC on:	09/20/2016	Effective Date:	12/01/2016	Supersedes:	08/06/2014

A hiring decision of a Department Head or Court Administrator must be communicated to the Human Resources Department.

The wage rate to be offered to a new or transferred employee must be discussed with the Human Resources Department. All new employees are to be hired at the minimum starting rate of the appropriate band. If specifically applicable prior experience is demonstrated by a new employee, he/she may be hired up to the "B" step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director. A starting rate above the "B" step must be approved by the Board of Commissioners. Wage rates for transferred employees are covered by Policy 4.06.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.08	Physical Exams				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	07/21/1992

Employment in some positions, as determined by the Human Resources Director, is contingent upon successful completion of a physical exam. Before starting work, a prospective employee shall complete a medical examination and be certified as meeting the minimum standards of fitness required for the essential functions of the position by a physician or physicians designated by the County Human Resources Director.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.09	Continuity of Service/Seniority				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	08/03/1999

Continuity of service or seniority date is the date of employment in the County without break or interruption. Continuous service begins at the date of employment into a regular County position. The time spent on approved leaves of absence shall be included in continuity of service.

Continuity of service shall be considered **broken** for the following reasons:

1. The employee resigns.
2. The employee is laid off for more than twelve (12) consecutive months.
3. The employee fails to return to his/her duties at the expiration of an approved leave of absence.
4. The employee voluntarily signs an Acknowledgment of Receipt of Severance Pay and Release of Claims Agreement.
5. The employee is discharged.

Continuity of service can be restored when a returning employee has experienced a break under numbers 1 or 2 above, and has completed six (6) months of continuous employment. The prior service will be added to the current work period to determine a new adjusted service date for employee benefit vacation purposes. Determination of service credit for retirement purposes is controlled by the Retirement Resolution.

The Human Resources Director shall rule on all cases of continuity of service subject to the right of appeal by the employee to the County Administrator.

Periods of unpaid leave will not be treated as credited services for purposes of benefit accrual, vesting or eligibility to participate in a benefit plan.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.10	Employment - Status				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/2012

- A. Regular - This term means the employee occupies a position that is authorized by the County Board of Commissioners and is on active pay status (working or using leave time).

A regular employee may be full- or part-time. Full-time means the employee is scheduled to work the usual forty (40) hours per week. Part-time means the employee is scheduled for less than forty (40) hours per week. All part-time employees hired on or after 1/1/2012 working less than 0.8 FTE are excluded from all benefits, except those statutorily required. A full-time employee, who is placed on a short-term, temporary hour reduction from full-time to part-time, will continue to be eligible for benefits; please see individual policies for clarification of leave, holiday and insurance benefits.

- B. Temporary - This term identifies the duration of employment as temporary and normally will not exceed ninety (90) days. All temporary employees serve strictly at the will of the employer and are excluded from all benefits and advantages of regular employment.

- C. Seasonal - Employees hired for a limited duration of time for a seasonally scheduled program, such as a Park Attendant. All seasonal employees serve strictly at the will of the employer and are excluded from all benefits and advantages of regular employment.

- D. On-call workers are employees who are called in to cover during absences, weekends, holidays, and peak periods, and to provide personnel for 24-hour emergency services. Employees in on-call positions will make every attempt to work the hours requested. Each Department Head or Court Administrator will determine the scheduling of on-call workers.

All on-call employees serve strictly at the will of the employer and are excluded from all benefits and advantages of regular employees.



PERSONNEL POLICIES

Personnel Policy 3.10 continued...

Hourly rate shall constitute the only compensation paid for the performance of required duties. Holidays are regularly scheduled hours of employment for on-call workers and, therefore, are compensated by their regular hourly rate. No overtime compensation is paid unless he/she has worked more than forty (40) hours that week.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.11	Job Sharing				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	06/05/2012

Job sharing is two employees holding one full-time position together as a team, jointly responsible for the whole or separately for each half.

Under job sharing, a team member may work the hours of the other member during times of absence. Work schedules may be arranged to cover peak periods.

Employees in job-sharing positions shall be eligible to receive benefits on a pro-rata basis of their regular schedule provided they are a 0.8 FTE or more (part-time employees hired on or before 12/31/2011 may be eligible if they are a 0.5 FTE or more). The employee must pay his/her share of elective benefits in order for the County to pay its portion. Job-sharing employees are not eligible for benefits when payroll deduction options are not allowed by contract with the carrier or other policy.

To convert a full-time position to a job-share position, a request must be submitted to the Human Resources Director for approval. The Human Resources Director shall establish criteria for converting the position which will be addressed in the request. The decision of the Human Resources Director may be appealed to the County Administrator whose decision is final.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.12	Training Programs				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

The rapid growth of information technology, the changing profile of the entry-level workers, the changing composition of the workforce along with its skills, values, work ethics, etc., necessitates a proactive approach to training and retraining of employees at Kalamazoo County.

Employees will continually seek to improve themselves, our organization and our community throughout their association with the County. Department Heads/Court Administrators will keep a record of such trainings.

From time to time, training programs will be made available to County employees. The purpose is to enable employees to develop new skills, refine present skills, and be exposed to new concepts and practices. All training must be approved by the department Supervisor.

All written, audio, and video materials distributed as part of a training program shall be the property of the County to be shared and made available for use by other employees. Said property may remain in the possession of the training attendee unless otherwise directed.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.13	Offers of Employment				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	01/17/2006

Offers of employment to prospective, current, and transferred employees are for no set duration. Any oral or written statements providing or implying any guarantees of employment for any period of time are invalid unless specific action is taken by the Board of Commissioners excepting this policy. Offer letters to persons hired into all positions will include a statement that the employment in that position is at-will.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.14	Employee Communications				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

In order to provide for positive working relationships within the various departments of the County, the Board of Commissioners encourages all Department Heads and Court Administrators to give priority to effectively communicating with their employees.

Department Heads and Court Administrators are expected to maintain organizational charts for their departments. This chart shall be provided to the employees. The chain of command as reflected in this organizational chart shall be the appropriate and usual means for employees to receive and provide organizational communications.

Department Heads and Court Administrators shall establish regular meetings within their departments to provide employees with opportunities for the exchange of information. Such meetings should not significantly impact the delivery of service to the public.

The Board of Commissioners also authorizes County Administration to use meetings, newsletters, bulletin boards, mailings, and electronic systems to communicate with County employees. All communication by County Administration, Department Heads, and Court Administrators shall be made in a manner which is both environmentally and fiscally responsible.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.15	FlexTime				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

Each department may design a FlexTime program to accommodate the services provided. Management has the authority to design the program the way it best suits the needs of the department, the employees, and the citizens. Certain guidelines must be met for FlexTime to work:

1. All departments/programs must be in operation during the core period from 8:00 am to 5:00 pm.
2. Regular full-time employees must be scheduled 40 hours each week. Part-time employees must be scheduled for their appropriate number of hours each week.
3. Accurate time records must be maintained and verified by supervisors.

Alternative work arrangements outside of this policy are possible on a case-by-case basis and require Board approval.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.16	Rehiring of Retired County Employees				
Approved by BOC on:	09/20/2016	Effective Date:	12/01/2016	Supersedes:	10/20/2015

The County recognizes and values the talents and abilities of employees who have provided many years of dedicated service. Losing the expertise of senior staff may leave a void in departmental operations during the transition training or replacement hiring period, which can be minimized through the assistance of the retiring employee.

In that regard, it is the policy of the County to rehire retirees under the following guidelines when an employee retires:

- A. A Department Head or Court Administrator may rehire a retiree to train his/her replacement, or where his/her expertise is needed as long as there is a vacancy, with the approval of the Deputy County Administrator and Finance and Administrative Services Director.
- B. With the specific authorization of the Deputy County Administrator and Finance and Administrative Services Director, a Department Head or Court Administrator may rehire a retiree as a temporary employee for up to ninety (90) days in his/her former position, or in another position where his/her expertise is needed as long as there is a vacancy. The Board of Commissioners may, in special circumstances, approve periods longer than ninety (90) days.
- C. The wage rate to be offered to a retiree must be discussed with the Human Resources Department. All retirees are to be hired at the minimum starting rate in the appropriate band. When specifically applicable prior experience of the retiree rehired to his/her former or an equivalent position is demonstrated, s/he may be hired up to the "B" step of the appropriate grade with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director. The Board of Commissioners must approve a starting rate above the "B" step.
- D. Employees rehired within thirty (30) days after their retirement will not be required to undergo new hire testing, drug testing or physical examinations unless the job typically requires it.



PERSONNEL POLICIES

Personnel Policy 3.16 continued...

- E. All temporary employees serve strictly at the will of the employer and are excluded from all benefits and advantages of regular employment.

A temporary employee who is a retiree will retain retiree health insurance, if eligible, and service as a temporary will not enhance his/her previous retirement benefit, nor create eligibility for another retirement benefit.



PERSONNEL POLICIES

SECTION 3	EMPLOYMENT POLICIES				
3.17	Nepotism				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	09/15/2009

Close relatives, partners, or members of the same household are not permitted to be in positions that have a reporting responsibility to each other less than three supervisory levels apart. “Close relatives” are defined as: Husband, Wife, Father, Mother, Father-in- Law, Mother-in Law, Grandfather, Grandmother, Son, Daughter, Son-in-Law, Daughter- in Law, Uncle, Aunt, Nephew, Niece, Brother, Sister, Brother-in-Law, Sister-in-Law, Step relatives, First Cousins, and significant others in a co-habitation relationship.

A. Individuals will not be hired, promoted, demoted, or transferred into a position that would create a conflict in County policy. If employees become relatives, significant others, or members of the same household, and the employees have a reporting responsibility to each other less than three supervisory levels apart, the supervisory employee is required to inform management and Human Resources of the relationship. The employees will have 60 days from the creation of the conflict to resolve the situation on their own.

After 60 days, if the employees have not yet resolved the situation on their own by means such as a transfer or employment outside of the County, the employee’s supervisors will work with Human Resources to determine the most appropriate action for the specific situation. This may include transfer or, if necessary, termination of one of the employees.

B. If there is a situation where an action of the County, such as reduction in force, results in an involuntary circumstance where two close relatives, partners, or members of the same household have a reporting responsibility to each other less than three supervisory levels apart, one of the employees will be reassigned within 60 days. During those 60 days, the supervisory employee will not have involvement or direct input in the employment decisions relating to the other employee.

C. Any exceptions to this policy will be made on a case-by-case basis, not to be considered precedence for establishing practice, and must be approved in writing by the Department Head or Court Administrator and Human Resources Director. Written justification for the exception must be submitted to Human Resources prior to any



PERSONNEL POLICIES

Personnel Policy 3.17 continued...

employment decisions. In any case where an exception is made, the affected supervisor in the reporting relationship must recuse himself/herself from performance and discipline issues related to the other employee and be replaced by one of his/her peers.



PERSONNEL POLICIES

SECTION 7	EMPLOYMENT POLICIES				
3.18	Personnel Records				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	08/16/1977

There is one centralized file for all personnel information relating to an employee. This file is maintained in the County Human Resources Department (consistent with the Bullard/Plawecki Act) it shall be a record of the employee including name, address, date of employment, classification, salary rates, and other pertinent information and changes.

An employee who wants to review his/her personnel file may do so at any time by phoning the Human Resources Department and requesting an appointment. The employee may not remove any item from his/her personnel file, but may request that additional information be added.

Separate personnel files or folders of information on employees shall not be maintained by departments unless each employee is aware of the information being maintained. For purposes of employment references and employment verifications, the County Human Resources Department shall serve as the main source of personnel records.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 4

WAGE AND SALARY ADMINISTRATION



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.01	Pay Periods				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	10/13/1998

Kalamazoo County employees are paid every other Friday. Each check covers the previous two-week period ending on the Friday before payday.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.02	Time Reporting				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/213	Supersedes:	01/01/2010

Employees are to maintain daily time records to report all worked time as well as any leave time used. These time reports shall be submitted to the responsible supervisor to review and approve of the time recorded. Leave time usage and balances are provided to employees.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.03	Overtime Pay and Compensatory Time				
Approved by BOC on:	02/02/2016	Effective Date:	02/06/2016	Supersedes:	12/16/2015

- A. In accordance with the Fair Labor Standards Act (FLSA), non-exempt employees shall be paid for all hours worked in a Saturday through Friday calendar week, including hours worked in excess of an employee’s regularly scheduled work week. The additional work hours, however, shall be performed through the authorization of the Department Head or Court Administrator, or his/her designee. Employees working unauthorized hours in excess of their regularly scheduled work shift shall be subject to disciplinary action for misconduct, in accordance with Personnel Policy 8.01.
1. In conjunction with an employee working additional hours in excess of his/her regularly scheduled work shift, the employee’s supervisor may direct the employee to “flex” his/her regularly scheduled work week, in a Saturday through Friday calendar week, prior to the employee exceeding his/her authorized FTE hours for the week.
 2. Overtime pay shall be calculated on actual hours worked (excluding personal, vacation, sick leave and compensatory time used) over forty (40) hours in a Saturday through Friday calendar week. Overtime shall not be paid for time worked less than eight (8) minutes over forty (40) hours in a Saturday through Friday calendar week.
 3. Overtime pay shall be calculated at one and one-half (1.50) times the hourly rate of the non-exempt employee for hours worked over forty (40) hours in a Saturday through Friday calendar week.
 4. Payment for overtime and/or accrued compensatory time shall be limited to non-exempt employees.
 5. Non-exempt employees may accrue compensatory time in lieu of payment for hours worked in excess of their standard work week schedule (excluding personal, vacation, sick leave and compensatory time used) subject to the following:



PERSONNEL POLICIES

Personnel Policy 4.03 continued...

- a. Compensatory time in lieu of payment for additional work hours shall be accrued:
 - i. equal to the number of excess hours worked up to forty (40) hours in a Saturday through Friday calendar week;
 - ii. at one and one-half (1.50) times the number of excess hours worked over forty (40) hours in a Saturday through Friday calendar week;
 - iii. following the last regularly scheduled workday in a Saturday through Friday calendar week.
- b. Compensatory time in lieu of payment for additional work hours shall not be accrued for time worked less than eight (8) minutes over forty (40) hours in a Saturday through Friday calendar week.
- c. Use of compensatory time as scheduled time off shall occur when administratively feasible as authorized by the employee's supervisor.
- d. Compensatory time shall be limited to sixty (60) hours of total accrual (based upon forty (40) hours of excess work for a full-time employee) during a quarter-year; unused compensatory time shall be paid out on the last pay date ending in March, June, September, or December for each respective quarter at the employee's rate of pay for the payout pay period.
- e. Upon separation from County service, unused compensatory time shall be paid out in accordance with the FLSA, and shall not be used to extend an employee's length of service nor postpone an employee's termination date.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.04	Compensation for Holidays				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	10/21/2008

All regular status employees in County service, who receive payment for their standard work shift on the regularly scheduled workdays immediately preceding and following the (observed) holiday, shall be eligible to receive payment for the holiday leave provided under Personnel Policy 5.01. Holiday leave shall be based on the authorized FTE of the employee's position.

- A. All regular status employees eligible to receive holiday leave pay shall receive it at their regular pay rate for authorized holidays.

- B. If a holiday falls within an employee’s regularly scheduled workweek, and the employee is required to work the holiday through the authorization of the Department Head or Court Administrator, a non-exempt employee shall be paid straight time for the holiday, plus time and one-half for all time worked on the holiday. Compensatory time may be accrued, in lieu of payment for time worked on a holiday, at one and one-half times the number of hours worked on the holiday and in accordance with the standards of Personnel Policy 4.03 A.

- C. If the holiday is observed on a day an employee is not regularly scheduled to work, or the holiday leave provided is greater than the number of hours regularly scheduled for the employee on the day the holiday is observed:
 - 1. Notwithstanding Personnel Policy 4.03 A., an employee shall not enter overtime status simply by working his/her regularly scheduled work week.

 - 2. An employee not normally scheduled to work the observed holiday shall schedule flextime off, in coordination with his/her supervisor and equal to the holiday leave provided, within the same pay period as the observed holiday.

 - 3. An employee receiving more holiday leave than the number of hours he/she is normally scheduled to work on the observed holiday shall schedule flextime off, in coordination with his/her supervisor and equal to the difference between the holiday leave provided and the employee’s regularly scheduled hours on the observed holiday, within the same pay period as the observed holiday.



PERSONNEL POLICIES

Personnel Policy 4.04 continued...

- D. An employee, whose regularly scheduled workday is longer than the number of hours provided by holiday leave, shall use compensatory time, personal or vacation leave, equal to the balance of his/her shift not covered by holiday leave, or coordinate flex-time with his/her supervisor to be worked within the same pay period as the observed holiday.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.05	Evaluations and Salary Increases				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	01/01/2010

A. EVALUATIONS

Supervisors shall review the performance of employees reporting directly to them on a regular basis typically as follows:

1. All non-exempt employees' performance will be evaluated on a regular basis by their immediate supervisor and/or Department Head or Court Administrator. The regular times for reviews are: just prior to three (3) months after date of employment (optional), just prior to six (6) months after date of employment, and on each position anniversary date.
2. All exempt employees shall be evaluated just prior to six (6) months after date of employment and by each position anniversary date thereafter.
3. Supervisors will discuss the evaluation with the employee and the employee will sign the evaluation form indicating it was discussed with him/her. The evaluation form will be maintained in the employee's personnel file. Should an employee not concur with the evaluation, he/she may submit a written disagreement, also to be included in the personnel file.

B. STEP INCREASES

Step increases within a salary band are based upon merit and are not automatic; performance must meet or exceed expectations to be deemed satisfactory and to be eligible to receive a step increase.

1. Step increases follow the time increments indicated by the appropriate salary schedule generally on an annual basis subject to budget approval.
2. Employees who reach the top step of their salary band are no longer eligible for step increases. These employees may be eligible for pay increases associated with salary schedule adjustments granted by the Board of Commissioners.



PERSONNEL POLICIES

Personnel Policy 4.05 continued...

C. SALARY SCHEDULE ADJUSTMENTS

Performance must meet or exceed expectations to be eligible to receive pay increases associated with salary schedule adjustments granted by the Board of Commissioners.

D. WITHHOLDING STEP OR OTHER PAY INCREASES

1. A Department Head or Court Administrator may withhold a recommendation for a step increase, or recommend withholding a pay increase associated with a salary schedule adjustment or other position action, for an employee on the basis of a marginal rating of the employee's performance or work habits, or an employee's unwillingness to perform his/her duties. To do so, the Department Head or Court Administrator shall advise the employee in writing of the reason a step or other pay increase is being withheld prior to the expected effective date of the increase. A copy of the communication to the employee shall be forwarded to the Human Resources Director and placed in the employee's personnel file.
2. An employee, for whom a step or other pay increase was withheld, shall be entitled to a review of his/her salary status upon the expiration of no longer than ninety (90) days from the date the withheld increase was expected to have been effective.
3. An employee, for whom a step or other pay increase was withheld, shall become eligible upon demonstration of consistently meeting the expectations of the job. The effective date of a previously withheld pay increase shall be prospective, based upon demonstration of consistently meeting expectations in his/her performance; formerly withheld pay increases shall not be retroactive.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.06	Pay Policy for Employee and Position Actions				
Approved by BOC on:	09/20/2016	Effective Date:	12/01/2016	Supersedes:	03/16/2016

A. TRANSFER

An employee who transfers into a position that is assigned to the same salary band as his/her present position shall retain his/her current pay rate and band date for purposes of determining eligibility for future step increases, which will be based upon meeting or exceeding expectations.

B. PROMOTION

An employee who promotes into a position assigned to a higher salary band than his/her current position shall be placed in the new band at the first step that represents an increase in pay equivalent to a one-step increase in their former band, not to exceed the maximum of the new band. If the employee to be promoted is currently at the maximum step of their band, 4% will be added to their current hourly rate. Using that adjusted hourly rate, the employee shall then be placed on the new band at the lowest step that is at least equal to the adjusted hourly rate.

An exception to the standard promotional increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'B' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the 'B' step must be approved by the Board of Commissioners. The effective date of the promotion becomes the employee's new position anniversary date. Eligibility for future step increases will be determined using the length of service in the new position, and will be based upon satisfactory performance.

C. DEMOTION

Upon demotion, an employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.



PERSONNEL POLICIES

Personnel Policy 4.06 continued...

1. An employee who voluntarily demotes into a position assigned to a lower salary band than his/her current position, or is demoted as the result of documented unsatisfactory performance, shall have his/her pay set according to the following criteria:
 - a. An employee whose current pay is greater than the maximum rate of the new band shall be placed in the new range at the maximum (F Step) rate.
 - b. An employee, whose current pay does not meet the criterion set in 4.06 C.1.a, shall be placed in the new band at the first step that represents a decrease in pay. The employee's pay shall not be set less than the minimum of the new band.
2. An employee who is demoted to a position assigned to a lower salary band than his/her current position as a result of County action and for any reason other than documented unsatisfactory performance shall retain his/her current pay rate.

D. RECLASSIFICATION

In accordance with Personnel Policy 4.07 B., positions may be reclassified. Position reclassification typically will become effective the date on which the formal request for evaluation from a Department Head or Court Administrator is received in the Finance Department.

1. An employee, whose position is reclassified resulting in a higher salary band assignment, shall be placed in the new band at the first step that represents an increase in pay equivalent to a one-step increase in their former band, not to exceed the maximum of the new band. The effective date of the reclassification becomes the employee's new position anniversary date. Eligibility for future step increases will be determined using the length of service in the position at the new band level, and will be based upon satisfactory performance.



PERSONNEL POLICIES

Personnel Policy 4.06 continued...

2. An employee, whose position is reclassified resulting in a lower salary band assignment, shall retain his/her current pay rate until such time as the employee is eligible for further salary increases. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.
3. An employee whose position is reclassified, yet the position remains assigned to the same salary band, shall retain his/her current pay rate and position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

E. REINSTATEMENT TO A PREVIOUS SALARY BAND

An employee who promoted and subsequently voluntarily demotes, or is demoted as the result of documented unsatisfactory performance, within one year of the promotion, to a position assigned to the pay band from which the employee promoted shall be placed in the range at the pay step the employee was being paid or would have attained if the promotion had never occurred. Likewise, the employee's position anniversary date shall be reset to the position anniversary date prior to the promotion for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

F. INTERIM APPOINTMENTS

Interim appointments typically should last no longer than three (3) months, although special circumstances periodically will necessitate a longer interim appointment period.

1. An employee who is appointed on an interim basis to a position with a higher salary band than his/her current position shall be placed in the new band at the first step that represents an increase in pay, not to exceed the maximum of the new band.



PERSONNEL POLICIES

Personnel Policy 4.06 continued...

In exception to this standard increase, an employee who demonstrates specifically applicable prior experience may be placed up to the 'B' step of the appropriate band with the prior approval of the Deputy County Administrator and Finance and Administrative Services Director; a starting rate above the 'B' step must be approved by the Board of Commissioners.

2. At the conclusion of an interim appointment:

An employee who returns to his/her regular position shall be placed in the band at the pay step the employee was being paid or would have attained if the interim appointment had never occurred. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance in his/her regular position.

An employee for whom an interim appointment becomes a regular position shall maintain the salary determined, under Personnel Policy 4.06 F.1., at the commencement of the interim appointment. The effective date of the interim appointment, which is being changed to a regular position status, becomes the employee's new anniversary date. Eligibility for future step increases will be determined using the length of service in the new position, and will be based upon satisfactory performance.

G. CLASSIFICATION SYSTEM AUDIT

In accordance with Personnel Policy 4.07 D., positions may be reviewed periodically outside the regular reclassification process to ensure proper evaluation and classification. Pay band reassignments due to a classification system audit will normally become effective upon completion of the audit and authorization of the Board of Commissioners.

1. An employee, with satisfactory performance, whose position is reassigned to a higher salary band as a result of a classification system audit, shall be placed in the new band at the first step that represents an increase in pay.



PERSONNEL POLICIES

Personnel Policy 4.06 continued...

The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.

2. In accordance with Personnel Policy 4.05 D., an employee, with documented unsatisfactory performance, whose position is reassigned to a higher salary band as a result of a classification system audit, shall retain his/her current pay rate until such time that the employee demonstrates consistently satisfactory performance. Upon demonstration of consistently satisfactory performance, the employee shall be placed in the new band at the first step that represents an increase in pay. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.
3. An employee whose position is reassigned to a lower salary band as a result of a classification system audit shall remain at his/her current pay rate until such time as the employee is eligible for further salary increases. The employee shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.
4. An employee whose position remains assigned to the same salary band as a result of a classification system audit shall retain his/her current position anniversary date for purposes of determining eligibility for future step increases, which will be based upon satisfactory performance.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION				
4.07	Classification of Positions				
Approved by BOC on:	04/18/2017	Effective Date:	01/01/2017	Supersedes:	04/16/2013

The Classification System is coordinated by the Finance Department in conjunction with the Human Resources Department.

A. NEW POSITION CLASSIFICATION

When a new position is to be created, the Department Head or Court Administrator requesting the position shall work with the Human Resources Department and Finance Department to document the dimensions and responsibilities of the position. The Human Resources Department and Finance Department will evaluate the request. The classification will be determined by an outside consultant who is recommended by the Finance Director prior to the presentation of the position for authorization by the Board of Commissioners. If there is a disagreement with the assigned band, the Department Head or Court Administrator can request an appeal in accordance with Personnel Policy 4.07 C. prior to submission to the Board of Commissioners for authorization.

B. POSITION RECLASSIFICATION

Reclassification of a position may be necessary because additional responsibilities gradually have been added to or removed from the position over a period of time. The effective date and any resulting pay change associated with a position reclassification are covered under Personnel Policy 4.06 D.

When an existing position gradually (typically not less than two (2) years from the previous evaluation) has undergone substantial changes in responsibilities, the Department Head or Court Administrator responsible for the position shall notify the Finance and Human Resources Department of the changes. The Human Resources Department and Finance Department shall evaluate the new dimensions and responsibilities of the position to determine if classification review by the consultant is warranted. The reclassification of a position may result in the reassignment of that position to a higher salary band or lower salary band, or no change in salary band assignment.



PERSONNEL POLICIES

Personnel Policy 4.07 continued...

C. RECLASSIFICATION APPEAL

The reclassification of a position may be appealed in accordance with the following procedures:

1. The Department Head/Court Administrator/Elected Official responsible for a position classified under Personnel Policy 4.07 A., or reclassified under Personnel Policies 4.07 B., or 4.07 D., may initiate an appeal of the position. The reclassification can be appealed in the following scenarios:
 - a. POINT DISCRETION: If the total points assigned are within 25 points of another K-Band, the Department Head/Court Administrator/Elected Official can request that the position be placed in the desired K-Band above or below its placement. The appeal should be submitted to the Human Resources Director for review. The Human Resources Director will make the final determination.
 - b. APPEAL TO CONSULTANT: If the classification is contrary to the Department Head/Court Administrator/Elected Official expectations, they can appeal the consultant's determination. The appeal should be submitted to the Human Resources Department to be forwarded to the consultant for review. The consultant will make the final determination.

All appeal requests must be submitted in writing within thirty (30) days after the determination notification, and must state the reason(s) for the request to be reviewed. Following resolution of the appeals process the department or court that appealed the reclassification must wait at least two (2) years before requesting that the Human Resources Department review the position, which was the subject of the appeal. However, exceptions may be granted for major staffing changes in accordance with Personnel Policy 4.07 E.

D. CLASSIFICATION SYSTEM AUDIT

In order to maintain the equity of the classification system, all positions are subject to periodic review and the classification of any given position may change at any time. The typical aspects of an audit are as follows:



PERSONNEL POLICIES

Personnel Policy 4.07 continued...

1. Documentation verification/update: the position description for the position to be audited shall be reviewed for accuracy. To verify the accuracy of the position description, information about the position may be gathered through the completion of a position documentation questionnaire by the position incumbent, with supplemental information provided by the position supervisor, and through the performance of a desk audit (informational interviews with the position incumbent, the supervisor to which the position reports, and/or the Department Head or Court Administrator responsible for the position.) The position description for the position will be updated as necessary.
2. Position evaluation: the position shall be evaluated based upon the dimensions and responsibilities defined in the position description. The Finance Department, in coordination with the Human Resources Department, will determine whether the position classification review is warranted based on substantive changes only.
3. The position description will be sent to the consultant for classification.
4. Results implementation: the effective date and any resulting pay change are covered under Personnel Policy 4.06 G.

E. CLASSIFICATION CHANGES DUE TO REORGANIZATION

In the event of major staffing changes within a department, that department shall identify any necessary new positions, and in accordance with Personnel Policy 4.07 A., submit the reorganization to the Board of Commissioners for final approval.



PERSONNEL POLICIES

SECTION 4	WAGE AND SALARY ADMINISTRATION			
4.08	Competitive Adjustments			
Approved by BOC on:	08/06/2014	Effective Date:	08/06/2014	Supersedes:

If an Elected Official, Court Administrator or Department Head has been unable to fill a vacant position, due to salary, for a minimum period of 60 days, they may request that Human Resources complete a market competitive analysis. Based on the analysis, the County Administrator may authorize a Competitive Adjustment, not to exceed a three year period to assist in the recruiting process.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 5

EMPLOYEE BENEFITS



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.01	Paid Leave				
Approved by BOC on:	06/16/2015	Effective Date:	05/01/2015	Supersedes:	01/01/2013

A. HOLIDAY LEAVE

An employee shall be entitled to holiday leave with pay on the following recognized holidays:

- | | | |
|----|------------------------|-----------------------------|
| 1. | New Year's Day | January 1 |
| 2. | Memorial Day | Last Monday in May |
| 3. | Independence Day | July 4 |
| 4. | Labor Day | First Monday in September |
| 5. | Thanksgiving Day | Fourth Thursday in November |
| 6. | Day after Thanksgiving | Day after Thanksgiving |
| 7. | Christmas Eve Day | December 24 |
| 8. | Christmas Day | December 25 |

When any holiday above falls on a Sunday, the next following Monday shall be observed as the holiday. When any holiday above falls on a Saturday, the preceding Friday shall be observed as the holiday.

When December 25th falls on a Saturday, causing the observance of the holiday on Friday, December 24th, then Thursday, December 23rd will be the observance day for the December 24th holiday. When December 24th falls on Sunday, the observance day will then be Friday, December 22nd.

All regular status full-time employees in County service shall be eligible for holiday leave pay if they are paid for the day before and after the holiday, see Policy 4.04. Employees who work less than 0.8 FTE may be eligible for holiday leave pay if hired on or before 12/31/2011. A 1.0 FTE, who is placed on a short-term temporary reduction from full-time to part-time, will be eligible for holiday pay based upon the approved FTE at the time of the holiday.

The County recognizes the fact that many employees are covered by the holiday benefits granted by the State of Michigan. Since the State recognized holidays and the holidays recognized by the County differ, we would encourage the Courts to maintain their office operations even though Court is not in session on these different days.



PERSONNEL POLICIES

Personnel Policy 5.01 continued...

B. PERSONAL LEAVE

Regular non-union employees are entitled to a maximum of forty (40) personal leave hours during a calendar year. Part-time employees who qualify (hired on or before 12/31/2011 and who are at least a 0.5 FTE) are given pro-rated personal hours based on hours worked. Effective 1/1/2012, employees who are less than a 0.8 FTE are not eligible for personal leave.

New hires may use personal leave hours in accordance with the following schedule; pro-rated for part-time employees.

<u>Hire Date occurs</u> <u>Before the 15th of:</u>	<u>Personal Leave Hours available:</u>
January	40
February	37
March	33
April	30
May	27
June	23
July	20
August	17
September	13
October	10
November	6
December	3

In all cases, the use of personal leave hours must be approved by the Department Head or Court Administrator and shall not accumulate from one (1) calendar year to the next. There is no payoff for unused personal leave hours.



PERSONNEL POLICIES

Personnel Policy 5.01 continued...

C. VACATION LEAVE

Every regular employee in the County service shall be allowed vacation leave at the rate shown in the following table:

1. Every full-time, regular employee shall be entitled to vacation leave with pay of four (4) hours for each completed bi-weekly work period of full pay. Regular part-time employees who qualify, were hired on or before 12/31/2011 and who are a 0.5 FTE or more, will accrue time according to regular scheduled hours. A full-time employee, who is placed on a short-term temporary hour reduction from full-time to part-time, will be eligible for vacation leave accrual based upon the hours worked in each biweekly pay period. Those hired after 12/31/11 who are less than a 0.8 FTE are not eligible for vacation time.
2. Employees who have completed five (5) years of currently continuous service shall earn additional or bonus vacation leave with pay according to length of total classified service as follows:
 - For five (5) or more, but less than ten (10) years, sixteen (16) hours annually;
 - For ten (10) or more, but less than fifteen (15) years, thirty-two (32) hours annually;
 - For fifteen (15) or more, but less than twenty (20) years, forty-eight (48) hours annually;
 - For twenty (20) or more years, sixty-four (64) hours annually;

No vacation leave shall be authorized, accrued, or credited in excess of two hundred eighty (280) hours. Pay in lieu of vacation is not permitted.

Employees who transfer from one County Department to another shall have their balance of vacation transferred to the new department.



PERSONNEL POLICIES

Personnel Policy 5.01 continued...

When an employee is separated from County service and such employee has completed a six (6) month employment period, he/she shall be paid at his/her current rate of pay for his/her unused vacation leave, but in no case in excess of two hundred eighty (280) hours. Vacation leave shall NOT be allowed in advance of being earned. Bonus hours are not granted to employees who terminate without returning from an unpaid leave of absence. Any exception to this policy requires approval of the Human Resources Director. Although the County reserves the right to allocate vacations, it is agreed that an effort shall be made to schedule vacation leave consistent with the staffing and workload requirements as determined by the County. An employee may utilize vacation leave only with the prior approval of the appropriate Supervisor.

D. SICK LEAVE

1. PURPOSE

Paid sick leave is a means of insuring that an employee will not suffer loss of income because of illness. It is not a means by which an employee can earn additional days off. Sick leave shall be used for the illness of an employee or a family member living in the employee's home, or when covered by FMLA.

2. ACCRUAL

Each regular full-time employee of the County shall accrue three (3) hours with pay as sick leave for each completed bi-weekly pay period of full pay. Part-time regular employees who qualify and were hired on or before 12/31/2011, who are at least a 0.5 FTE or more and employees who were hired on or after 1/1/2012, who are at least a 0.8 FTE or more, accrue sick leave in proportion to their regular schedule. A full-time employee, who is placed on a short-term, temporary hour reduction from full-time to part-time, will be eligible for sick leave accrual based upon the hours worked in each biweekly pay period.

3. USE

Sick leave with pay may be taken by regular employees throughout their period of employment with the County. An employee who is absent because of illness or injury must use accrued sick leave, unless compensated by an outside



PERSONNEL POLICIES

Personnel Policy 5.01 continued...

source. Following the use of an employee's accrued sick leave, an employee may use accrued compensatory, personal or vacation leave for additional time lost because of illness or injury. Paid time off shall be used in an amount equal to the normal daily work hours that the employee loses as a result of such illness or injury with Department Head or Court Administrator approval. Sick leave may be accrued throughout the employee's entire period of classified service.

Employees may use accrued sick leave for health care provider visits. All employees, especially part- and flex-time employees, are encouraged to use non-work hours for appointments.

An employee eligible for sick leave with pay may use such sick leave when arranged for and approved by the Department Head or Court Administrator, with the concurrence of the Human Resources Director in the following instances:

- a. When it is established to the County's satisfaction that an employee is incapacitated for the safe performance of his/her duty because of sickness or injury. A Department Head or Court Administrator may request a physician's verification of illness if absences are frequent or suggest possible abuse of sick leave.
- b. When due to exposure to contagious disease by which the health of others would be endangered by attendance at work. A physician's statement recommending absence from work shall be required.
- c. When death occurs in the employee's immediate family (current spouse, children, step children, parents, step parents, or foster parents, brothers, sisters, current mother-in-law, current father-in-law, grandparents, grandchildren, and any persons for whom financial or physical care is the employee's principal responsibility).

For employees hired prior to 1986, sick leave hours will be used on a "LIFO" basis, i.e., last in, first out.



PERSONNEL POLICIES

Personnel Policy 5.01 continued...

4. VERIFICATION

A health care provider's statement may be requested for verification of illness or injury.

An employee before returning to his/her duties from an illness of over five (5) consecutive working days may be required to submit a statement from his/her physician certifying his/her ability to return to work. Such statement shall be submitted to the Human Resources Director.

All sick leave used must be substantiated by written evidence signed by the employee's immediate Supervisor, Department Head, or Court Administrator, and by such other evidence as the appointing authority and/or the Human Resources Director may require. Falsification of such evidence shall be cause for dismissal.

5. SICK LEAVE OCCURRENCES

The standard for unscheduled sick leave absences is five (5) occurrences during a twelve (12) month period.

6. PAY OFF OF SICK LEAVE ON TERMINATION

After completion of five (5) years of continuous active service, an employee may receive compensation for unused sick leave at his/her current rate of pay as follows:

a. Termination

Effective 01-01-86, no payoff at time of termination, deferred retirement, or elected office. For accrued sick leave prior to 01-01-86, twenty-five percent (25%) up to four hundred (400) hours at time of termination or deferred retirement, provided said employee has not been discharged for just cause as may be determined by the Department Head or Court Administrator, the Human Resources Director, and the County Administrator.



PERSONNEL POLICIES

Personnel Policy 5.01 continued...

- b. Retirement
Fifty percent (50%) at retirement, payment not to exceed eight-hundred (800) hours.

The above provisions shall not be applicable to those employees represented by a collective bargaining agent.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.02	Other Leaves of Absence				
Approved by BOC on:	03/15/2016	Effective Date:	03/16/2016	Supersedes:	01/01/2013

A. Witness & Jury Duty

A regular employee who is subpoenaed as a witness or called to serve on a jury shall be granted a leave of absence to serve as required. The employee shall be expected to be at work at all regularly scheduled hours when not serving.

Leaves of absence for witness or jury duty shall be with full pay, less the amount received by the employee for such duty. Employees may endorse their jury pay to the County in lieu of docking. This does not include mileage pay.

B. Military Leave for Active Duty

Employees who are inducted into the Armed Forces of the United States, or who join the Armed Forces in lieu of being inducted, under provisions of the Selective Service Act of 1940 and as amended, shall be entitled to a leave of absence without pay for the period of service required by such original induction. Upon their honorable discharge, such employees will be reinstated to their former positions or one comparable to it provided they make formal application for reinstatement within ninety (90) days after military discharge.

C. Military Leave for Reserve Duty

A full-time employee who requests a leave of absence, not to exceed ten (10) working days, to participate in a branch of the Armed Forces Reserve Training Program or National Guard, shall be granted such leave upon proper documentation by the commanding officer. The employee shall be paid by the County the difference between the amount received for the training and the regular bi-weekly salary.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

Any full-time employee who is called for involuntary active duty by any of the established Armed Forces Reserve Units or by the Michigan National Guard, shall be paid a supplement of 100% of the difference between the total monthly military pay inclusive of all special compensations and allowances (excluding travel reimbursement), and the gross monthly County base pay (1/12 of annualized salary) for up to one year of activation. The County will continue the employee's pension service credit/contribution along with any other statutorily required provisions. The County will also continue the health insurance benefits for the activated employee's family for the active duty leave period (if a plan similar to the County's group health insurance plan is unavailable). An employee on active duty leave will not accrue other County benefits while on military leave unless specifically required by statute.

D. Administrative or Special Leave:

An administrative or special leave may be granted an employee when approved by the employee's supervisor and the Human Resources Director for the purpose of settling an estate of a member of the immediate family, for educational purposes when such education will be for the systematic improvement of the knowledge or skills required in the performance of their work, or for their personal reasons. All leaves shall be specific as to their duration and may not be granted for a period of more than one (1) year. An employee on unpaid Administrative Leave shall lose benefits. The employee requesting an administrative or special leave is not guaranteed reinstatement to the position held prior to the leave.

An employee returning from a leave of absence should contact the Human Resources Department thirty (30) days prior to the expiration of such leave and every effort will be made to place the employee in a comparable position. If the employee has not been reinstated twelve (12) months after the commencement of the leave, employment status will be terminated.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

E. Family and Medical Leave

For purposes of this section of the policy the following definitions apply:

Eligible employee - one, who has regular status, has been employed minimally for twelve (12) months and worked 1250 hours during the twelve (12) month period immediately preceding the leave. An eligible employee who takes a leave under this policy is guaranteed to return to the same or equivalent job, if the leave time does not exceed twelve (12) weeks in any twelve (12) month period, measured backward from the date the leave began.

Family member - a spouse, child or parent of the employee.

Serious health condition - an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice or residential medical facility; or continuing treatment by a health care provider.

Purpose of Leave

Leave may be granted for any of the following reasons:

1. To care for the employee's child after birth or placement for adoption or foster care
2. To care for the employee's spouse, dependent son, dependent daughter or parent who has a serious health condition; or
3. For a serious health condition that makes the employee unable to perform the duties of his/her job
4. For qualifying exigencies related to a family member's call-up for or service on active military duty in the National Guard or Reserves. The law allows families to take FMLA job-protected leave to manage their affairs. The rules define "qualifying exigencies" as situations involving:



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

- a. short-notice deployment
 - b. military events and related activities
 - c. childcare and school activities
 - d. financial and legal arrangements
 - e. counseling
 - f. rest and recuperation
 - g. post-deployment activities
 - h. additional activities where the employer and employee agree to the leave
5. To care for a family member who has or is recuperating from a serious illness or injury incurred in any form of military service, including where the employee is “next of kin” to the injured service member. These family members are able to take up to 26 work weeks of leave in a 12-month period.

Notice and Duration

1. Advance notice: When the need for leave is foreseeable, employees are expected to provide thirty (30) days advance notice. When the need for the leave is not foreseeable, employees are required to provide notice of the need for leave as soon as practicable. Please see Personnel Policy 7.04 – Reporting Absences for instructions on how employees must notify his/her supervisor of an unexpected absence.

NOTE: Employees should inform their supervisor if the absence is for an FMLA leave, and if approve for more than one leave, which FMLA leave applies. The County will credit an absence to an FMLA leave if there is any indication the absence is covered by the FMLA.

When leave is needed for planned medical treatment, employees must attempt to schedule treatment so as not to unduly disrupt the County's operations. Failure to provide appropriate notice may result in the denial of leave.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

2. Family leave period: Leave for a newborn or newly placed child may be taken only within twelve (12) months from the date of birth or placement and may only be taken continuously. If both parents are employed by the County they may take a combined total of twelve (12) weeks of leave, not twenty-four (24) weeks.
3. Intermittent leave: When medically necessary, leave to care for a family member or for the employee's own serious health condition may be taken on an intermittent basis or by arranging a reduced work schedule. An employee may be required to transfer temporarily to a position that can better accommodate reduced hours or intermittent leave. All time taken will count toward the employee's twelve (12) week annual entitlement for family and medical leave.
4. Notice upon return from leave: If an employee returns from any period of absence which has not be designated as FMLA leave, and the employee wishes to have the leave counted as FMLA leave, the employee must notify the County within two business days of returning to work that the leave was for FMLA reasons. Failure to provide the necessary notice will prevent any subsequent assertion of FMLA protection for that absence.

Leave Certification

1. Medical Certification
 - a. Medical certification is required to support a request for a leave because of serious health condition. A second or third opinion (at the County's expense) may also be required. When leave is required for a serious health condition, employees should provide the medical certification as soon as possible, but not later than fifteen (15) calendar days from the date the request for leave is made. Failure to provide the necessary certification will prevent any assertion of FMLA protection for that absence.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

- b. The medical certification must include the first anticipated date of absence from service, a diagnosis, a brief statement describing treatment, and the expected date of return. The physician must state the employee is unable to perform the essential functions of the employee's job.

The medical certification to support a leave for family medical reasons must include a statement indicating that the employee's presence is necessary or would be beneficial for the care of the family member and the period of time care or presence is needed.

If the employee plans to take intermittent leave or work a reduced schedule, the certification must also include the dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

An employee's physician can be contacted to clarify or authenticate a certification. Contact may not be made by the employee's direct supervisor, but rather by a representative of Human Resources.

2. Recertification

Employees will be required, unless the County waives the requirement, to recertify the need for the leave at least every thirty (30) days. Employees on leave must call in and report to their Supervisor on a periodic basis (at least every two (2) weeks) with respect to their progress, the progress of their parent, spouse or child, and their anticipated date for return to work.

3. Fitness to Return to Work

Upon return to work from a leave due to the employee's serious health condition, the employee will be required to provide medical certification of his/her fitness for duty.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

4. Certification for New Child Leave

Employees will be required to provide reasonable documentation or statement of family relationship. This document may be a statement from the employee, or a child's birth certificate, a court document, etc.

The County is entitled to examine documentation such as a birth certificate, etc., but the employee is entitled to the return of the official document submitted for this purpose.

Wages and Benefits

1. Leave will be unpaid except as covered by any accrued compensatory, vacation, sick leave, personal time, disability, or workers' compensation benefits, if applicable.
2. For up to twelve (12) weeks the County will maintain the employee's benefit coverage under any group plan. Any employee contributions to the plan must be maintained during the leave to maintain coverage.

If the employee fails to make such contributions, the County may elect to either cancel health plan coverage (after 30 days) or to pay for the coverage and to obtain reimbursement by payroll deduction when the employee returns to work (see Personnel Policy 5.08). The employee will be given notice of potential cancellation at least fifteen (15) days prior to the effective date of cancellation.

3. Employees who fail to return from a leave will be obligated to reimburse the County for the cost of County-paid health coverage, except when the employee's failure to return is due to the continuation, recurrence or onset of a serious health condition which would entitle the employee to medical or family leave, or other circumstances beyond the employee's control.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

Coordination with Other Forms of Leave and Paid Time Off

FMLA leave is coordinated with other existing forms of leave and paid time off as follows:

1. Work-related serious medical condition: When FMLA leave is used for the employee's serious health condition which is covered by the Workers' Compensation Act, the provisions of that act will apply.
2. Other serious medical conditions of employee: When FMLA leave is used for a serious medical condition of the employee, the employee must use sick leave. The employee may choose to use compensatory, personal leave and vacation leave with the approval of their Supervisor. For disability insurance to cover any period of the leave, all accumulated sick leave must be used first.
3. Serious medical condition of child, spouse, or parent: When FMLA leave is used to care for a family member with a serious medical condition, the employee must use sick leave. The employee may choose to use compensatory, personal leave and vacation leave.
4. Birth, adoption, foster care of a child: When FMLA leave is taken for purposes of child care, the employee must use sick leave. The employee may choose to use compensatory, personal leave and vacation leave.
5. All time off work which meets the definitions under FMLA will be charged against the FMLA allowance. For example, whenever workers' compensation leave, a disability leave, or any other sick leave is due to a serious medical condition, all time taken will be charged against the employee's FMLA allowance. This applies even when the employee makes no reference to FMLA at the time the employee requests or takes time off.

Return to Work

1. Upon return from FMLA leave, employees will be restored to their original or equivalent position with equivalent pay, benefits and other employment terms. The employee will not lose any employment benefit that accrued prior to the start of the leave.



PERSONNEL POLICIES

Personnel Policy 5.02 continued...

2. An employee who is off work for five (5) consecutive days because of his/her own serious health condition may be required to provide a fitness for duty certificate verifying that he/she is able to perform the essential functions of his/her job. Failure to provide that certificate will result in the delay of return to that employee's job.

Eligibility Year

The amount of FMLA leave available to an employee will be based on the 12-month period immediately preceding the date the employee uses any FMLA leave. The available leave will be the balance of the 12-week allowance which has not been used during the preceding 12 months.

Termination of FMLA Leave

An employee's FMLA leave and accompanying benefits will cease under the following circumstances:

1. The employment relationship would have terminated if the employee had not taken FMLA leave;
2. The employee informs the County of his/her intent not to return from leave;
or
3. The employee fails to return from leave or continues on leave after exhausting his/her FMLA leave entitlement.

In all respects, leaves of absence under this policy shall be administered and provided for in a manner consistent with the Family and Medical Leave Act of 1993 and its published regulations.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.03	Workers' Compensation				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

County employees who suffer a work related injury or illness are covered by the Michigan Workers' Compensation Law. Any incident/accident must be reported to the Human Resources Department immediately on the required form. Workers' Compensation benefits which may be received may be supplemented by an employee's accrued compensatory, sick or vacation time to equal the employee's regular salary. Non-compliance with this policy may result in disallowance of the claim.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.04	KalFlex Benefit Plan				
Approved by BOC on:	11/08/2014	Effective Date:	01/01/2015	Supersedes:	10/21/2014

Kalamazoo County provides a comprehensive, flexible benefit plan to its regular employees. The KalFlex program offers a menu of benefits from which to choose coverage(s) that are best for employees and their families. Benefits are purchased on a pre-tax basis.

Within the benefit plan there are health, vision, and dental options. Life insurance is also included. Eligible employees must select a life insurance option. Specific information on the plans is provided during employee orientation and is available in the Human Resources Department.

An opt-out bonus is available to all employees who waive Kalamazoo County Government Health Plan coverage. Employees opting out of health insurance must have coverage elsewhere. The opt-out bonus will be paid biweekly based on an employee’s FTE as follows:

- At least 0.75 FTE: \$20/single; \$35/two person; \$50/family.
- Between 0.5 FTE and 0.74 FTE: \$10 single; \$17.50/two person; \$25 family.

This bonus will be treated as taxable income. When an employee and spouse are both employed by Kalamazoo County Government and one chooses coverage, there is no opt-out incentive available to the spouse.

The Board of Commissioners may make adjustments to the plan as resources and the law allow.

Eligibility for KalFlex

- Active, regular employees hired on or before 12/31/2011 who are at least a 0.5 FTE are eligible for insurance benefits.
- Active, regular employees hired on or after 1/1/2012 who are at least a 0.8 FTE are eligible for insurance benefits the 1st of the month after 45 calendar days of employment.



PERSONNEL POLICIES

Personnel Policy 5.04 continued...

- Active, regular employees hired on or after 1/1/2015 who are at least a 0.75 FTE are eligible for insurance benefits the 1st of the month after 45 calendar days of employment.

Effective 1/1/2012, benefits are no longer available for part-time employees. The following guidelines can be used to determine eligibility for transferring employees that were hired before 1/1/2012:

- An employee transferring from a 1.0 FTE to a less than 0.75 FTE will no longer be eligible for benefits;
- An employee transferring from a 0.5 FTE to an FTE between .5 and .75 who was previously eligible for benefits will continue to be eligible for benefits;
- A part-time employee (0.5 – 0.75 FTE) who is placed on layoff and comes back to work within 12 months and was eligible for benefits at the time of the layoff, will be eligible for benefits. A benefits eligible employee who is placed on a short-term, temporary reduction will continue to be eligible for benefits; however, those employees will pay the increased premium for part-time employees.

Employees must pay a share of the cost of the health care plan premium. The premium percentage is determined annually as approved by the Board of Commissioners and will be announced to employees during the open enrollment period.

An employee's plan elections will be in effect for an entire plan year, except in very limited circumstances. These circumstances are defined by law as a qualified change in family status, such as: marriage, birth, adoption, divorce, death, or change in employment status (eligible to non-eligible or non-eligible to eligible) of the employee or employee's spouse or change in residence or worksite. Other than those exceptions, the employee must wait until the next re-enrollment to make a change in KalFlex elections. This process of re-enrollment will be repeated annually.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.05	Continuation of Health Care Plans (COBRA)				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

Under certain circumstances employees and/or their covered dependents have the right to continue health care plans, at the employee's and/or the dependent's expense.

Continuation is available for the following circumstances:

- A. Employment with the County ends for any reason, specifically: resignation, termination (except for gross misconduct), unpaid leave of absence, or layoff
- B. Hours of work are reduced so that the employee is no longer eligible
- C. Divorce or legal separation
- D. Upon death
- E. Child is no longer eligible to be a covered dependent.

Programs that may be continued upon the occurrence of any of the circumstances listed above include:

- medical,
- dental, and/or
- vision, and/or
- flexible spending account

Plans not available under this policy are:

- short-term disability,
- long-term disability, and
- life insurance.

Under COBRA employees may continue with their medical and/or dental and/or vision coverage and/or flexible spending account provided the employee follows all notification and payment rules as required by law.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.06	Disability Insurance				
Approved by BOC on:	11/18/2014	Effective Date:	01/01/2015	Supersedes:	09/18/2012

Effective 01/01/2010 the County has available, to regular employees, income protection in the form of short-term and long-term disability insurance with the following provisions:

Eligibility

All active employees hired on or before 12/31/2011, who are at least a 0.5 FTE or employees who qualify, were hired on or after 1/1/2012 and who are at least a 0.75 FTE will be eligible to receive short-term disability and long-term disability benefits on the first day of the month that is at least ninety (90) days after the employee's first day of work, if the employee has been continuously employed during that period. Sheriff's Department union employees are not eligible for short-term disability and are eligible for long-term disability. Effective 1/1/2012, part-time employees are not eligible for disability.

Short-Term Disability

After an employee has been disabled per the plan provisions (twenty-one (21) calendar days for an illness/injury or day one for an accident), short-term disability would take effect. An employee's accumulated sick leave must be exhausted prior to the commencement of disability payments. An employee may opt to use accumulated compensatory, personal or vacation leave to continue 100% of salary before the disability payments begin. Leave time cannot be used to supplement disability payments. The short-term disability plan provides up to approximately 60% of the employee's current regular gross salary.

Short-term disability will remain in effect for the duration of the disability for up to three (3) months from injury/illness date.

While on short-term disability, the County will continue to pay the County portion of insurance premiums during that period as long as the employee continues to pay his/her portion.



PERSONNEL POLICIES

Personnel Policy 5.06 continued...

Long-Term Disability

After short-term disability benefits have been exhausted, an employee who has continued to remain totally disabled for 90 days (180 days for Sheriff's Department union employees) and who has exhausted his/her accumulated sick leave will be eligible for long-term disability benefits.

According to insurance company requirements, leave time cannot be used to supplement disability payments.

The long-term disability plan provides up to approximately 66.67% of the employee's current regular gross salary (60% for Sheriff's Department union employees), with offsets for family Social Security Disability Insurance and/or other income.

For any employee on long-term disability, the County will continue to pay the County portion of insurance premiums as long as the employee continues to pay his/her portion. The employee on long-term disability will pay a premium equal to active employee premium sharing; the premium share percentage is subject to the same increase/decrease as active employees. County continuation of health care coverage is limited to 24 months, beginning with the onset of the long-term disability benefits. After 24 months, health coverage would be terminated and insurance continuation would be offered to the employee. An extension of health coverage will be granted if proof of applying for Social Security Disability and, subsequently, Medicare benefits is provided to the County. The County will extend health coverage until all appeals through Medicare are finalized. While covered, the County will pay for the employee's health insurance only; the employee may continue dental, vision, and/or dependent health, dental and/or vision coverage at 100% his/her expense.

An employee receiving long-term disability benefits is not guaranteed reinstatement to the position held prior to his/her request for long-term disability. If the employee has not been reinstated twelve (12) months after the commencement of long-term disability benefits, his/her employment status will be terminated.



PERSONNEL POLICIES

Personnel Policy 5.06 continued...

This policy outlines short-term and long-term disability benefits. However, specific benefit eligibility and the payment schedule are set forth in the actual insurance policies that are in effect. (Benefits booklet copies are available in Human Resources or on Employee Info & Forms.)



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.07	Retirement System				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

New employees will sign an application to participate in the Kalamazoo County Employees' Retirement System as provided for in a Resolution adopted by the Board of Commissioners on May 1, 1960, and as amended. Members of the County Retirement System may retire if application is made in compliance with the conditions set forth in the Retirement System Resolution.

Effective January 1, 1978, the Kalamazoo County Employee Retirement System became a non-contributory plan. Contributions made by employees prior to January 1, 1978, may be refunded when an employee leaves County service.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.08	Tuition Reimbursement				
Approved by BOC on:	11/15/2016	Effective Date:	12/01/2016	Supersedes:	11/18/2014

The County shall pay 75% of tuition to a maximum of \$1,000 a year to County employees taking approved courses, as outlined in a more detailed policy statement available from the Human Resources Director. Approved courses shall be those which provide for the systematic improvement of the knowledge or skills required in the performance of the employee's work or courses that, for other reasons, will be beneficial to the employee and the County. All courses shall be approved by the Human Resources Director prior to issuance of the tuition reimbursement.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.09	Longevity Compensation Plan				
Approved by BOC on:	02/04/2014	Effective Date:	04/01/2014	Supersedes:	01/01/2013

Effective April 1, 2014, longevity compensation has been eliminated as an employee benefit for all non-union employees.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.10	Pro-rata Benefits for Part-time Employees				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/17/2012

County employees who were eligible and were working in regular, part-time positions prior to 1/1/2012 shall be eligible for benefits on a pro-rata basis of their regular schedule. The employee must pay his/her share of elective benefits in order for the County to pay its portion.

Part-time employees are not eligible for benefits when payroll deduction options are not allowed by contract with carrier or other policy.

Effective 1/1/2012 newly hired part-time employees are not eligible for benefits. Benefits eligible employees, who are placed on a short-term, temporary reduction, will continue to be eligible for benefits; please see individual policies for clarification of leave, holiday and insurance benefits.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.11	Deferred Compensation				
Approved by BOC on:	06/05/2012	Effective Date:	06/05/2012	Supersedes:	07/07/1998

All regular County employees are eligible to participate in a deferred compensation plan which provides for deferring a percentage of annual salary up to the maximum allowed by law per year. By deferring income, the employee pays taxes only on the amount of earnings remaining. Upon retirement, annuities and other pay off options are available. More detailed information is available from the Human Resources Department.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.12	Benefits for Retirees				
Approved by BOC on:	08/19/2014	Effective Date:	01/01/2015	Supersedes:	11/15/2011

Retiring employees, who terminate employment after becoming eligible for immediate commencement of retirement benefits from the County, shall be eligible for group health insurance when the retiring employee meets the insurance eligibility criteria set forth in this Section. The County shall pay a share of the premium for the retiree based on their completed years of retirement plan credited service. The retiree share of the premium, based on completed years of retirement plan credited service is:

At least 8	Same as active employees +60%
At least 9	Same as active employees +55%
At least 10	Same as active employees +50%
At least 11	Same as active employees +45%
At least 12	Same as active employees +40%
At least 13	Same as active employees +35%
At least 14	Same as active employees +30%
At least 15	Same as active employees +25%
At least 16	Same as active employees +20%
At least 17	Same as active employees +15%
At least 18	Same as active employees +10%
At least 19	Same as active employees +5%
At least 20	Same as active employees*

*All retirees will pay at least the same premium share as active employees pay.

Retiree insurance eligibility is based on hire date, years of retirement plan credited service and age at retirement as follows:

- Employees hired on or before 12/31/2008 are eligible at age 55 with at least 8 years of service.
- Employees hired on or after 1/1/2009 are eligible at age 60 with at least 8 years of service.



PERSONNEL POLICIES

Personnel Policy 5.12 continued...

- Employees hired on or after 1/1/2010 are eligible at age 60 with at least 8 years of service until they reach the age of 65.

An employee whose employment terminates prior to attaining the age and years of service set forth above is not eligible for retiree health insurance.

- For employees hired on or before 12/31/2009, at age 65 the County will provide only supplemental insurance coverage (subject to premium sharing). A retiree and his/her covered dependents must obtain Medicare Parts A & B at the earliest date eligible. For purposes of this Section, “dependent” means a retiree’s spouse, minor children, and/or children who are physically or mentally disabled, regardless of age, who depend upon the retiree for full-time support.
- For employees hired on or after 1/1/2010, at age 65 the County will provide the retiree the opportunity to purchase supplemental coverage with the retiree responsible for 100% of the cost (County premium share is 0%). A retiree and his/her covered dependents must obtain Medicare Parts A & B at the earliest date eligible. For purposes of this Section, “dependent” means a retiree’s spouse, minor children, and/or children who are physically or mentally disabled, regardless of age, who depend upon the retiree for full-time support.
- For employees hired on or after 1/1/2012, the County will not provide retiree health insurance.

If dependent coverage is available and selected, the retiree must pay 100% of the cost of the coverage. Spousal coverage is available to the spouse of a retiree if the retiree and spouse are married on or before their retirement date from Kalamazoo County.

Optional dental and vision insurance coverage are available to a retiree and his/her dependents at 100% cost to the retiree.

This Section does not apply to employees who have deferred retirement (i.e. deferred retirees). A deferred retiree is not eligible to receive retiree health insurance coverage.



PERSONNEL POLICIES

Personnel Policy 5.12 continued...

The County Board of Commissioners reserves the right to increase, decrease and/or rescind its subsidy of retiree health care at any time, including during retirement.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.13	Service Recognition				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

It is the policy of the County to recognize employee service levels upon completion of 15 and 25 years of service. A pin displaying the number of years of service along with a letter of appreciation from the County Board Chair will be sent to the employee. Upon completion of 25 years of service, a resolution will be prepared by the County Board and the employee will be invited to receive the resolution at a County Board meeting attended by the employee's Department Head, Elected Official, Court Administrator, and/or Chief Judge, as appropriate.



PERSONNEL POLICIES

SECTION 5	EMPLOYEE BENEFITS				
5.14	Employee Assistance Program				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

It shall be the established policy of the Board of Commissioners that the County endorses an Employee Assistance Program for both union and non-union employees.

Employees are encouraged to seek help by calling the Employee Assistance Program. A human assistance counselor will assist in resolving personal problems in a confidential and reassuring manner.

The decision to seek diagnosis and accept treatment is the responsibility of the employee, and we support and encourage them to do so. Individuals who fail to voluntarily seek and pursue treatment may be offered assistance by way of a referral by their appropriate Supervisor. However, the decision to accept or refuse treatment is always the individual's choice as the worker is ultimately responsible for his/her own work performance.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 6

WORKING CONDITIONS



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.01	Workweek/Workday				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

The official workweek for County employees is forty (40) hours per week. County employees shall report promptly for work and remain until the regular close of their working shift.



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.02	Rest Break				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

Rest breaks are generally allowed twice (2) a day and of no longer duration than fifteen (15) minutes each. Employees are entitled to an unpaid lunch break at or near the middle of the shift or working day. Rest breaks or lunch breaks may not be accumulated in any manner for the purposes of compensatory time off or overtime payments.

Note: In accordance with the amendment to Section 7 of the Fair Labor Standards Act, supervisors will provide lactating employees a reasonable time in a private place to express milk for a nursing child. The County is not required to compensate employees for any time above the standard time as mentioned above. Employees are eligible for this benefit for up to one year after the child's birth.



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.03	Safety				
Approved by BOC on:	02/21/2017	Effective Date:	02/22/2017	Supersedes:	09/18/2012

A. SAFETY IN THE WORKPLACE: Kalamazoo County employees shall perform their duties in a safe manner for their protection as well as others with whom they come in contact. If an employee has a question on the safest way to do a job or suggestions for improved employment/ employee safety, the Supervisor, Department Head, or Court Administrator, or Safety Representative should be contacted. The following safety policies will be followed by all County employees:

1. A coordinated continuing safety program will be developed and implemented by the Human Resources Department. Safety will take precedence over expediency or shortcuts.
2. Accident prevention is a prime function of management and management will be responsible for the establishment of safe and healthful working conditions.
3. Supervisory personnel will be accountable for the safety of all employees working under their supervision.
4. The Human Resources Department has been designated to coordinate and administer the safety program. The safety program will have the complete and wholehearted support of all management and supervisory personnel.
5. The County intends to comply with all safety laws and every attempt will be made to reduce the possibility of accidents. Safety of employees and the public is paramount.

B. OSHA – EMPLOYEE RIGHTS: Occupational Safety and Health Act of 1970 (OSH Act) was passed to prevent workers from being killed or seriously harmed at work. The law requires employers to provide their employees with working conditions that are free of known dangers. To help assure a safe and healthful workplace, OSHA also provides workers with the right to:



PERSONNEL POLICIES

1. Raise a safety or health concern with the County or OSHA, or report a work related injury or illness, without being retaliated against.
2. Receive information and training about job hazards, methods to prevent harm, including all hazardous substances in your workplace.
3. Obtain copies of test results regarding potential hazards in the workplace.
4. Request an OSHA inspection in your workplace if you believe there are unsafe or unhealthy conditions. OSHA will keep your name confidential.
 - a. A representative may contact OSHA on your behalf.
 - b. You may participate (or have your representative participate) in an OSHA inspection and speak in private to the inspector.
5. File a complaint with OSHA within 30 days (by phone, online or mail) if you have been retaliated against for using your rights.
6. Obtain copies of any OSHA citations issued to the County, copies of your medical records, tests that measure hazards in the workplace, and/or workplace injury and illness log.



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.04	Incident/Accident Reporting				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

If an employee has a work related accident, whether or not it is deemed that medical attention is necessary, an incident/accident report form must be completed by the employee and approved by the Department Head or Court Administrator immediately. These forms are available online. If the individual injured is unable to complete the accident form, it will be the responsibility of the immediate Supervisor or Department Head or Court Administrator.

The Human Resources Department should be notified by phone as soon as possible after the occurrence of an injury or accident. (The Human Resources Department will make a decision as to whether or not an employee should be referred to the County's physicians for examination and/or treatment.) For purposes of Workers' Compensation insurance coverage, it is essential employees are seen by the County physician rather than their own personal physician and an incident/accident report completed. The Human Resources Department will set an appointment as soon as they are contacted by an employee, Department Head, or Court Administrator.



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.05	Public Accidents				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	10/13/1989

If an employee witnesses an injury or accident suffered by a person on Kalamazoo County Government property, they should direct that citizen to the Kalamazoo County attorney where the appropriate public accident form may be completed.

Employee witnesses to such an accident shall provide the County attorney with a written statement of their observations, conditions of the physical area, etc.



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.06	Closing of Buildings				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

When it is deemed to be in the best interest of the employees to close the buildings or curtail services as a result of snowstorms, tornadoes, or other such emergencies, the determination shall be made by the Chairman of the Board of Commissioners and/or the designated representative. Closing of buildings before or after working hours will be through announced local mass communication media. In the case of such an emergency and decision to close the County buildings, if it is during the business day the Human Resources Department will notify Departments.

All employees who were scheduled to work on days when their offices or buildings were closed due to inclement weather or emergency will receive their regular pay for that day. Those employees, scheduled to work, who are sent home due to an official closing will receive their regular pay for the remainder of their scheduled shift. Employees required to work their regularly scheduled shift on these days, due to emergency operations, will receive their regular pay. If an employee is working at a building which is in operation and other buildings are closed, they are to remain at work.

Employees who are off on scheduled leave time when an emergency causes a building closing will not have their leave time reversed.

Employees are considered to be on call during their regular scheduled working hours and should call in or stay tuned to the local mass communication media. If the problem is resolved and their building reopens, employees will be expected to report to work immediately which may be the same day the building reopens.

Employees who are unable to report to work on days when the County offices and buildings are officially open may utilize accrued compensatory, vacation time, personal leave.



PERSONNEL POLICIES

SECTION 6	WORKING CONDITIONS				
6.07	Weapons Policy				
Approved by BOC on:	02/02/2016	Effective Date:	02/03/2016	Supersedes:	01/01/2013

- A. Policy.** The County of Kalamazoo prohibits all employees who enter Kalamazoo County property from carrying a handgun, firearm, or prohibited weapons of any kind onto the property regardless of whether the employee is licensed to carry the weapon or not.

This policy applies to all Kalamazoo County employees, contract and temporary employees on Kalamazoo County property regardless of whether or not they are licensed to carry a concealed weapon. This policy also prohibits employee weapons at any Kalamazoo County sponsored functions.

The only exceptions to this policy are Sheriff's Department staff, Adult Probation Officers, Elected Officials, or Prosecuting Attorney staff as approved by the Prosecuting Attorney.

- B. Prohibited weapons.** Prohibited weapons include any form of weapon or explosive restricted under local, state and federal regulation. This includes all firearms, illegal knives or other weapons covered by the law (legal, chemical dispensing devices such as pepper sprays that are sold commercially for personal protection are not covered by this policy). If you have a question about whether an item is covered by this policy, please contact Corporate Counsel. You are responsible for making sure that any potentially covered items you possess is not prohibited by this policy.

Kalamazoo County property covered by this policy includes, without limitations, all County owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways and parking lots under the County's ownership or control. Kalamazoo County vehicles are covered by this policy at all times regardless of whether they are on County property at the time.

- C. Searches.** The County of Kalamazoo reserves the right to conduct searches of any person, county owned or leased vehicle or object that enters onto County property consistent with the law. No employee shall have expectation of privacy in lockers, desks, county owned or leased vehicles, or other areas of county property where a weapon may be hidden.



PERSONNEL POLICIES

Personnel Policy 6.07 continued...

- D. Violations.** Failure to abide by all terms and conditions of the policies described above may result in discipline up to and including termination.

THIS POLICY SHALL NOT BE CONSTRUED TO CREATE ANY DUTY OR OBLIGATIONS ON THE PART OF THE COUNTY TO TAKE ANY ACTIONS BEYOND THOSE REQUIRED OF AN EMPLOYER BY EXISTING LAW.

If you become aware of anyone violating this policy, please report it to Human Resources immediately.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 7

GENERAL RULES



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.01	Rules of Conduct				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

All County employees shall conduct themselves in a professional manner at all times. Employees are expected to maintain compliance with the Personnel Policies, including the use of social media as outlined in this manual. A violation of this policy shall be considered misconduct and subject to discipline up to and including discharge.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.02	Political Activity Policy				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

As public employees, County employees may participate in political activities such as joining political party committees, serving as delegates to conventions, engaging in political activities on behalf of a candidate, or becoming a candidate for nomination and election to any state or local elective office without taking a leave.

Employees cannot engage in political activities during working hours when being compensated to perform their jobs. However, exempt employees may engage in political activities during work hours, but must carefully document their time and record political activity time as appropriate leave time. Elected Officials are not employees.

Coercion is strictly prohibited by public employers, employees, elected officials and appointed officials on County employees to pay, lend or contribute anything of value to a political party, committee, organization agency or person for the benefit of any candidate, party, etc. This prohibition applies during work hours and non-work hours. Questions/concerns should be directed to Human Resources or Corporate Counsel.

Employees whose principal employment is in connection with an activity which is financed in whole or in part by loans or grants by the Federal Government are subject to the restrictions of the Hatch Political Activities Act (5, USC1501-1508). These employees may not:

1. Use their official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office;
2. Directly or indirectly coerce, attempt to coerce, command, or advise a State or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes, or;
3. Be a candidate for elective office in a partisan election.

However, employees subject to the provisions of the Hatch Act may:

1. Express their opinions on political subject and candidates, and



PERSONNEL POLICIES

Personnel Policy 7.02 continued...

2. Take an active part in political management in political campaigns.

All Department Heads, Court Administrators, and their assistants are encouraged to exercise extreme caution in a public endorsement of or in opposition to candidates for public office at the County level.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.03	Dual Employment Rules				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	08/21/1979

Employees must have the approval of their Department Head or Court Administrator prior to beginning any outside employment, subject to the concurrence of the Human Resources Director.

The Department Head or Court Administrator shall give such approval only if the following conditions are understood and agreed to by the employee:

- a. There is no conflict of interest between the County's job and the proposed outside work.
- b. The proposed work will not interfere with the employee's regular work schedule.
- c. The proposed work will not interfere with the quality or quantity of the employee's regular County work.

The employee should understand that after approval has been granted, if the preceding conditions are not met, the employee will be asked to resign either from the outside work or from Kalamazoo County Government. A request for permission to enter outside employment must be initiated by the employee in writing; the Department Head or Court Administrator's approval shall be in writing and both the request and approval shall be filed with the Human Resources Director.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.04	Reporting Absences				
Approved by BOC on:	03/15/2016	Effective Date:	03/16/2016	Supersedes:	01/01/2013

An employee must notify his/her Supervisor within one (1) hour of the expected starting time if an unexpected absence is to occur. If an employee is unable to notify their immediate Supervisor, notification shall be made to their Department Head/Court Administrator. Failure to make notification of the unexpected absence may result in an employee being docked pay for the absence and will subject the employee to disciplinary action, up to and including termination.

NOTE: Employees should inform their supervisor if the absence is for an FMLA leave, and if approved for more than one leave, which FMLA leave applies.

All planned absences or the use of leave time must be approved in advance by the Supervisor. Failure to obtain prior approval may result in an unpaid absence.

It is the responsibility of the Department Head/Court Administrator, or his/her designee to report absences of employees in the appropriate formats.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.05	Gifts to Employees				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	07/18/1995

County employees shall not directly solicit nor accept any gift, whether in the form of money, services, loan, travel, entertainment, hospitality, promise, or any other form, under circumstances which could reasonably be inferred or expected that the gift was intended to influence the employee in the discharge of his/her official duties. In place of a gift or favor, it may be suggested that letters of commendation be sent to the employee's immediate Supervisor, Department Head, Court Administrator, or the County Administrator. Reference should be made in the letter to the specific project or program for which the employee is being commended.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.06	Motor Vehicle Policy				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

Employees shall comply with all motor vehicle laws while on County business or in County-owned vehicles.

Employees should be familiar with state laws and local ordinances that may apply to cell phone use within a moving vehicle. While on County time, no employee shall use a cell/mobile phone, engage in any form of text messaging, internet use, reading, or sending e-mails while operating a motor vehicle that is in motion.

Every employee is expected to exercise good judgment and avoid distractions while driving a motor vehicle or other equipment to prevent possible injury and potential liability.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.07	Drug Free Workplace				
Approved by BOC on:	09/15/2009	Effective Date:	09/15/2009	Supersedes:	11/16/1999

In order to provide a safe, healthy, productive environment for members of the public doing business with the County and for County employees, the Employer insists upon a workplace free of drugs, alcohol and illegal controlled substances.

All prospective new employees of the County must take and pass a drug test paid for and determined by the County prior to commencing duties for the County.

Employees found to be in violation of this section, including testing positive for a drug, illegal controlled substance or alcohol, will be subject to disciplinary action up to and including discharge for a first offense and/or other remedial measures the individual circumstances warrant. "Drug" and "Controlled Substance" include not only illegal drugs but legally obtainable drugs that have not been legally obtained.

Employees are required to notify the Department Head/Court Administrator and the Human Resources Director no later than five (5) days after a charge of any violation of a drug or alcohol criminal statute that impedes an employee's ability to perform his/her job. The employee must also notify the Department Head/Court Administrator and the Human Resources Director no later than five (5) days after a conviction of any violation of a drug or alcohol criminal statute that impedes an employee's ability to perform his/her job. The County must take appropriate disciplinary action within thirty (30) days of the notification.

Any employee who is exhibiting suspicious behavior or activity that is consistent with the use of illegal drugs or alcohol may be subject to drug testing paid for by the County ("Reasonable Suspicion" testing). Any employee involved in a workplace accident that causes an injury to the employee or another person requiring medical attention other than on-site first aid or that results in property damages estimated by the County to exceed \$1,000 will be subject to drug and alcohol testing immediately following such accident. Employees holding a CDL may be required to undergo random testing to the extent required by applicable state or federal law.

The Michigan Medical Marijuana Act, MCL 333.26421 et seq, permits the manufacturing, possession and use of marijuana under limited circumstances to address certain debilitating medical conditions. However, the use of medical marijuana while working or being under the



PERSONNEL POLICIES

Personnel Policy 7.07 continued...

influence of medical marijuana while working, is strictly prohibited even for those staff who are legally qualified for the use of medical marijuana under the Act; MCL 333.26427(b)(1) and (c) (2). A violation of this Drug Free Workplace policy will result in discipline; including termination of employment.

An employee who refuses or fails to fully participate in the drug and alcohol testing process will be deemed to have tested positive.

All testing will be paid for by the County. Employees will be paid for all time necessary for the administration of the test and such time will be considered as time worked for purposes of wages, overtime and other benefits.

When an employee is directed to submit to a test based on reasonable suspicion, the employee will not drive a vehicle to the testing site and will not perform any additional work on the day of the test. The County will provide transportation to and from the testing site and pay the employee for the remainder of the day.

In the case of urine testing, the laboratory used must be a certified lab selected by the County. An EMIT test will be the initial screening test. A Gas Chromatography/Mass Spectrometry (GCMS) test will be used to confirm an initial positive result. No disciplinary action shall be taken based on the initial EMIT test, but may only be taken after a GCMS confirmation test results in the detection level for a substance being reached. A positive specimen will be retained for up to one year and a chain of custody will be maintained on positive testing specimens. Negative test results will be destroyed.

The detection levels for substances for urine testing will be:

Drug Family	Initial Test Level (ng/ml)	GCMS Confirmation
Amphetamines and methamphetamines	1,000	500
Cocaine metabolites	300	150
Marijuana metabolites	50	15
Opiate metabolites	2,000	2,000
6- Acetylmorphine	2,000	10
Phencyclidine	25	25



PERSONNEL POLICIES

Personnel Policy 7.07 continued...

The detection level for alcohol is 0.04% of Blood Alcohol Content. A positive test result (one meeting or exceeding these levels) establishes a violation of this Section.

Confirmed Positive Drug or Alcohol Test

- A. An employee who has a confirmed positive test for illegal or controlled drugs (not prescribed by a treating physician) shall be subject to discipline up to and including employment discharge.
- B. If an employee registers a blood alcohol level (B.A.C.) of 0.04% or greater, the employee shall be immediately removed from duty and will not be allowed to return to work for at least twenty-four (24) hours. The employee shall be required to register a B.A.C. of less than 0.02% before resuming his/her duties.
- C. An employee who has been cited for drug or alcohol use shall be subject to unannounced follow-up testing for up to twelve (12) months from the date of infraction. A second positive test within this twelve (12) month period will subject the employee to discipline up to and including termination of employment.
- D. An employee with a confirmed positive test who is not discharged will be required as a condition of continued employment to complete the course of treatment established for him/her through the Employee Assistance Program (EAP) and will be required to sign an authorization permitting the EAP or any service providers to confirm whether or not the employee has completed the established course of treatment.
- E. The employee will be notified promptly by the County of the results of the test. All records from the testing agency showing a test result will be considered confidential and will be shared only with persons involved in decisions concerning the affected employee.



PERSONNEL POLICIES

Personnel Policy 7.07 continued...

Self-Recognized Substance Abuse Dependence

- A. If an employee recognizes a drug or alcohol dependency, the employee may request a leave of absence (the request cannot be made at the time the employee is directed to submit to an appropriate test).
- B. The employee must enroll in a County recognized rehabilitation program for the leave to be granted. The employee will pay the cost, if not covered by insurance.
- C. The employee must exhaust all sick and other paid time off before an unpaid leave of absence will be granted.
- D. Upon successful completion of the rehabilitation program, and upon passing an appropriate drug or alcohol test, the employee will be returned to work. After returning to work, the employee will remain on probation for one (1) year. During this probationary period, the employee will be subject to unannounced testing. Should the employee test positive, s/he will be subject to disciplinary action, up to and including termination.
- E. If the employee fails to successfully complete the program, s/he may be subject to discipline, up to and including termination.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.08	Infection Control and Prevention				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

It is the policy of the County that:

1. Current OSHA/MIOSHA regulations covering occupational exposure to blood- borne pathogens will be followed at all times in County provided facilities, programs, activities, and services.
2. Regulated medical waste will be handled and disposed of in a manner consistent with the Michigan Medical Waste Regulatory Program.
3. The County reserves the right to draw and test an employee's, client's, or visitor's blood for communicable diseases after a known or suspected exposure to blood or body fluids, in a manner known or suspected to cause the potential spread of communicable diseases. Blood will be drawn only after the appropriate signed informed consent has been obtained from the individual, or a person legally authorized to give permission.

ANY EXPOSURE SHOULD BE REPORTED TO THE SUPERVISOR AND HUMAN RESOURCES IMMEDIATELY.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.09	Conflict of Interest				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

It is the policy of the County and the law of the State of Michigan that no employees should place themselves in a position which would constitute a conflict of interest. Therefore, the County has adopted the following rules in regard to conflict of interest:

- A. An employee of the County shall not divulge to an unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
- B. An employee of the County shall not represent his/her personal opinion as that of the County, Courts or Elected Officials.
- C. An employee of the County shall use personnel resources, property, and funds under the employee's official care and control judiciously and solely in accordance with prescribed constitutional, statutory, and regulatory procedures and not for personal gain or benefit.
- D. An employee of the County shall not engage in a business transaction in which the employee may profit from his/her official position or authority or benefit financially from confidential information which the employee has obtained or may obtain by reason of that position or authority. Instruction which is done during non-working hours shall not be considered a business transaction pursuant to this subsection if the instructor does not have any direct dealing with or influence on the employing or contracting facility associated with his/her course of employment with the County.
- E. An employee of the County shall not engage in or accept employment or render services for a private or public interest when that employment or service is incompatible or in conflict with the discharge of the employee's official duties or when that employment may tend to impair his/her independence of judgment or action in the performance of official duties.



PERSONNEL POLICIES

Personnel Policy 7.09 continued...

- F. An employee of the County shall not participate in the negotiation or execution of contracts, making of loans, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision relating to a business entity in which the employee has a financial or personal interest.

Failure to comply with this policy will subject violators to disciplinary action in accordance with Policy 8.1.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.10	Technology and Electronic Communications				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	05/16/2000

The County makes its computer information and electronic communication system (systems) available to its employees for conducting official business. Using these systems is a privilege, not a right. The records created through the use of these systems are the property of the County and not individual employees. All electronic records, files, images, and information may be subject to public disclosure under federal or state laws, unless specifically exempted by law.

Employees may make occasional and incidental personal use of these systems; however, in doing so, they accept the County's rights and ownership and acknowledge they have no personal rights of privacy to any messages or information placed in or received from these systems.

A. Use of County Equipment

No one is permitted to use County equipment for personal gain. This includes, but is not limited to, County computers, printers, software, telefacsimile (FAX) machines, modems, voice mail systems, portable devices, cell phones, and copy machines. Any user who is authorized to connect to any outside computer or network, including the internet, is obligated to take all necessary measures to ensure the security of the County's systems and information.

B. County Access and Monitoring

Computer passwords and electronic or voice mail passwords are used to control access to information, not to provide any guarantee of the confidentiality or privacy of any information. The County retains the rights to the information transmitted or stored, and to access and review all materials and information used in connection with County systems. Employees should be mindful that all information stored or transmitted may be subject to public disclosure. Periodically, employees' use of systems may be monitored for purposes of training or quality assurance. For these reasons, all communications and uses of information should be consistent with the Rules of Conduct, Policy 7.01.



PERSONNEL POLICIES

Personnel Policy 7.10 continued...

1. Employees shall have no expectation of personal privacy in the use of phone mail, E-mail, word processing, or other databases or files.
2. Employees are cautioned to exercise prudence and good judgment in the recording and transmission of information over phone or E-mail because privacy cannot be assured. It is impossible to assure the confidentiality of any information created, received, or sent from the County; therefore, care must be taken when identifying an employee, client, patient, or customer name(s) and information.
3. All users of County systems are required to maintain the security and integrity of County systems and information. A work space must not be left unattended in a manner that could permit any unauthorized person to obtain access to data. Users may not share passwords with any other person, except when business needs require and an appropriate manager has given express authorization.
4. System wide “everyone” or “all users” electronic messages are specifically prohibited without the prior approval of the County Administrator or his/her designee.

C. Software and Hardware

The County has acquired rights to use certain software programs on the County's systems for business purposes. In virtually all cases, the County's right to use software is subject to license agreements which prohibit users from copying, selling, loaning, giving away software, or using or duplicating it in any way that is not expressly authorized by the license agreement. Employees are expected to respect these agreements.

Installing, operating or attaching hardware or software in the workplace that is not specifically approved by or purchased by Information Systems or that is privately- owned hardware or software is specifically prohibited.



PERSONNEL POLICIES

Personnel Policy 7.10 continued...

All computer, telecom or network based hardware or software including, but not limited to, PCs, laptops, personal digital assistants, monitors, mice, keyboard, printers, scanners, routers, switches, hubs, servers, telephones, modems, screen savers and all other programs must be approved in advance by Department Heads/Court Administrators and Information Systems.

D. Retention

Electronic messages are intended to be temporary communications which may be routinely discarded or purged. In those circumstances where the electronic message results in the exercise of an official duty or is part of the deliberative process which leads to the exercise of an official duty, the electronic message must be retained. Questions about whether an electronic message meets these criteria should be addressed by management or Corporation Counsel.

E. Prohibited Uses

The use of County systems for any communication or activity which is obscene, pornographic, profane, abusive, defamatory, offensive, or in violation of any law or County policy is strictly prohibited.

Solicitations of any kind not sponsored by the County, games, political messages, and harassing messages are specifically prohibited.

F. Remote Access

It is possible to access the County's systems when not physically at the employee's regular work location. This may be necessary due to flexible work arrangements, temporary relocation, when away on travel, or to perform work during non-working hours. Permission to access the systems in this manner must be approved by the Department Head or Court Administrator.



PERSONNEL POLICIES

Personnel Policy 7.10 continued...

If a user has any question about whether a particular use or communication is permissible, it is the user's responsibility to ask an appropriate manager before engaging in the activity. Failure to comply with this policy will subject violators to loss of access privileges and to disciplinary action in accordance with Policy 8.1.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES				
7.11	Anti-Fraud and Abuse Policy				
Approved by BOC on:	09/15/2009	Effective Date:	09/15/2009	Supersedes:	

The County of Kalamazoo has a policy of maintaining the highest standards of conduct and ethics. All employees of the County are entrusted with the responsibility to protect and ensure proper use of County funds, resources and property.

The County will investigate any suspected fraudulent or dishonest use of resources, funds or property by any employee.

Fraudulent or Dishonest Conduct includes, but is not limited to:

- forgery or alteration of documents
- unauthorized alteration of computer files
- untrue financial reporting
- pursuit of personal gain in conflict with the interests of the County
- misappropriation of resources, funds or property
- authorizing or receiving compensation for goods not received or services not performed
- authorizing or receiving compensation for hours not worked
- misrepresentation of business expenses
- intentional damage to County property
- any illegal activity involving County resources, funds or property

A. Employee's Responsibilities:

All employees have a responsibility to report all suspected fraud or dishonest use of County funds, resources or property.

Suspected misconduct shall be reported in writing to the reporting employee's immediate supervisor or Department Head/Court Administrator, who will report the allegation to the Deputy County Administrator. If the allegation is against the immediate supervisor, the employee shall report the allegation directly to the Department Head/Court Administrator.



PERSONNEL POLICIES

Personnel Policy 7.11 continued...

If the allegation is against the Department Head/Court Administrator, the employee shall report the allegation directly to the Deputy County Administrator. Supervisors/ Department Heads/Court Administrators who receive allegations of fraud or misconduct may choose to discuss suspected violations with other members of their management teams.

Once an employee reaches a conclusion that fraud has potentially occurred, s/he must refrain from discussing his/her suspicions and opinions with others. His/her conclusions shall be shared with only his/her Supervisor/Department Head/Court Administrator at that time. However, full cooperation with a law enforcement agency performing a subsequent investigation is required.

As per the Whistleblower's Protection Policy 2.03, employees may not retaliate against another employee for informing management about activities which that person reasonably believes to be fraudulent or dishonest.

B. Management's Responsibilities:

As covered in Personnel Policy 7.01, Rules of Conduct, all Managers should ensure that County funds, resources, and property are kept in a manner to deter fraud or dishonest use. Managers shall create a culture of honesty and high ethics through personal example.

Managers shall implement procedures to deter fraud and dishonest use by employing appropriate oversight of all funds, resources and property within their departments.

All Managers shall use reasonable care when dealing with suspected fraud or dishonest use of funds, resources or property. After receiving a written report of suspected Fraud and Abuse, the manager will submit a report to the Deputy County Administrator. Beyond any necessary consultation with staff and review of processes, managers shall not under any circumstances perform any investigative or follow-up steps on their own.



PERSONNEL POLICIES

Personnel Policy 7.11 continued...

C. Investigations:

Once the allegation of fraud or misuse is substantiated, the Deputy County Administrator will forward the allegation to the Fraud and Abuse Committee.

The Fraud and Abuse Committee shall be comprised of the Corporate Counsel, the Finance and Administrative Services Director, the Treasurer and the Human Resources Director with oversight by the Deputy County Administrator.

The Committee will investigate the allegations, maintaining confidentiality of the accused as well as the reporting employee when possible.

If the Committee determines that the allegations are false, it will notify the reporting employee, the accused, and management of these findings and no further action will be taken.

If the Committee verifies the allegations, it will make a recommendation to the appropriate manager as to the corrective actions that need to be taken, including but not limited to contacting law enforcement and disciplinary action.



PERSONNEL POLICIES

SECTION 7	GENERAL RULES			
7.12	Solicitation on County Property			
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:

No vendors are permitted to solicit sales of any product, good or service in any County building or on County property at any time. This policy does not apply to vendors participating in the normal County purchasing procedures or to the annual United Way Campaign conducted by the County.

Electronic bulletin boards are owned by the County and shall not be used for commercial solicitation or any other commercial purposes.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 8

DISCIPLINE AND EMPLOYMENT SEPARATION



PERSONNEL POLICIES

SECTION 8	DISCIPLINE AND EMPLOYMENT SEPARATION				
8.01	Discharge				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	01/17/2006

Disciplinary measures may be taken by the County to maintain discipline, efficiency, and a safe work environment.

The County will generally apply the concept of progressive discipline. Progressive discipline may include verbal warnings, written reprimands, suspensions with or without pay, and termination of employment. However, the County reserves the right to apply any level of disciplinary action.

In all cases of discipline short of termination, the written notice to the employee shall set forth why the employee's performance or conduct is unacceptable and what the Supervisor expects from such employee. When appropriate, this notice will also include a time period in which the Supervisor expects improvement in the employee's performance or conduct.

Copies of all notices of reprimand must be placed in the employee's personnel file.

All discharges shall be in writing stating the date, facts, and reasons for discharge.

The Grievance Procedure set forth in Personnel Policy 9.01 does not apply to discharges except to the extent the employee is claiming a form of unlawful employment discrimination in connection with the discharge.



PERSONNEL POLICIES

SECTION 8	DISCIPLINE AND EMPLOYMENT SEPARATION				
8.02	Consulting with Human Resources				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	01/17/2006

Notwithstanding any other provision within this section, the County Administrator, Department Heads, and elected officials shall consult with the Human Resources Department before issuing a written warning letter.

If a Department Head/County Administrator believes that suspension or discharge of an employee is necessary, the Human Resources Director must approve the proposed action. If a Court Administrator/Elected Official believes that the suspension or discharge of an employee is necessary, the Court Administrator/Elected Official must consult with the Human Resources Director before the action is taken, except that if the suspension or discharge is of the Human Resources Director, Corporation Counsel must be consulted. The Board of Commissioners will not support the County Administrator, Department Heads or Elected Officials in the event of legal action, if this procedure is not followed.



PERSONNEL POLICIES

SECTION 8	DISCIPLINE AND EMPLOYMENT SEPARATION				
8.03	Termination of Employment				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	07/07/1998

If an employee voluntarily resigns from County service, the employee must provide written documentation with the effective date to his/her supervisor to be forwarded to the Human Resources Department. A minimum two-week notice of an intent to resign is expected. Department Heads shall process the appropriate payroll/personnel forms to implement the termination.

Employees should provide notice to the Human Resources Department of any change of address for W-2 purposes.

Terminating employees must return to Kalamazoo County Government any County property they may have including keys, equipment, and/or supplies prior to their termination date.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 9

GRIEVANCE



PERSONNEL POLICIES

SECTION 9	GRIEVANCE				
9.01	Grievance Procedure				
Approved by BOC on:	09/18/2012	Effective Date:	01/01/2013	Supersedes:	08/17/2010

Employees of the County may initiate a grievance based upon an alleged violation of the County Personnel Policies. Employees may also utilize the grievance procedure if they believe they have been discriminated against because of religion, race, color, sex, marital status, a person's political affiliation, sexual orientation or gender identity, national origin, age, height, weight, or disability. Action taken by the County Administrator that involves concurrence of the County Board of Commissioners is final and not subject to this Grievance Procedure.

A grievant must contact the EEO Compliance Officer prior to formally initiating the grievance for advisement purposes and/or explanation of the policy and procedures. The Compliance Officer does not have the authority or responsibility to resolve a grievance, but will assist the employee or applicant in following the appropriate procedures. A grievance must be filed in the following manner:

- A. The grievant should complete a standard grievance form and submit it to the appropriate Supervisor within thirty (30) days of the occurrence of the event upon which the grievance is based. The Supervisor shall respond in writing within five (5) working days of the receipt of the grievance, unless it is mutually agreed that a longer time period is necessary.
- B. If the response of the Supervisor is not satisfactory, the grievant may continue the grievance process and submit an appeal to the next level of supervision or Department Head within five (5) working days of the employee's receipt of the Supervisor's response (Step A). The Supervisor or Department Head shall have ten (10) working days from the date the appeal is received to respond in writing to the grievance, unless it is mutually agreed that a longer period is necessary.



PERSONNEL POLICIES

Personnel Policy 9.01 continued...

- C. If the appeal is not resolved at Step "B", the grievant may continue the process by submitting the appeal form to the Deputy County Administrator within five (5) working days of the receipt of the response from Step "B". The Deputy County Administrator shall, within ten (10) working days of the receipt of the appeal, respond in writing to the grievant, unless it is mutually agreed that a longer time period is necessary.

- D. If the grievance is not resolved at Step "C", the grievant may submit the appeal to the County Administrator. The appeal must be submitted within five (5) working days of the grievant's receipt of the response from Step "C". The County Administrator shall, within fifteen (15) working days of the receipt of the appeal, respond in writing to the grievant, unless it is mutually agreed that a longer time period is necessary. The decision of the County Administrator is final and binding on all parties.

In an instance in which the County Administrator has been a respondent to a grievance at Step "A" or "B" of the grievance procedure, the grievant may submit the appeal to the Chairperson of the Board of Commissioners. The appeal must be submitted within five (5) working days of the grievant's receipt of the response from Step "C". The Chairperson of the Board of Commissioners or his/her designee shall respond in writing to the grievance within fifteen (15) working days of the receipt of the grievance, unless it is mutually agreed that a longer time period is necessary. The decision of the Chairperson of the Board of Commissioners or his/her designee is final and binding on all parties.



KALAMAZOO COUNTY GOVERNMENT

PERSONNEL POLICIES

SECTION 10

REDUCTION OF STAFF AND REHIRE PROCEDURES



PERSONNEL POLICIES

SECTION 11	REDUCTION OF STAFF AND REHIRE PROCEDURES				
10.01	Reduction of Staff and Rehire Procedures				
Approved by BOC on:	12/06/2011	Effective Date:	12/06/2011	Supersedes:	07/07/1998

Whenever the County determines it is necessary to lay off personnel due to the loss or reduction of funds, it shall conduct the layoff process, and select persons for lay off status, in accordance with State and Federal laws, including the policies and procedures established by government regulatory agencies, if applicable.

In such circumstances, the Board of Commissioners, in consultation with the County Administrator, Elected Officials, and Court Administrators shall first determine the offices, departments and/or courts affected by the lay off and attempt to limit the layoff to the most reasonable extent possible (i.e. by program, department, office, classification, etc.). In order to minimize the effects of an employment lay off, not less than a minimum of two (2) weeks notice shall be given to all employees who are laid off.

With the exception of employees covered under a collective bargaining agreement, whenever it is necessary to lay off employees, the Elected Officials, Department Heads, or Court Administrators shall make a determination as to which employees are the most qualified to perform the remaining departmental responsibilities, and retain the most qualified employees. When evaluating an employee’s qualifications, the Elected Officials, Department Heads, and Court Administrators may take into consideration an employee’s length of continuous acceptable service along with considering the employee’s performance evaluations and disciplinary history. After consulting with the Director of Human Resources and the Corporation Counsel the Elected Officials, Department Heads, and Court Administrators shall prepare a written statement outlining the determining factors.

The Human Resources Department shall post all job vacancies. All laid-off personnel shall have the same opportunity as other regular County employees to apply for such positions for up to 12 months from their lay off date. If the laid off employee is selected, new hire procedures will apply if the layoff exceeds 30 days. The provisions of this policy shall not apply to employees on temporary layoff which is anticipated to be four (4) months or less.

This policy shall apply to all County authorized regular positions regardless of funding source.



PERSONNEL POLICIES

SECTION 11	REDUCTION OF STAFF AND REHIRE PROCEDURES				
10.02	Severance Pay				
Approved by BOC on:	07/07/1998	Effective Date:	07/07/1998	Supersedes:	12/17/1991

A regular employee whose employment is terminated involuntarily by an administrative action of the County (e.g. layoff or other type of reduction in force, elimination of employee's position, termination of funding for program in which the employee worked, etc.), shall be eligible to receive severance pay. In order to receive severance pay, the employee must:

1. Be a regular, non-union employee;
2. has six (6) months of continuous service; and
3. in exchange for receipt of severance pay, execute a release of all claims against the County, in a form approved by and supplied by the County.

The amount of severance for which an employee shall be eligible shall be computed by taking the number of full, continuous (excluding partial) years of service times the weekly salary at the time of separation (excluding benefits, overtime, etc.).

Example:

Annualized salary	= \$20,000; years of service = 10
Weekly salary = annualized salary 52	= \$384.60
Severance pay = weekly salary x years of service	= 10 x \$384.60
Severance pay	= \$3,846.00

Employees whose separation from employment occurs by voluntary termination, or who are terminated for misconduct or poor performance of any type (as determined by the County), shall not be eligible for severance pay under this policy. Temporary employees are also not eligible for severance pay. A regular part-time employee who is eligible for severance pay will receive pro-rated severance pay based on their regularly scheduled hours.

This policy will be administered by the County Administrator. An employee who is dissatisfied with the County Administrator's decision regarding severance pay may appeal that decision to the Board of Commissioners. The decision of the Board of Commissioners is final and binding on all parties.