

PERSONNEL POLICIES
INDEX

3010	Vacant Positions
3015	Workplace Diversity
3020	Smoking in Public Places
3030	Drug Free Work Place Policy Statement
3040	Immigration Reform and Control
3050	Sexual Harassment Policy
3060	Right to Know
3070	Performance Evaluations
3080	Performance Incentive Payment Non-Union Employees
3090	Reservists Called to Active Duty
3100	Department Head Selection Process
3110	Jackson County Employees' Retirement System
3120	Replaced by Vehicles Policy 7030
3130	Replaced by Vehicles Policy 7060
3140	Deferred Compensation
3150	Appeal/Grievance Policy
3160	Employee Right-to-Know
3170	Exit Interview
3180	Employees or Job Applicants That Do Not Meet Minimum Requirements in Job Description
3190	Job Descriptions
3200	Wages, Hours and Working Conditions Non-Union Employees
3205	Wages: Non-Union New Hires
3210	Compensatory Time Policy for Non-Union Non-Exempt Employees
3220	Nepotism
3230	Health Insurance Waiver – Retirees
3235	Health Insurance Waiver
3240	Employee Resignations/Retirements
3245	Termination of Employment Paid Time Off
3250	Pre-Tax Medical Premium Plan
3260	Flexible Spending Accounts
3270	Leave Time Subsidy
3280	Employee Recognition
3285	Recognition of County Retirees
3290	Bloodborne Pathogens
3300	Management Development Program Policy
3310	Workplace Violence
3320	COI...Education Sessions - Policy deleted – not required as a policy
3325	Elected Officials/Employees Serving on Boards/Commissions
3330	Identification Badges
3340	Reference/Background Inquiries
3350	Administrator/Controller Succession
3360	Anti Drug and Alcohol
3370	Conflict of Interest

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3010**

PERSONNEL

VACANT POSITIONS

Vacant positions, union and non-union, are posted for seven (7) calendar days in all County buildings.

Union/Association positions are filled pursuant to collective bargaining agreement provisions with regard to seniority and qualifications.

Reviewed 11/5/08
Revised 7/19/11

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3015**

PERSONNEL

WORKPLACE DIVERSITY

It is the policy of Jackson County to employ a work force that reflects the diversity of the citizens we serve. We recognize the benefits of diversity and its contribution to the workplace as we carry out our mission.

Reviewed 11/5/08
Revised 7/19/11

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3020**

PERSONNEL

SMOKING IN PUBLIC PLACES

In compliance with Section I. Act No. 368 of the Public Acts of 1978 as amended, Part 126, Smoking in Public Places, the County of Jackson provides a smoke free work place for employees. Individuals shall not smoke in a public place or at a meeting of a public body, except in a designated smoking area. Individuals shall not smoke in County vehicles.

Some County facilities provide a designated smoking area with special consideration being given to individuals with a hypersensitivity to tobacco smoke.

No smoking signs are posted in all areas except those designated as smoking areas.

Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3030**

PERSONNEL

**JACKSON COUNTY
DRUG FREE WORKPLACE POLICY STATEMENT**

Jackson County realizes the importance of providing a safe and healthy work environment for all employees. The presence of illegal drugs in the work place creates a danger to all. In compliance with the Drug Free Workplace Act of 1988 (Public Law 100-690) as amended, the County of Jackson will not tolerate the illegal use of drugs.

All premises of Jackson County, including work sites and all County owned and operated vehicles, are to be drug free work places.

In furtherance of this realization and pursuant to Drug Free Workplace Act of 1988 (Public Law 100-690) as amended, Jackson County, including its Commissions, Boards and Authorities prohibits the unlawful manufacture, distribution, dispensation and possession or use of a controlled substance in the work place. Employees found to be in violation of this policy will be subject to appropriate disciplinary action, up to and including termination for the first offense, and/or other remedial measures as the individual circumstances warrant.

Employees convicted of violating a criminal drug statute must inform the Human Resources Department of such conviction (includes pleas of guilty and nolo contendere) within five (5) days of the conviction. Appropriate personnel action, up to and including termination of employment, will be taken against any employee convicted or sentenced or both.

Additionally, employees will receive information regarding the dangers of drug abuse in the workplace, and will be given a listing of available drug counseling and rehabilitation programs in Jackson County and surrounding areas, approved for such purposes by a Federal, State or Local health agency, law enforcement or other appropriate agency.

Upon hire, all employees are provided a copy of the Policy Statement, a listing of drug counseling and rehabilitation programs available in Jackson County, and printed literature regarding the dangers of drug use in the workplace.

As a condition of employment, employees must abide by the terms of this statement.

Reviewed: 11/05/08

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3040**

PERSONNEL

IMMIGRATION REFORM AND CONTROL

In compliance with the Immigration Reform and Control Act of 1986 and Title VII of the Civil Rights Act of 1964 as amended, and pursuant to the County of Jackson's commitment to employ only U.S. citizens or aliens authorized to work in the United States, upon hire all employees are required to complete and sign the verification form (I-9) designated by the Immigration and Naturalization Service to certify that they are eligible for employment and to provide copies of the documentation required for verification of U.S. citizenship or legal alien status.

A photocopy will be made and attached to the completed I-9 form of documentation (i.e., social security card, driver's license, birth certificate, passport, etc.) presented by new employees to verify their citizenship.

If so requested, the County of Jackson will provide officials of the Immigration and Naturalization Service or the Department of Labor with copies of completed I-9 Forms for inspection.

Reviewed: 11/05/08

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3050**

PERSONNEL

SEXUAL HARASSMENT POLICY

The County of Jackson believes all employees should be able to work in an environment free of unwelcome sexual advances, communication of a sexual nature, requests for sexual favors, and all other unwelcome conduct of a sexual nature. Therefore, the County has established a policy and procedures by which allegations of sexual harassment may be filed and investigated.

This policy applies to all County elected officials and employees.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

1. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of an individual's employment.
2. Submission to or rejection of such conduct by an individual is used as the basis or factor in employment decisions affecting such individual.
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's work performance, duty or assignment, or creating an intimidating, hostile, or offensive work environment.

The viewing, accessing or being subject to pornographic material in the workplace or on work time is also a practice prohibited by this policy.

Employees and elected officials are prohibited from harassing suppliers, vendors, clients, customers, or visitors.

Responsibility of Supervisor

All management and supervisory personnel will be responsible for the immediate reporting of any occurrence they may witness or that they are informed of. If possible, immediately after a complaint has been made, and while pending investigation, management/supervisory personnel should take the necessary steps to restrict or eliminate contact between the employee that made the complaint and the employee against whom the complaint is made.

Procedure

The following procedure must be utilized by County employees for the processing of complaints relating to sexual harassment and other conduct prohibited by this policy. It is the intent of Jackson County to take action to prevent unwanted conduct from occurring and to handle all complaints in a fair, impartial, and prompt manner. All complaints will be investigated individually and confidentially as follows:

1. An employee who believes he/she has been subjected to sexual harassment or unwelcome conduct is to report the incident to their department head or the Human Resources Director. If the employee is not comfortable making the complaint to the department head or Human Resources Director he/she may report the complaint to the County Administrator/Controller. Alleged incidents should be reported verbally first. Employees wishing to pursue the matter will be required to put the complaint in writing. Written information may be disclosed to the alleged abuser to allow them an opportunity to defend themselves.
2. A meeting will be held between the person making the complaint and the Human Resources Director, or designate, as soon as possible, but no later than three (3) days after the date the complaint is made. Following this meeting, the accused employee will have full opportunity to respond to the allegations. The investigation may also include if necessary, interviews with other witnesses to the alleged occurrences.
3. Once the investigation is complete, if it is determined that sexual harassment or unwelcome conduct occurred, immediate disciplinary action up to and including discharge will be taken to resolve the situation and to prevent future incidents.

Employees or officials accused of sexual harassment under this policy are strictly prohibited from taking retaliatory action against the employee seeking redress under this policy.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3060**

PERSONNEL

RIGHT TO KNOW

In compliance with Michigan Public Act 80 of 1986 as amended, Right to Know, the County of Jackson shall maintain a complete inventory of all chemicals in the work place including the name and address of the manufacturer.

The location of the notebook(s) containing a chemical inventory and a copy of the Material Safety Data Sheet (MSDS) for each chemical shall be posted in each work place. Employees are to refer to the MSDS and follow all safety precautions listed (i.e., rubber gloves, protective eyewear, dust masks, etc.).

Detailed information regarding the County's Right to Know Procedures will be provided to all employees upon hire.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3070**

PERSONNEL

PERFORMANCE EVALUATIONS

WRITTEN EVALUATION. All employees shall be evaluated by their Supervisor/
Department Head each year on their job performance.

Revised: 9/15/09

Remove: Performance incentive payment for non-union employees was eliminated in 2010.

Revised: 9/3/2003, 5/15/12
Reviewed: 11/5/08

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3090**

PERSONNEL

RESERVISTS CALLED TO ACTIVE DUTY

Wages

Employees who are reservists and are called to active duty may use paid time off to supplement their military pay. Upon exhaustion of the employee's paid time off the County will pay a wage supplement for a period of three (3) months. The employee, prior to any supplemental wage payment, must provide to the County military orders documenting service commitment and earnings while on active duty. Military pay and wage supplement either from an employee's paid time off or County supplement, shall at no time exceed the employee's regular rate of pay.

Any salary increases pursuant to a collective bargaining agreement or Board of Commissioner action for similarly situated employees who remain employed will be applied to reservists called to active duty in receipt of wage supplement from paid time off or as provided by the County and upon their return to work.

Insurance

Medical insurance benefits will be continued while on active duty as long as the employee is supplementing his/her military pay with paid time off. Once an employee has exhausted his/her paid time off, or in the event the employee elected not to utilize paid time off, medical insurance benefits will be continued for a period of three (3) months after which time the employee, current spouse and any dependent children currently covered by medical insurance benefits will be provided with the option of continuation coverage under COBRA. COBRA coverage will not be discontinued for employees or family members covered under the military's insurance plan.

Upon providing notice to the employer of call to duty, COBRA information will be promptly forwarded to the employee, spouse and any dependents currently covered by medical insurance benefits. To be eligible for this provision, activated military reserve employees must, at the time of activation, be eligible for coverage under the County's medical insurance plan and must have been actually participating in the medical insurance plan at the date of their activation.

Seniority

Employees called to active duty will continue to accrue seniority. Paid time off will continue to accrue for a period of up to six (6) months.

If the employee has in excess of the number of hours allowed under the carryover provisions reflected under Paid Time Off, excess hours will be paid off on the employee's anniversary date. Use of paid time off by employees on active duty is at the discretion of the Department Head.

Employees on active duty may not utilize banked sick leave.

Retirement

Employees called to active duty will continue to accrue service credit in the Retirement System up to the maximum amount of time specified under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Return to Work

Employees, other than casual or temporary employees, who apply for re-employment after satisfactorily completing active duty, will be given the position previously held or a job of like seniority, status and pay.

Reservists called to active duty under the President's Order for a period of ninety (90) days or less must apply for re-employment within thirty (30) days of release from active duty. In all other instances, application must be made within ninety (90) days of release from active duty.

Effective: 10/01/01
Reviewed: 11/05/08
Revised: 5/5/10

COUNTY OF JACKSON POLICY MANUAL

Policy No.
3100

PERSONNEL

DEPARTMENT HEAD SELECTION PROCESS

All of the Department Heads/Directors' positions listed below are to be filled by the County Administrator/Controller or the Board of Commissioners by adhering to the following selection procedures:

Department Heads hired by Administrator/Controller:

Administrative Services
Department on Aging
Facilities/Fleet
Human Resources
Information Technology

Department Heads hired by Board of Commissioners:

Medical Examiner
Equalization Director
Health Officer

Procedures:

- | | | |
|----|-------------------------------|---|
| 1. | Establish Interview Committee | Administrator/Controller or designee (1)
Human Resources (1)
Department Head/Elected Official /Management reps (2 or 3)
Technical Advisor (if needed) (1)
Chair of Board or Chair of appropriate Standing Committee or Chair's designee |
| 2. | Advertise for vacant position | Human Resources (in local paper, internet, and pertinent trade publications) |
| 3. | Receive application | Human Resources (by established cutoff date) |

- | | | |
|-----|---|---|
| 4. | Review candidates for qualifications | Administrator/Controller
(based on best qualifications) |
| 5. | Select candidates to be interviewed | Administrator/Controller |
| 6. | 1 st interview | Interview Committee
(identical questions for all
candidates) |
| 7. | Selection of finalists | Interview Committee
(Reference checks conducted per
Personnel Policy #3340) |
| 8. | 2 nd interview (if necessary) | Interview Committee
(Core and individualized questions) |
| 9. | Site visits (optional) | Committee and/or staff |
| 10. | Non-binding recommendation of
committee majority to Administrator/
Controller (of those Department Heads
not appointed by Board of Commissioners) | Interview Committee |
| 11. | Non-binding recommendation by
Administrator/Controller to Board of
Commissioners of Department Heads
selected for positions hired by Board
of Commissioners | Board of Commissioners |
| 12. | Verbal offer to candidate | Human Resources |
| 13. | Offer in writing | Human Resources
(Signed by Administrator/
Controller and candidate) |

Effective: 10/19/04
Revised: 12/19/06
Revised: 5/19/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3110**

PERSONNEL

JACKSON COUNTY EMPLOYEES' RETIREMENT SYSTEM

MEMBERSHIP. As a condition of employment, all full- and part-time employees shall become members of the Jackson County Employees' Retirement System or MERS.

CONTRIBUTION RATES. Employee contribution rates shall be as established by the Board of Commissioners or as collectively bargained with union/associations. Employer contribution rates shall be as actuarially determined for JCERS.

Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3120**

PERSONNEL

Deleted 4-21-09 – This policy has been replaced by Vehicles Policy 7030

Revised: 4-21-09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3130**

PERSONNEL

Deleted 4-21-09 – This policy has been replaced by Vehicles Policy 7060

Revised: 4-21-09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3140**

PERSONNEL

DEFERRED COMPENSATION

Per Section 457 of the Internal Revenue Code of 1986, as amended, the County of Jackson provides employees the opportunity to participate in Deferred Compensation Plans.

Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3150**

PERSONNEL

APPEAL/GRIEVANCE POLICY

NON-UNION EMPLOYEES. An appeal procedure has been established to serve as a means to settle disputes that may arise between non union employees and the employer with regard to disciplinary action, wages, hours and other conditions of employment.

UNION/ASSOCIATION EMPLOYEES. Grievance procedures as collectively bargained shall serve as a means to settle disputes that may arise between bargained for employees and the employer with regard to disciplinary action, wages, hours and other conditions of employment.

APPEAL OF DISCIPLINE PROCEDURE

Section 1. General Provisions

1.1 Coverage

All new hires or employees who voluntarily transfer or are promoted to another position are not allowed to use this appeal procedure until they have completed 120 days of actual work in their new position. Nonunion individuals who have worked 120 days in the offices of the County Treasurer, County Clerk, Register of Deeds, Drain Commissioner, Prosecutor, Sheriff or the Courts are subject to this appeal process only if the Chief Judge or Elected Official has agreed in writing.

1.2 Employees at Will

The County has an obligation to maintain a safe and efficient operation and to serve the public interests of the residents of Jackson County. All nonunion employees serve at will and may be terminated with or without cause. However, examples of instances in which employees are subject to discipline and/or discharge, at the County's discretion, include but are not limited to: 1) failure to perform job duties in a satisfactory manner; 2) violation of work rules, policies, laws, supervisory orders or directives or other forms of misconduct; 3) failure to meet applicable professional standards or expectations; or, 4) any behavior that interferes with or disrupts the efficient operation of the County including certain off-duty conduct when it is harmful to the County.

1.3 Work Rules

The County, Department Heads and/or Elected Officials have the right to promulgate and establish work rules on a countywide and/or departmental basis. All employees are expected to adhere to the work rules and other Employer policies. The promulgation of work rules or policies is not intended to be an all-inclusive list of rules of conduct expected of employees. Further, such list may be added to, modified or supplemented by the Board of Commissioners, Department Head or Elected Official. The purpose of the work rules is to set forth some guidelines for conduct, violation of which will result in disciplinary action including possible discharge. Other types of behavior can subject an employee to disciplinary action including discharge. Further, all employees serve at will and may be terminated with or without cause.

Section 2. Open Door Policy/Appeal of Disciplines

Eligible nonunion employees covered by this policy may avail themselves of the procedure listed below if they are subject to certain discipline. It is the desire of all parties to resolve problems informally and both supervisor and employees are expected to make every effort to resolve problems informally as they arise. However, where such informal resolution does not occur, a complaint procedure has been established. Basic steps in the complaint procedure are as follows:

- a. Within five (5) working days of the date of the written notification of certain discipline, the employee may file a written appeal with his/her Department Head or Elected Official. The written decision of the Department Head or Elected Official shall be mailed to the employee and delivered to the Human Resources Director within five (5) working days and shall not act as precedent nor bind the Employer.
- b. If the employee wants to pursue the matter, the employee may file a written appeal to the Human Resources Director, or for Court employees to the appropriate Court Administrator and Human Resources Director within five (5) working days from the receipt of the Department Head's written response. The Human Resources Director and the applicable Court Administrator (if a Court employee) may, in his/her discretion, meet with the employee, employee's supervisor or such other persons as the Human Resources Director and Court Administrator (if a Court employee) deems necessary. The written decision of the Human Resources Director and Court Administrator (if a Court employee) shall be mailed to the employee within ten (10) working days following the meeting.
- c. If the employee wants to pursue the matter, the employee may appeal to the Administrator/Controller and/or Chief Judge (if a Court employee). However, this procedure does not affect the at-will status of employees. The written appeal must be filed within three (3) working days following

receipt of the response of the Human Resources Director and/or Court Administrator (if a Court employee). The Administrator/Controller and/or Chief Judge (if a Court employee) may elect to meet with the employee, employee's supervisor, Human Resources Director, Court Administrator (if a Court employee), Department Head or Elected Official, or such other persons as deemed necessary. This should normally be accomplished and the employee notified by mail within fifteen (15) working days after the meeting. The decision shall be in the sole discretion of the Administrator/Controller and/or Chief Judge (if a Court employee) and shall be final and binding in all respects and binding on all parties.

- d. The parties may mutually agree in writing to an extension of any time frames in any section of this procedure. Any complaint not appealed within the prescribed time limits shall be considered dropped and not subject to further appeal.
- e. Nothing in this procedure in any way alters the at-will employment status of an employee.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3160**

PERSONNEL

EMPLOYEE RIGHT-TO-KNOW

An employee's personnel file of record shall be maintained in the County's Human Resources Department. Pursuant to the Bullard-Plawecki Employee Right-to-Know Act 397 of 1978, employees may review their personnel file during working hours and may obtain copies of information contained in the file. A fee, limited to the actual cost of duplicating the record, may be charged for providing copies.

Personnel records kept by the County shall contain information used to determine an employee's qualifications for employment, promotions, transfers, compensation and disciplinary information.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3170**

PERSONNEL

EXIT INTERVIEW

An exit interview shall be conducted upon termination of employment for any reason.

Reviewed: 11/05/08

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3180**

PERSONNEL

**Employees or Job Applicants That Do Not Meet
Minimum Requirements in Job Description**

Individuals not meeting the minimum requirements as outlined in the job description who are currently County employees and/or outside applicants may be placed into a position under the following conditions.

1. An employment letter will be drafted outlining the criteria and time frame for meeting the minimum requirements and consequences if the requirement(s) are not met;
2. The employee is evaluated quarterly or semi-annually by the Elected Official/Department Head and Human Resources to determine the employee's progress based on the time frame necessary to achieve the requirements;
3. The employee is placed at the hire rate on the wage schedule; current County employees promoted under this policy not to experience a cut in pay;
4. If the employee fails to meet the minimum requirements within the specified time period their employment status with Jackson County will be terminated.

Authorization to hire under the above conditions to be made by the County Administrator/Controller.

Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3190**

PERSONNEL

JOB DESCRIPTIONS

All new or rewritten job descriptions shall be written with assistance from the Human Resources Department.

No job descriptions are written for elected officials.

Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3200**

PERSONNEL

**WAGES, HOURS AND WORKING CONDITIONS
NON-UNION EMPLOYEES**

WAGES AND FRINGES. Regular full- and part-time non-union employees shall receive wages and fringe benefits pursuant to action of the Jackson County Board of Commissioners.

Compensation (wages and fringes) of elected officials including Commissioners, Sheriff, Prosecutor, Treasurer, Clerk, Drain Commissioner and Register of Deeds shall be as established by the Board of Commissioners pursuant to statute.

Compensation of Circuit, District and Probate Judges shall be as recommended by the State Court Administrator's Office.

Provisions including, but not limited to, paid time off and funeral leave, jury duty and court leave, holidays, leave of absence, shall be as established by Board action or Personnel Procedures and shall apply to all regular full- and part-time non-union employees.

Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3205**

PERSONNEL

WAGES: NON-UNION NEW HIRES

Non-union new hires will be placed at the starting rate of the appropriate Grade Level of the non-union wage schedule. Placement of a new hire at other than the start rate will require approval by the County Administrator/Controller and will be determined based on the following criteria.

1. Work experience
2. Education/specialized training
3. Job market

Notice of individuals hired above the start rate, including rationale, will be provided to the Board of Commissioners for information. Monies must be available in the wage and fringe line items of the departmental budget.

Requests not authorized by the Administrator/Controller may be appealed to the appropriate Standing Committee and shall require a recommendation by the Personnel and Finance Committee to the Board of Commissioners for consideration.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3210**

PERSONNEL

**COMPENSATORY TIME POLICY
For
NON-UNION NON-EXEMPT EMPLOYEES**

Non-union employees who are not exempt from the Fair Labor Standards Act may accrue a maximum of eighty (80) compensatory hours in lieu of overtime for hours worked in excess of forty (40) hours per week or eight (8) hours per day. The compensatory time is to be given at the rate of time and one-half (1 ½) and is to be used within a six (6) month period.

Employees are to receive prior authorization from their department head or his/her designee prior to accruing and/or utilizing compensatory time.

It is the responsibility of the department head to ensure employees utilize their compensatory time.

Departments are encouraged to continue the use of flex-time. Flex-time involves flexible scheduling by changing work hours to accommodate individual needs. For example, this may be done by coming in early, shortening a lunch period, or leaving early. Employees are still required to work their regular total hours each pay period. Flex-time must occur within the same pay period and must have prior authorization by the employee's department head/supervisor.

Adopted by Board of Commissioners: 9/22/92
Revised: 6/19/01
Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3220**

PERSONNEL

NEPOTISM

The County of Jackson permits the employment of qualified individuals who are related to current employees and elected officials as long as such employment does not create a superior-subordinate relationship. For purposes of this policy “relative” is defined as a spouse, child, step-child, foster child, parent, step-parent, foster parent, brother, step-brother, sister, step-sister, grandparent, grandchild, parent-in-law, or any other individual that is a member of the employee’s household which the employee is financially responsible for. All applicants are considered on the basis of their qualifications and are not given preferential consideration based on their relationship to current employees.

Employees who marry while employed, shall be treated in accordance with these guidelines. If a superior-subordinate relationship occurs as a result of the marriage, every effort will be made to transfer one of the employees at the earliest practicable time. If the married employees and the County are unable to reach a mutual agreement as to which employee should be transferred, the employee with the most recent date of hire shall be transferred if possible. In the event the transfer cannot be made within ninety (90) days, the employee with the least seniority shall be terminated.

This policy applies to all categories of employment including full- and part-time and temporary, casual or seasonal classification.

This policy shall apply to all County Departments with the exception of the Sheriff’s Department which is covered by the Sheriff’s anti-nepotism policy.

Revised: December 15, 2009

**COUNTY OF JACKSON
POLICY MANUAL**

PERSONNEL

**Policy No.
3230**

HEALTH INSURANCE WAIVER – RETIREES

Jackson County retirees and beneficiaries who are eligible for health insurance coverage provided by the County of Jackson may waive their health insurance coverage and elect a cash payment each month, as approved by the Board of Commissioners.

Adopted: 03/09/93
Revised: 1/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3235**

PERSONNEL

HEALTH INSURANCE WAIVER

Employees who are eligible for Cafeteria Plan benefits provided by the County of Jackson may waive their health insurance coverage pursuant to Personnel Procedures regarding Health Insurance Waivers. Employees may purchase alternative cafeteria plan benefits and/or receive a cash payment as established by the Board of Commissioners or as collectively bargained.

Reviewed: 12/3/08

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3240**

PERSONNEL

EMPLOYEE RESIGNATIONS/RETIREMENTS

Employees resigning or retiring from the County of Jackson shall submit a written statement indicating the effective date of resignation or retirement. The appropriate Elected Official or Department Head shall be authorized to accept the offer of resignation or retirement on behalf of Jackson County. The resignation/retirement document must be forwarded to Human Resources.

Adopted: 04/13/93
Revised: 1/20/09

RESIGNATIONS/RETIREMENT PROCEDURES

Definitions

1. Resignation – Notice given to end the employee employer relationship with the County of Jackson. Employees terminating their relationship shall be considered to have resigned even if deferring their interest in the Jackson County Employees' Retirement System.
2. Retirement – Notice given to end the employee employer relationship and begin drawing a pension benefit from the Jackson County Employees' Retirement System.
3. Last Day of Work – An employee's last day of work shall be the last day paid whether for time worked or for utilization of banked sick leave or paid time off.

Process

1. Employees shall submit written notice to resign or retire from the County of Jackson to their Department Head.
2. The Elected Official or Department Head shall sign and date the written notice accepting the resignation or retirement and forward it to the Human Resources Department for inclusion in the personnel file of record.
3. An exit interview will be generated by the Human Resources Department upon receipt of notice; exit interview to be completed by the employee and the department head or his/her designee or a representative of the Human Resources Department.
4. An employee may not rescind their resignation or retirement once it has been formally accepted unless the revocation is agreed upon by both parties.

Notice

1. Employees shall give a minimum of two (2) weeks notice unless extenuating circumstances exist.
2. Notice shall indicate last day of work.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3245**

PERSONNEL

**TERMINATION OF EMPLOYMENT
PAID TIME OFF**

The purpose of providing employees with Paid Time Off (PTO) is to enable employees to have time off during the work year for rest and relaxation, personal and/or family illness and personal business.

Procedures in place for resignations/retirements (Personnel Policy No. 3240) require that an employee give a minimum of two (2) weeks notice unless extenuating circumstances exist. At the time of termination a maximum of eighty (80) available hours of PTO may be utilized to satisfy the notification period. Seventy-five percent (75%) of the balance of the available and accrued PTO will be paid off in a lump sum at the employee's rate of pay at the time of termination.

Effective May 15, 2003 there will be no payoff of Paid Time Off to any non-union employee separating with less than one year of service with the County.

Adopted: 7/23/96
Revised: 9/3/03
Reviewed: 3/17/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3250**

PERSONNEL

PRE-TAX MEDICAL PREMIUM PLAN

Pursuant to the requirements of Section 125 of the Internal Revenue Service Code of 1986, as amended, a Pre-Tax Medical Premium Plan is established to provide employees paying a portion of their health care coverage the opportunity to reduce their salary or wages to pay for medical premiums or receive their full compensation.

Eligibility to participate in the Plan and administration of the Plan shall be as provided in the Plan document.

Approved: 06/08/93
Reviewed: 3/17/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3260**

PERSONNEL

FLEXIBLE SPENDING ACCOUNTS

Pursuant to Section 125 of the Internal Revenue Code of 1986, as amended, flexible spending accounts for dependent care and medical reimbursement are established to allow employees to pay for dependent care and un-reimbursed medical expenses not covered by insurance carriers pre-tax.

The flexible spending accounts shall be managed by a third party administrator so named by the Board of Commissioners and employee eligibility and account management shall be pursuant to the plan document developed in accord with the Internal Revenue Service Code.

Adopted: 7/13/93

Revised: 4/21/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3270**

PERSONNEL

LEAVE TIME SUBSIDY

Employees experiencing long-term illness or injury may receive leave time subsidies from other County employees pursuant to established procedures. Leave time subsidy will also be extended to those individuals meeting the legal parameters of the Family & Medical Leave Act.

Application for leave time subsidy remains at the discretion of the employee's department head with concurrence of the County Administrator/Controller to ensure that the request falls within the parameters of the Policy.

Reviewed: 11/5/08

LEAVE TIME SUBSIDY

PROCEDURES

1. Leave time subsidy must be requested, in writing, by the elected Official or Department Head to whom the ill or injured employee reports. Request forms shall be submitted to the County Administrator/Controller for approval.
2. Leave time subsidies shall be requested only after an employee has exhausted all his or her available sick, personal and annual leave/paid time off.
3. Once an employee has exhausted all of his or her available time he or she shall be considered to be on unpaid medical leave of absence pursuant to applicable collective bargaining agreements and Board policy. All terms and conditions of unpaid leaves shall apply including continuation of insurance benefits for a maximum of three (3) months.
4. An individual utilizing leave time subsidy shall receive the donated time at his or her current rate of pay for a maximum of two hundred (200) hours. After utilization of 200 hours an extension to the request shall be evaluated by the County Administrator/Controller.
5. County employees may donate up to a maximum of forty (40) hours of personal, annual paid time off, or sick leave to any one individual.
6. Donated time will be documented in writing on an authorization form to be maintained in the employee's personnel file. Upon receipt by the Human Resources Department of the authorization to donate time, the hours will immediately be deducted from the appropriate category and banked for the named employee. Donated time will not be returned nor may the authorization be revoked.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3280**

PERSONNEL

EMPLOYEE RECOGNITION

Employees attaining defined years of service milestones will be formally recognized each year and will receive a gift of appreciation.

Procedures outlining the process follow.

Adopted: 9/94
Revised: 4/21/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3280**

PERSONNEL

EMPLOYEE SERVICE RECOGNITION PROGRAM
Length of Service Awards

<u>Years of Service</u>	<u>Recognition</u>
5	Certificate Choice from 5 Year Anniversary Gift Selection
10	Certificate Choice from 10 Year Anniversary Gift Selection
15	Certificate Choice from 15 Year Anniversary Gift Selection
20	Certificate Choice from 20 Year Anniversary Gift Selection
25	Certificate Choice from 25 Year Anniversary Gift Selection
30	Certificate Choice from 30 Year Anniversary Gift Selection

Employees attaining the years of service milestones reflected above will be honored at an annual recognition dinner. The employee's spouse/guest and department head will be invited to attend.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3285**

PERSONNEL

RECOGNITION OF COUNTY RETIREES

The Board of Commissioners will recognize, with a formal resolution, all County of Jackson employees who retire from the County with exemplary service on the request of the Department Head/Elected Official.

The Board of Commissioners will be advised of employees retiring from the County with exemplary service on the request of the Department Head/Elected Official, and their names will be read and recorded in the Board of Commissioners' meeting minutes.

Adopted: 2/17/98
Revised: 4/21/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3290**

PERSONNEL

BLOODBORNE PATHOGENS

The County of Jackson has the responsibility to ensure that personnel can perform their duties in a safe and effective manner. The existence of bloodborne pathogens poses a potential threat to the health of County personnel and employees may, in the course of their employment, come into contact with individuals who are communicable disease carriers.

Act No. 154 of the Public Acts of 1974, as amended, outlines the duties and responsibilities of an employee relative to Bloodborne Infectious Diseases.

Pursuant to Act No. 154 the County of Jackson shall provide employees with training to minimize the probability of exposure to a communicable disease and ensure that they have the option of receiving the Hepatitis B Vaccination series at no cost. In addition, employees will be provided with up-to-date information concerning safety procedures associated with communicable diseases.

County Departments will educate and train staff on procedures to eliminate or minimize exposure to bloodborne pathogens as appropriate to their county work assignments and protection of their clients.

Adopted by Board of Commissioners 11/08/94
Revised: 10/20/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3300**

PERSONNEL

MANAGEMENT DEVELOPMENT PROGRAM POLICY

Tuition will be reimbursed to employees for classes and/or training that will enhance knowledge or skills for their position or to assist in meeting qualifications of other Jackson County government positions.

Requests are to be submitted to the Human Resources Director on a standardized form. The Management Development Team will determine approval. Reimbursement will be authorized as follows:

1. Tuition will be reimbursed for a maximum of \$1,000 per semester with a \$2,000 annual cap.
2. Applicants must have been full- or part-time employees of Jackson County for a minimum of one year prior to date of application.
3. The County will not reimburse books, supplies, transportation and other costs related to attending classes.
4. Employees will be required to continue employment with Jackson County for three (3) years following completion of and reimbursement for coursework/training. In the event the employee does not continue employment for the prescribed period, they will be required to reimburse Jackson County on a prorated basis for management development program monies received.
5. Reimbursement will only be issued following the successful completion of the approved coursework/training and attainment of a grade of "B" or better. Where prescribed by collective bargaining agreement, employees receiving a grade of "C" will be reimbursed at fifty percent (50%).
6. Employees shall attend classes outside of normal work hours. Employees attending classes during work hours must have prior approval of their department head and must utilize paid time off, flex time, personal or vacation time.
7. Management Development Program monies will not be allocated for employees required by their department head to attend coursework, training, or seminars specific to their position and department.
8. Evidence of course completion will be maintained, along with tuition application information, in the employee's personnel file of record.
9. The Management Development Program will be implemented in compliance with the Internal Revenue Service Code Section 127 Education Assistance Programs as amended. Tuition reimbursement for graduate level education will be reflected on the employee's W-2 and will be subject to tax withholding.

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10. Completion of coursework shall, in no way, entitle an employee to automatic advancement on the salary schedule either to a higher classification or step by reason of such additional training.
 11. Nothing in this policy commits reimbursement beyond approved classes and/or training. All requests will be evaluated on a case by case basis.

Reviewed: 11/5/08

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3310**

PERSONNEL

WORKPLACE VIOLENCE

The Jackson County Board of Commissioners recognizes workplace violence as a serious concern for all employees. The County hereby adopts a “zero tolerance” philosophy for the work environment. Acts or threats of physical violence, including intimidation, harassment, and coercion involving or affecting Jackson County employees will not be tolerated.

WORKPLACE VIOLENCE POLICY

I. Policy Purpose

Workplace violence is a serious concern for all employers. This policy adopts a “zero tolerance” philosophy for the work environment. Acts or threats of physical violence, including intimidation, harassment, and/or coercion which involves or affects Jackson County will not be tolerated.

II. Policy Statement

A. Employee Questions

Employees should refer all questions regarding their rights and obligations under this policy to the Human Resources Department.

B. Acts of Violence Defined

“Threats or acts of violence” include conduct against persons or property that is sufficiently severe, offensive, or intimidating to alter the employment conditions of the County. This shall include any acts which create, or could create, a hostile, abusive or intimidating work environment for one or more employees of Jackson County.

C. Examples of Workplace Violence

General examples of prohibited workplace violence include, but are not limited to, the following:

- Any threat or act of violence committed on Jackson County property, regardless of whether the individual is employed by Jackson County.
- Any threat or act of violence not committed on Jackson County property, but by an employee acting in the capacity as a representative of the County.
- Any acts or threats resulting in the conviction of an employee or agent under any criminal code of government which would adversely affect the legitimate interests and goals of Jackson County.
- Any act or threats viewed by Jackson County as unacceptable in regards to its workplace violence policy.

D. Specific Examples of Prohibited Conduct

Specific examples of conduct that may be considered “threats or acts of violence” prohibited under this policy include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening to harm an individual or his/her family, friends, associates, or their property.
- The intentional destruction or threat of destruction of Jackson County owned property.
- Making harassing or threatening telephone calls, letters or other forms of communication.
- Any form of criminal “stalking”. Stalking is defined as any willful, malicious, and repeated following of another person and making a credible threat with intent to place the other person in reasonable fear of his or her safety.
- Possession of any firearm or weapon on county property. Weapon is defined as any object that could be used or fashioned to cause physical injury to another person.

Note: Any weapon which is provided by the county in the execution of specific duties is excluded from this definition.

E. Application of Prohibition

The County’s prohibition against threats and acts of violence applies to all persons employed by Jackson County. Contract and temporary workers, and anyone else on county property would be included in this policy. Violation by an employee of any provision of this policy may lead to disciplinary action up to and including termination, as provided in the County Personnel Rules and Regulations. This policy and any sanctions related thereto are to be deemed supplemental to the County’s Personnel Rules and Regulations, and applicable to State and Federal laws.

F. Employee Obligations

Each employee and every person on county property, or while involved in county business, is encouraged to report incidents of threats or acts of physical violence of which he or she is aware.

In cases where the reporting individual is not an employee, the report should be made to the local police department.

In cases where the reporting individual is an employee, the report should be made to the reporting individual’s immediate supervisor, a management level supervisory employee if the immediate supervisor is not available, or the Human Resources Department. Each

supervising employee shall promptly refer any such incident to the appropriate management level supervisor, who shall take corrective action in accordance with the county's rules and regulations. Concurrently with the initiation of any investigation leading to a proposed disciplinary action, the management level supervisor shall report the incidents of threats or acts of physical violence to the local police department.

Nothing in this policy alters any other reporting obligation set forth by state, federal, or other applicable law.

G. Training

Jackson County will provide opportunities for employees to be trained in the risk factors associated with workplace violence, and proper handling of an emergency situation in order to minimize the risks of violent incidents occurring in the workplace.

H. Dissemination of Policy

All employees will be given copies of this policy.

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3320**

PERSONNEL

CQI...EDUCATION SESSIONS

This policy was deleted as it is not necessary to be a policy.

Reviewed/Deleted: 5/19/09

**COUNTY OF JACKSON
POLICY MANUAL**

**Policy No.
3325**

PERSONNEL

ELECTED OFFICIALS/EMPLOYEES SERVING ON BOARDS/COMMISSIONS

County-wide Elected Officials, excluding County Commissioners, and full-time County employees serving on County of Jackson Boards and Commissions, whether pursuant to statute or by appointment by the Board of Commissioners, shall not receive per diem compensation.

Revised: 5/19/09

COUNTY OF JACKSON POLICY MANUAL

PERSONNEL

Policy No. 3330

IDENTIFICATION BADGES

Policy Statement

The County of Jackson provides all Elected Officials and employees with a Photo Identification Badge. This badge is encoded with the building access code and is to be worn only by the authorized employee.

Procedures

1. All Elected Officials and employees will have a Photo Identification Badge prepared upon employment by the County of Jackson.
2. Special badges will be issued to departments for temporary, seasonal, and casual employees.
3. Identification Badges are to be worn where they are clearly visible and with the face showing at all times while the employee is on duty. Requests for exemptions, by classification, must be made in writing to the Administrator/Controller by the Department Head. Administrator/Controller approved exemptions will be maintained on file in the Human Resources Department.
4. The employee is not allowed to attach any pins, stickers, or other ornaments to the badge. Badges that are defaced or mutilated will need replacement and the current replacement fee will be charged. Employees losing or damaging their card must have another made at the current replacement cost, if applicable. If the replacement is necessary because of ordinary wear and tear, or due to a transfer or promotion, no fee will be charged.
5. Failure to wear the Badge may subject the employee to progressive discipline.
6. Employees losing their Badge must report the loss immediately to the Human Resources Department.
7. The Human Resources Department will contact those staff members requiring an Identification Badge resulting from a transfer or promotion.
8. Identification Badges remain the property of the County of Jackson and must be turned in to the Human Resources Department during an extended leave of absence, disciplinary suspension, and at the time of termination prior to receiving the final paycheck.
9. Employees are to use their own Badge. Employees that use another person's Badge may be subject to disciplinary action.

COUNTY OF JACKSON POLICY MANUAL

Policy No.
3340

PERSONNEL

REFERENCE/BACKGROUND INQUIRIES

Prior to an offer of employment being extended to a candidate for a full or part-time position, one or more of the inquiries listed below shall be conducted. The extent of the reference/background inquiries shall be determined by the nature of the position vacancy.

At a minimum, the following inquiries shall be conducted:

1. Verification of prior employment (dates, position held, salary, reason for leaving)
2. Prior employer(s) references (work habits, interpersonal skills, skill level, eligible for rehire, etc.)
3. Felony/misdemeanor convictions

One or both of the following inquiries shall also be conducted if the position is a Department Head, requires regular use of a County owned vehicle, or needs specific licensing:

1. Driving history
2. Verification of academic or licensure credentials

Effective: 10/19/04
Reviewed: 5/19/09

COUNTY OF JACKSON POLICY MANUAL

PERSONNEL

Policy 3350

Administrator/Controller Succession

In the absence of the Administrator/Controller, the Board of Commissioners recognizes the following order of succession:

1. Deputy Administrator
2. Finance Officer

For the purposes of this policy, absence is understood to mean the temporary inability to communicate with the appointed Administrator/Controller.

Adopted: 5/15/07
Reviewed: 5/19/09

COUNTY OF JACKSON POLICY MANUAL

PERSONNEL

Policy 3360

ANTI-DRUG & ALCOHOL POLICY

I. Purpose: Drug Free Workplace

Jackson County is committed to protecting the health and safety of its employees and County citizens, by maintaining a workplace that is free from the effects of drug and alcohol abuse. This Policy sets forth standards regarding the use of drugs or alcohol at work.

II. Scope

A. Drug Free Work Environment

Employee involvement with alcohol or drugs can adversely affect the work environment, job performance and the safety of all employees. Therefore, the use of unlawful drugs, reporting to work or working while under the influence of alcohol or a controlled substance or any other drug; or the possession on County premises of drug paraphernalia, controlled substances, or any other unlawful drug, are expressly prohibited, as is the unauthorized possession or use of alcohol on County premises or in a County vehicle. A violation of this prohibition will result in disciplinary action up to and including termination.

B. Cooperation with Drug Testing Program

Failure to cooperate with any drug testing program requirement, including but not limited to, refusing to consent to testing or to submit a urine sample for testing when requested by management, switching or adulterating a sample, or refusing to sign a statement agreeing to abide by this Policy may result in disciplinary action up to and including termination of employment. Prior to taking any action based on a positive drug test the County will provide the opportunity for the employee to explain the test results to the Medical Review Officer (MRO). Refusing to submit to an alcohol test may also result in disciplinary action up to and including termination of employment.

C. Criminal Convictions of Drug Statutes

The conviction under any criminal drug statute or failure to notify the County of any arrest or conviction (including pleas of guilty and nolo contendere) under any criminal drug statute, within five (5) days after the arrest or conviction, may result in disciplinary action up to and including termination of employment.

D. Search

In circumstances where there is a reasonable belief that drugs or alcohol are present on the County premises or in a County vehicle, a County supplied desk or other container, a search may be conducted to confirm that belief.

E. Applicant Testing

Drug and alcohol screening of new employees shall be conducted. All offers of employment will be contingent on the applicant consenting to a post-offer physical examination, including, but not limited to the collections of a blood, urine or breath sample to be submitted for alcohol, illegal drug and controlled substance abuse screening tests. Applicants must agree that test results are to be released to those officials of the County who make employment decisions. Failure of the applicant to consent will result in elimination of the applicant's consideration for employment. Positive initial testing and a positive confirmatory test will disqualify that applicant from employment with the County.

F. Prescription Drugs

The use of legal drugs (over the counter or prescription medications, with the exception of medically prescribed marijuana) in accordance with doctor's orders or manufacturers recommendations is not prohibited. If the use of such drugs may affect the employee's ability to perform their job safely, they must report the medication to their supervisor. Excessive use or abuse of such drugs shall be considered use of illegal drugs under this policy.

III. Substances to be Tested:

A. Drugs

<u>Substances to be tested</u>	<u>Initial Test</u>	<u>Confirmatory Test</u>
Marijuana Metabolite	50 ng/ml	15 ng/ml
Cocaine Metabolite	150 ng/ml	100 ng/ml
Opiates Metabolite	500 ng/ml	* ng/ml
Phencyclidine	25 ng/ml	25 ng/ml
Amphetamines	500 ng/ml	250 ng/ml

*decision limit depends on drug detected

B. Alcohol – An alcohol concentration of 0.04 or greater will be considered a positive test and a violation of this Policy.

IV. Employees Testing Positive

- A. The County may tolerate an employee testing positive for the illegal use of drugs or alcohol only once, however nothing will prohibit the employee from being disciplined for a first offense, up to and including termination of employment. After rehabilitation and release by the MRO, the employee must successfully pass a drug and alcohol screen. The employee will then be placed in a post-rehabilitation testing program. If the employee tests positive again at any time, the employee will be dismissed immediately.
- B. The County will not accept any financial responsibility for the rehabilitation services received by the employee.
- C. Any employee whose tests verified positive for alcohol or prohibited drug use must contact the County's designated Employee Assistance Plan (EAP) by telephone within 48 hours of receiving notice of a positive test result by the MRO. The employee must initiate a rehabilitation program with the EAP. If the employee fails to contact the EAP within the 48 hour time limit following notification of positive test results, or fails to successfully complete the established rehabilitation program set forth by the EAP, the MRO, and the County's plan administrator, employment with the County will be immediately terminated.

V. Confidentiality

The specimens collected will only be tested for those prohibited drugs listed above. Information regarding an employee's test results or rehabilitation will be released only upon that employee's written consent, except information that a certain employee has failed a drug test will be immediately communicated by the MRO to the plan administrator who will then relay this information to the employee's supervisor, the supervisor, in turn, will immediately remove the employee from his/her duties.

VI. Types of Testing

- A. **Pre-employment** Applicants awarded an offer of employment will be tested for illicit drug use and may be tested for alcohol misuse. Applicants with verified positive tests will not be hired.
- B. **Post-Accident.** An alcohol test should be conducted within two (2) hours and must be completed within eight (8) hours of an accident. The drug testing is to be done, as soon as possible, but no later than thirty-two (32) hours after the accident. An accident is defined as an occurrence resulting in an on-the-job injury caused by an employee that is considered recordable under OSHA guidelines (i.e., requiring medical treatment) or property damage in excess of \$500.00.
- C. **Return to Duty and Follow-up Testing.** Any employee failing to cooperate with any drug testing program requirement as stated in section B.2. may not be returned to duty until he/she has passed a drug test. The returned to duty employee in this category is thereafter subject to unannounced testing for a period of up to one (1) year. Follow up testing will be frequent and unannounced.

The cost of this testing is to be paid by the employee and will not be reimbursed. Ordinarily, the MRO, along with a substance abuse professional assesses the treatment and works out a time span for unannounced recollecting.

The employee may not return to safety-sensitive duties until the employee has been evaluated by a substance abuse professional and has complied with any recommended treatment. In addition, the employee must take a return to work alcohol test where the result must be less than 0.04, and is subject to unannounced alcohol tests of at least 6 in the first 12 months and may be extended up to 24 months following his/her return to work. The employee must also have a return to work drug test if he/she has tested positive for drugs and be placed in a follow-up testing program with testing similar to those listed for alcohol.

- D. Reasonable Cause Testing.** An employee must submit to a drug and/or alcohol test if reasonable cause exists that an employee is an illegal drug or alcohol user. The employer may reasonably suspect that an employee is under the influence of alcohol or illegally uses drugs based upon a number of circumstances. The circumstances that might trigger reasonable cause testing include, but are not limited to, evidence of reported errors on the job, regulatory or County rule violations, and unsatisfactory time and attendance patterns. The circumstances may also be coupled with a specific, simultaneous event that indicates probable drug or alcohol use. A recent investigation, arrest, or conviction for drug-related offenses may also trigger reasonable cause testing.

VII. Procedures

An Anti-Drug and Alcohol Procedure, including Specimen Collection Procedures to implement this Policy have been developed by the County. A copy of the Procedure may be obtained from the County Intranet or the Human Resources Office.

JACKSON COUNTY

ANTI-DRUG AND ALCOHOL POLICY

I HAVE CAREFULLY AND THOROUGHLY READ THE JACKSON COUNTY ANTI-DRUG AND ALCOHOL POLICY AND I AGREE WITHOUT RESERVATION, TO FOLLOW THE POLICY.

Employee's Signature

Date

Employee's Name (Printed)

Date Received By

Adopted: 9/21/10

ANTI-DRUG & ALCOHOL POLICY PROCEDURES

1. These procedures apply to the County's requests for submission of either a urine or a blood specimen.
2. Except where specifically stated, the County shall be solely responsible for all costs incurred in conjunction with the securing of all of the required specimen(s) and the necessary laboratory analyses and report(s).
3. The County shall have the responsibility for initially selecting a laboratory that will properly conduct the drug test and furnish reliable results. The laboratory selected must also provide the ancillary services needed, including specimen retention of "positive" samples for at least six (6) months. The laboratory shall have the capability of timely (within 48 to 72 hours after specimen collection) providing hard copy reports of specimen analysis results.
4. The County shall make the necessary advance arrangements for approved medical collection of the urine/blood sample by qualified medical personnel in an Agency approved setting in a medical office, clinic or lab. Sample collection and testing shall take place upon the employee/applicant's receipt of notice from the County of a drug test request. The notice to the employee/ applicant shall be verbal with written confirmation.
5. The medical facility's personnel credentials and procedures shall be reviewed and approved by the County in order to satisfy the County's need for a proper "chain of custody" and to minimize the risk of an unadulterated sample.
6. The County shall have the absolute right to approve the selection of a laboratory to conduct the testing on urine or blood specimens collected.
7. The employee/applicant shall cooperate with the arrangements and procedure necessary to assure thorough "chain of custody" documentation in order to positively link the employee/applicant's sample to the ultimate test result. Documentation shall be required to include signatures, dates and times of all persons who handle the specimen from the time the specimen(s) are collected until results are reported and what actions were taken in each step of the specimen and testing process.
8. The employee/applicant shall cooperate with the necessary arrangements for an approved observer of the same sex to be present if the employee/ applicant elects to provide a urine sample, in order to assure the obtaining of an unadulterated specimen.

In the event the employee/applicant elects to provide a urine sample, the specimen collection procedure shall require that the individual collecting the specimen (1) feel the exterior of the specimen bottle(s) to assure that it is of an appropriate surface temperature; (2) check the color to verify that it is within the normal color range; (3) check the PH of the urine specimen; and (4) check the specific gravity of the sample.

9. The testing process shall consist of two stages: Initial screening and confirmatory testing. The enzyme multiplied immunoassay technique and/or the radio immunoassay technique shall be used as initial screening tests. Thin layer chromatography may also be used as an initial screening test.

An initial screening test that yields a "positive" result will be repeated or rerun using the same urine sample. A second "positive" result will be treated as a "positive" test result by that method. All "positive" results yielded by an initial screening test shall be confirmed by a second test using a method based on a different scientific principal than the initial test. Confirmatory testing will be used to eliminate "false positive" results.

The radio immunoassay test shall not be used to verify enzyme multiplied immunoassay results. Thin layer chromatography may be used as a confirmatory test, although gas chromatography-mass spectrometry (GC-MS) will be considered the most desirable test for confirmation and used if available.

10. The employee/applicant shall sign the necessary forms to authorize the clinic, medical facility and/or doctor's office and the laboratory to disclose the test results immediately to the County. The employee/applicant's refusal to sign the form and /or the employee/applicant's withdrawal or rescission of previously executed authorization shall constitute a violation of the County's Policy and is a basis for immediate termination of the employment relationship.
11. The employee/applicant shall fill out a form listing all prescription and over-the-counter medication that the employee/applicant is taking at the time of any such testing. The purpose of the list of medications shall be to identify possible causes of "false positives" due to "cross-reactivity" with the medications that the employee/applicant is taking. A copy of the results of the drug test shall be furnished to the employee/applicant immediately upon request.
12. The County shall treat the drug test results as highly confidential information. It shall file drug test results in the same manner in which it files other confidential medical data about employees and/or applicants.
13. The County shall ensure the confidentiality of drug test results and shall protect against the unauthorized disclosure of test results both internally and outside of the County. Within the County, access to the test results shall be restricted to individuals with a "need to know the results."
14. The County shall not divulge test results to third parties such as other employees or prospective employers without the express written consent of the employee/applicant.
15. A "positive" test result shall not be released or relied upon until a confirmatory test has verified its accuracy.

Confidential hard copy of results of testing shall be provided to the County within 48 to 72 hours after specimen pick up. The hard copy shall be mailed in an envelope clearly marked CONFIDENTIAL and addressed to the Deputy Director of Human Resources.

16. The County shall maintain a file of complete documentation for each drug test, including (1) an executed copy of the Agreement; (2) a copy of a signed drug test consent form, (3) a signed list of prescription and over-the-counter medication; (4) all chain of custody documents supplied to the employee/ applicant ; and (5) all hard copy test results supplied to the employee/ applicant.
17. The drug tests shall be requested and administered as determined in the sole discretion of the County.

Responsibilities of Service Providers

I. Administrator

- A. Maintain drug testing documents, i.e., chain of custody forms, etc.
- B. Notify Drug and Alcohol Program Manager of test results.
- C. Administer and schedule follow-up testing for post-rehabilitation employees.

II. Medical Review Officer (MRO)

- A. The primary responsibility of the MRO is to review and interpret positive test results obtained through the County's drug and alcohol testing program. It is important to remember that a positive laboratory test result does not automatically identify an employee or applicant as a user of illegal drugs. The MRO's responsibility is to review the results and determine if there is a legitimate medical explanation for the positive result.
- B. The MRO will report all test results to the designated contact person at the County.
- C. On positive results the MRO will:
 - 1. Contact the employee and conduct a confidential interview.
 - 2. Review all appropriate medical records, which are made available by the employee, to prove that the confirmed positive result resulted from the use of legally prescribed medication.
 - 3. Honor the employee's request to have the split portion of urine specimen retested at the same or a different NIDA certified laboratory. The retest will be done at the employee's expense.
 - 4. If the MRO is unable to contact the employee, the Drug and Alcohol Program Manager may be contacted and asked to have the employee contact the MRO as soon as possible.
 - 5. The Medical Review Officer can be contacted at Allegiance Occupational Health, One Jackson Square, Suite 101, Jackson, MI 49201.

III. Department of Health and Human Services Certified Laboratory (DHHS)

The DHHS Certified Laboratory providing testing services for the County:
Warde Medical Laboratory, 300 W. Textile, Ann Arbor, MI 48108

IV. Employee Assistance Program (EAP)

Contact the Human Resources Department for the name and contact information of the County's Employee Assistance Program.

Standard Collection Procedure

1. The donor shall present required photo identification to the collector.
2. The donor will be asked to remove any unnecessary outer garments such as a coat or a jacket. Other personal belongings such as a brief case or a purse must remain with his/her outer garments. The donor may retain his/her wallet.
3. The donor shall follow the instructions given to him/her by the collector.
4. The donor will be asked to aid in and complete the Chain of Custody Form and the preparation of the specimen.
5. The donor may provide the specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy. It will be necessary for him/her to provide a specimen of a least 60ml. If he/she is unable to provide a sufficient quantity, he/she will be given a reasonable period of time to provide an adequate specimen. If the analysis of the specimen confirms the presence of illegal controlled substances, the employee has 72 hours to request the specimen be sent to another DHHS certified laboratory for analysis. This procedure essentially provides the employee with an opportunity for a second opinion.
6. The donor will be asked to observe the entire collection procedure.
7. When instructed by the collector, the donor shall complete the Chain of Custody form and lastly read, sign, and date the certification statement certifying that the specimen in the bottle is his/hers and came from his/her body at the time of the collection.

IDENTIFICATION AND REPORTING PROCEDURE

Supervisors are required to document observable, objective, and factual evidence that gives reasonable suspicion of a violation of this policy. Suggested actions to be taken in the event of reasonable suspicion of impairment or inability to perform the job properly and safely:

1. Arrange for confirmation of observable and objective information by two witnesses. If applicable, a representative from the recognized union should be selected as a witness whenever possible.
2. Remove employee from the immediate work site to a private location to ensure the safety of staff and customers.
3. Confine questions and statements to specific performance and behavior. Medical explanations for the observed behaviors may be offered by the employee.

If the employee is a member of a recognized union, offer the employee the option of representation or otherwise ensure that a waiver of representation is signed by the employee.

4. Call the Human Resources office, requesting arrangements for medical attention and/or testing.
5. Encourage employee cooperation and consent at all times. Refusal by an employee to undergo testing when there has been a determination of reasonable suspicion based on observable, objective and factual evidence that the employee is impaired or unable to perform his/her job properly and safely will be presumed to be a violation of this procedure and the employee shall be subject to discipline up to, and including, termination. "Refusal to undergo testing" means that an employee (1) fails to provide adequate breath or urine for testing without a valid medical explanation; or (2) engages in conduct that clearly obstructs the testing process.
6. Make arrangements for transportation by an appropriate employer or union representative to the testing site designated by the Human Resources office. At no time, after a Supervisor removes an employee from the work site should the employee be allowed to drive a vehicle or operate equipment.
7. The employee must consent to testing and sign a release for the results to be sent to the employer and is required to sign any other forms required by the testing company.
8. The supervisor forwards all written documentation to the Human Resources office within 24 hours. The Human Resources office will forward a copy to the union Steward, if applicable.

COUNTY OF JACKSON POLICY MANUAL

PERSONNEL

Policy No. 3370

CONFLICT OF INTEREST

I. Purpose

Employees of Jackson County are expected to conduct themselves with personal integrity and accountability in performing their duties for the County. Employees shall support and advance the interests of the County and not seek personal gain. Employees are requested to be overly cautious with respect to conflicts of interest or the appearance of conflicts of interest for the purpose of maintaining the integrity of Jackson County.

II. Conflicts

A. Purchasing

1. Employees, elected officials, or appointed officials shall not participate in the selection of the vendor where a conflict or potential conflict of interest exists.
2. Vendors applying to do business with Jackson County or responding to solicitations for services shall disclose any potential conflict of interest with the county which may include:
 - a) any employees who are employed by the county and the vendor
 - b) employees, elected officials, or appointed officials who stand to gain directly (self) or indirectly (member of family) through the financial business of the county

B. Secondary Employment

1. Employees shall not engage in outside work or business activity that conflicts with their duties as county employees, uses confidential information gained from the county, or that is likely to negatively influence or affect them in carrying out their duties as county employees.
2. Employees shall receive the approval of their department head or elected official before engaging in secondary employment.

- a) A department head or elected official may require special provisions with respect to an employee's secondary employment that prevent any conflict of interest or interference in the performance of his duties.
- b) Employees may appeal the decision of a department head that comes under the supervision of the Administrator/Controller. The decision of an elected official cannot be appealed.

C. Gifts

- 1. Employees may not accept gifts, money, discounts, or favors including a benefit to family members, friends, or business associates for doing work that the county pays them to do. The exceptions to this are promotional gifts or those of nominal value (e.g. coffee mug or letter opener or occasional lunch).

D. Improper Influence / Special Treatment

- 1. County employees shall not use their position for personal advancement or to receive preferential treatment.

III. Enforcement

- A. Employees who violate the provisions of this policy will be subject to discipline which may include termination.

Adopted: 11/16/10