



*Warren C. Evans*  
*County Executive*

# **Wayne County Employee Handbook**

**Published by the Wayne County Central  
Department of Personnel / Human Resources**

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## ABOUT WAYNE COUNTY



Situated in the heart of the Great Lakes region along the beautiful Detroit River, Wayne County is the 13th most populous county in the United States. With 43 distinct communities including the automotive capital of the world - Detroit, Wayne County is rich in history, culture, arts, and world-class amenities. We take pride in being one of the most diverse counties in the United States; a place where different cultures come together to offer a truly cosmopolitan experience.

Wayne County offers a first-class business environment, a top-rated international airport, diverse residential areas, expansive parks, and a multitude of recreational and cultural activities. We are home to several major universities including Wayne State, the University of Michigan-Dearborn, and the University of Detroit. We have several award-winning secondary and primary schools, as well as numerous community colleges and vocational schools. We are also home to the Detroit Symphony Orchestra, Michigan Opera Theater, Detroit Institute of Arts, the Henry Ford, and dozens of theaters, art galleries and concert halls. With hundreds of musical and cultural events every year, Wayne County is Michigan's cultural epicenter.

We hope that you choose to live in or visit Wayne County and experience the quality of life enjoyed by our nearly 2 million residents.

### Facts About Wayne County & Michigan

#### Our Communities:

[Allen Park](#)

[Belleville](#)

[Brownstown Township](#)

[Canton Charter Township](#)

[Dearborn](#)

[Dearborn Heights](#)

[Detroit](#)

[Ecorse](#)

[Flat Rock](#)

[Garden City](#)

[Gibraltar](#)

[Grosse Ile Township](#)

[Grosse Pointe](#)

[Grosse Pointe Farms](#)

[Grosse Pointe Park](#)

[Grosse Pointe Shores](#)

[Grosse Pointe Woods](#)

[Hamtramck](#)

[Harper Woods](#)

[Highland Park](#)

[Huron Charter Township](#)

[Inkster](#)

[Lincoln Park](#)

[Livonia](#)

[Melvindale](#)

[Northville](#)

[Northville Charter Township](#)

[Plymouth](#)

[Plymouth Township](#)

[Redford Charter Township](#)

[River Rouge](#)

[Riverview](#)

[Rockwood](#)

[Romulus](#)

[Southgate](#)

[Sumpter Township](#)

[Taylor](#)

[Trenton](#)

[Van Buren Charter Township](#)

[Wayne](#)

[Westland](#)

[Woodhaven](#)

[Wyandotte](#)

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## INTRODUCTION

### GETTING STARTED

Starting a new job is an exciting experience for most people – so much to learn about the new job and new employer and what is expected. This handbook was designed as part of an overall orientation process to help new employees begin their career with Wayne County.

This handbook will introduce general Wayne County work rules and policies and will provide information about paydays, fringe benefits, and other important topics. It is intended as a reference to be read through at least once and then set aside for later review.

While this handbook and orientation process will provide answers to many questions, other questions may be referred to the employee's supervisor, department personnel officer, or to Wayne County Central Personnel/Human Resources (P/HR).

The supervisor is the most important person the new employee will meet on the job. The supervisor will provide information about the job, introduce co-workers, provide training and support and review work performance to help get the new employee off in the right direction to ensure successful employment.

### DEPARTMENT OF PERSONNEL / HUMAN RESOURCES

Wayne County P/HR is the central personnel department for the County. Its primary mission is to assure that positions in County Government are filled by the most qualified, capable and committed employees available.

Wayne County P/HR provides many services through its four divisions and the Civil Service Commission.

#### **Division of Workforce Administration**

**Examinations:** Conducts examinations and recruits applicants in order to fill vacant positions.

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**Classifications:** Allocates employment positions; reviews reclassification requests and appeals; maintains and publishes the pay plan.

**Certification:** Fills vacant positions from job applicant eligibility lists and processes employee transactions such as transfers and promotions.

**Personnel Information:** Maintains employee records; applies wage and salary provisions of collective bargaining agreements; records personnel transactions; and assists other departments with personnel matters.

## **Division of Benefits and Disability Administration**

**Benefits:** Manages all functions related to the administration of employee and retiree health plans (including COBRA administration), life insurance, wellness programs, employee assistance program (EAP) and tuition reimbursement.

**Disability and Leave Management:** Manages leaves of absence (including those under the Family Medical Leave Act (FMLA)); workers' compensation and non-work related disability claims under the County's Long-Term Disability (LTD) plan; return to work programs; and job accommodation requests evaluations under American with Disabilities Act (ADA)

**Occupational Safety:** Provides work-site safety inspections, training and reporting.

## **Division of Strategic Business (OE/OD)**

Provides organizational development (OD) through training programs, position development, organizational effectiveness (OE), and employee recognition programs that focus on workplace engagement, education and empowerment.

## **Division of Labor Relations**

Responsible for negotiating Collective Bargaining Agreements (CBA) with Wayne County employee organizations, provide CBA interpretation and grievance administration.

## **Civil Service Commission**

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Made up of a three-member body appointed by the CEO and governed by the Civil Service Rules, the Civil Service Commission hears employee appeals of examinations and certain disciplinary matters.

## **HANDBOOK APPLICABILITY**

The information contained in this handbook applies to the majority of Wayne County employees. It is presented as a matter of information only, and its contents should not be interpreted as a contract between the County and any of its employees. This employee handbook supersedes all previous employee manuals or management memos in conflict with its contents.

## **EMPLOYMENT RELATIONSHIP**

Employment with Wayne County is entered into voluntarily and an employee is free to resign at any time, for any reason, with or without notice. Similarly, the County is free to end the employment relationship at any time as provided by law, applicable Collective Bargaining Agreements, or Wayne County Civil Service Rules.

Most Wayne County employees are represented by one of several different unions, each with its own collective bargaining agreement or union contract. While numerous provisions of these union contracts are uniform throughout the County, other provisions are unique.

In preparation of this employee handbook, special effort was made to select an overview of employment conditions that apply to the majority of employees but may not apply to every employee uniformly. For specific information about how these conditions of employment affect an individual employee, the applicable union contract, benefit summary, or civil service rule should be reviewed or P/HR may be contacted.

## **PURPOSE AND SCOPE OF THIS HANDBOOK**

This handbook is designed to acquaint an employee with Wayne County and provide an overview of working conditions, employee benefits, and some of the County's employment policies. This handbook is intended to be read and kept for future reference. Each employee should be familiar with its contents, as well as the referenced policies.

Additional Wayne County policies not referenced within this document are available for review on Wayne County's website at <http://www.waynecounty.com/phr/1312.htm> Policies and work rules specific to a department are available by contacting the department's personnel officer.

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While no employee handbook can anticipate every circumstance or question, this handbook sets forth a general overview of the terms and conditions of employment, expectations for employee conduct and benefits to County employment.

Wayne County provides an equal employment opportunity for all persons, affirming that all applicants and employees shall be treated equally in applying for employment, retaining employment, and advancing in employment. The three general principles that guide County officials and management in making personnel decisions are:

- Employees are individuals worthy of trust, dignity and respect.
- Employees will do their best if they work with integrity, build relationships and are result oriented.
- Wayne County's long-term success and effectiveness depends on the efforts, achievements, and teamwork of all employees.

One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

In turn, each employee shall strive to meet and exceed employee expectations as set forth by this Handbook, any applicable collective bargaining agreement provisions, the Wayne County Civil Services Rules, County policies, ordinances, and federal and state laws. When an employee violates such employee expectations, the employee may be subject to discipline, up to and including termination.

## **CHANGES IN POLICY**

The County expressly reserves the right to change any of its policies, at any time, including those covered here. Employees will be notified of any changes by postings on the County intranet website or by other appropriate means of communication.

Changes will be effective on dates determined by the County and employees may not rely on policies that have been superseded. No supervisor or manager other than the Director of Personnel/Human Resources or the County Executive Officer has the authority to alter these policies.

## **COMMUNICATION AND INFORMATION**

As the County is made up of diverse departments, divisions, groups, units and staff, employees are encouraged to become familiar with the County's multiple information sources used to send communications and valuable information and tools to its employees:

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Information Source	Available To	Address / Location
Wayne County Website (Internet)	Public	<a href="http://www.waynecounty.com/">http://www.waynecounty.com/</a>
Wayne County Intranet	County Employees with Network ID	<a href="http://countynet.wc/default.asp">http://countynet.wc/default.asp</a>
Wayne County @ work	County Employees on eGov	<a href="http://intranet.wc/">http://intranet.wc/</a>
Document Manager	County Employees on eGov	<a href="http://egov/wc-les01/llisapi.dll?func=llworkspace">http://egov/wc-les01/llisapi.dll?func=llworkspace</a>
eLearning	County Employees with Network ID	<a href="http://egov/wc-les01/llisapi.dll?func=llworkspace">http://egov/wc-les01/llisapi.dll?func=llworkspace</a>
eCommunications via Outlook	County Employees with Network ID	Employee's County email box
Departmental Bulletin Boards	County Employees	Employee's worksite
Twitter	Public	<a href="https://mobile.twitter.com/waynecountymi">https://mobile.twitter.com/waynecountymi</a>
Facebook	Public	Friend <b>Wayne County, Michigan</b> <a href="https://www.facebook.com/">https://www.facebook.com/</a>
LinkedIn	Public	Join <b>Wayne County Employment Opportunities</b> group
Benefit Providers	Public	See County internet site <a href="http://www.waynecounty.com/3787.htm">http://www.waynecounty.com/3787.htm</a>
YouTube	Public	<a href="http://www.youtube.com/user/waynecountymich">http://www.youtube.com/user/waynecountymich</a>

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## IMPORTANT CONDITIONS OF EMPLOYMENT

### CLASSIFICATIONS

County job positions may be divided into three groups (or classifications):

- **Unclassified Service** such as elected officials and their deputies, members of boards and commissions, and other appointments.
- **Exempt Service** includes appointments excluded by State Statute, the Wayne County Charter or ordinance.
- **Classified Service** comprises all other positions not specifically included in the unclassified or exempt services.

### PROBATIONARY PERIOD

*Source: Civil Service Rule 9 & CBA's*

*“Every person, who shall be selected by a Department Head/Designated Representative from either an original appointment list or a promotional list to fill a position in the classified Civil Service, shall serve a probationary period before the appointment shall be deemed to be complete.”*

Pursuant to the various contracts, probationary periods may be 6 to 24 months in duration.

The purpose of the probationary period is two-fold. It ensures proper adjustment to a new work schedule and allows the supervisor time to make a written evaluation of your job performance and your attitude toward the work assignment. Employees who are dismissed while serving a probationary period, may make a request to P/HR to have their names returned to the eligibility list from which the certification is made. This request must be made within 20 days following receipt of notice. If the list still exists, the request may be granted if the reason for termination would not prevent satisfactory performance of the duties in another position in some other department.

Once the probationary period has been successfully completed, you achieve “regular employee” status. An individual with “regular employee” status cannot be suspended, demoted, or dismissed without cause, and becomes eligible for promotional opportunities.

### PROMOTIONAL OPPORTUNITIES

*Source: Civil Service Rule 8 & CBA's*

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Promotions are made among employees qualified by training and experience to fill vacancies. Whenever possible, vacancies are filled by promotion.

Upon attaining “regular status,” you will be eligible for promotion within the County. Eligibility to compete for promotional opportunities shall be based on established qualifications that may include experience, education, training, licenses, etc. The number of openings in the higher class is also a factor that determines the ability to promote. Promotions may be available on a departmental or countywide basis.

Announcements for promotional examinations are posted on the County intranet website and through eCommunications via Outlook. The application forms are available online.

## **WORK WEEK**

*Source: Civil Service Rule 12 & CBA's*

The standard workweek begins at 12:01 a.m. Monday and ends at 12:00 midnight Sunday. The workweek for each full-time employee consists of five regularly scheduled, recurring eight hour workdays during the standard workweek. The remaining two days, which are consecutive, are designated as the sixth and seventh day of the employee’s workweek and are known as “off days.”

The term “work week” applies to a four-day, five-day or seven-day operation. Except for part-time, temporary, or seasonal employees (see Temporary Employee Handbook), no workweek is less than 40 hours.

## **LUNCH PERIOD**

Most full-time employees in a five-day operation have one hour for their lunch period, one-half of which is paid. Most full-time employees working in a seven-day and three-shift operation receive a paid one-hour lunch period.

## **TARDINESS**

*Source: Civil Service Rule 14 & CBA's*

Tardiness is reporting to work after the employee has scheduled start time or failure to return to work promptly after lunch. Tardiness may be excused if, in the opinion of the supervisor, extenuating or unavoidable circumstances prevented the employee from reporting to work on time. Excessive tardiness may be grounds for disciplinary action.

## **PERSONAL BUSINESS ON COUNTY TIME**

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Personal business should be conducted away from the work place. Incoming personal calls and email is discouraged, and outgoing personal calls and email should be made only when urgent. When you must make personal calls or send email, make them during break or lunch periods. Such calls or email should be kept brief and to a minimum. Toll calls from County telephones are strictly prohibited.

## CHANGES IN YOUR PERSONAL INFORMATION

It is your responsibility to update the employer with any changes in your personal information. When possible, PeopleSoft self-service should be used to make changes. The most common changes are listed below:

CHANGE TYPE	CONTACT TO CHANGE
Personal Address / Phone Number / E-mail	Update in PeopleSoft or contact P/HR Workforce Administration Unit
Employee Name Change	P/HR Workforce Administration Unit
Updated Education Information	P/HR Workforce Administration Unit
Emergency Contact Information	Update in PeopleSoft or contact P/HR Workforce Administration Unit
Marital Status (marriages / divorces)	P/HR Workforce Administration Unit
Health Insurance Dependents (i.e., marriage, birth, divorce, death of spouse)*	P/HR Benefit Administration Unit
Beneficiary Changes - Life Insurance	P/HR Benefit Administration Unit
Beneficiary Changes - Retirement Plans	Wayne County Employee Retirement System
Beneficiary Changes - Final Compensation Designation	P/HR Workforce Administration Unit
Federal W-4 Changes	Update in PeopleSoft (except for a change to "exempt" status) or contact M&B Payroll
Payroll Direct Deposit Account Information	Update in PeopleSoft or contact M&B Payroll

***\* It is important that you notify P/HR Benefit Administration Unit regarding changes in family status that affect health insurance eligibility within 30 days of the change. Marriages and births, adoptions, guardianships not reported within 30 days of the event will cause the dependent to lose eligibility for coverage until the next health care open enrollment period. Failure to provide information regarding loss of a dependent's eligibility, such as in the case of divorce, within 60 days will result in the loss of rights under the Consolidated Omnibus Reconciliation Act of 1986 (COBRA) and may result in disciplinary action and/or criminal penalties.***

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## COUNTY POLICIES

### ACCEPTANCE OF GIFTS

<http://www.waynecounty.com/phr/1312.htm#>

County employees may not accept gifts offered for performing their duties.

### ACCIDENT IN A COUNTY VEHICLE

If you are in an accident in a County vehicle, you are responsible for:

- Providing first aid if necessary.
- Contacting the police immediately.
- Notifying your supervisor as soon as possible.
- Exchanging information if another party is involved in the accident.
- Coordinating vehicle tow (police will determine if vehicle is drivable).
- Obtaining police report if there is one.
- Taking care of tickets if any issued.
- Reporting the accident to the Department of Management and Budget Risk Management Division within twenty-four (24) hours or next business day.

### AMERICANS WITH DISABILITIES ACT (ADA)

<http://www.waynecounty.com/phr/1312.htm#>

A person with a disability needing accommodation for employment must notify the County in writing within 182 days after the need is known. The County strongly encourages all persons who believe they require an accommodation to perform their job duties to notify the P/HR Benefit Administration Division by making a written request for accommodation. A form is posted on the county websites and document locations.

### CONDUCT

<http://www.waynecounty.com/phr/1312.htm#>

It is the policy of the County of Wayne that employees maintain a working environment that encourages integrity, mutual respect, promotes civil and congenial relationships among employees and is free from all forms of harassment and violence. To that end, certain rules and regulations regarding employee behavior are necessary for the efficient operation of the County and for the benefit and protection of the rights and safety of all. Conduct that interferes with operations, brings discredit on Wayne County, or is offensive to fellow

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employees or citizens will not be tolerated. Employees are expected to conduct themselves in an appropriate manner as judged by a reasonable person. This handbook aligns with County Policies and requirements to ensure compliance. Conduct that interferes with policies and/or other requirements brings discredit on Wayne County and is offensive to fellow employees, other public servants and/or citizens, and will not be tolerated. It is imperative that you review the Wayne County Code of Conduct, as you are responsible for conducting yourself as prescribed.

## **CONFIDENTIAL INFORMATION**

<http://www.waynecounty.com/phr/1312.htm#>

Many employees work with confidential departmental or county information. This includes, but is not limited to: research, contracts, plans, personnel data, medical reports, compensation matters, legal documents, reports indicating marketing strategies, and business or financial plans.

This information, including any other materials, files, records, keys, correspondence or other related items of the County becoming known to or delivered to employees during their employment with the County remains the exclusive confidential property of the County and must be kept in strict confidence and not disclosed to anyone except other County employees as may be necessary for an employee to perform his or her duties or as part of an investigation, even after an employee leaves County employment. Upon termination of employment with the County, each employee must immediately return all property belonging to the County, including the items set forth above.

No confidential information may be copied or removed from the County, except as authorized by the department or County, for the employee's use in the ordinary course of performing his or her duties.

Employees are expected to comply with all federal and state law regarding privacy and confidentiality of information in which they may come in contact in the course of their work.

Employees are expected to act in accordance with the duty of loyalty, a breach of which includes, but is not limited to: taking undisclosed payments from any party doing business with the County; failing to disclose adverse information or matters to your direct supervisor; diverting County opportunities; unauthorized disclosure of confidential information; and any action or inaction which is knowingly contrary to the county's best interests.

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If questions arise as to what data in your department is confidential, ask your supervisor.

## **COUNTY PROPERTY AND EQUIPMENT USAGE**

<http://www.waynecounty.com/phr/1312.htm#>

The County provides computers, facsimile transmission (fax machines), computer files, voice mail, electronic mail and on-line services to assist you in completing job duties as quickly and efficiently as possible. These systems are intended to be used for business purposes only.

All system hardware and software are County property, as well as all messages composed, sent or received on the systems. They are not the private property of any employee and while the County does not intend to review these records on a regular basis, employees have no right or expectation of privacy. The County reserves the right to enter, search and monitor all computer files, voice mail, electronic mail, and internet files of any employee, without notice. Notwithstanding this however, messages received by employees should be treated as confidential by other employees and accessed only by the intended recipient.

Employees are not authorized to retrieve or read messages that are not sent to them; employees shall not attempt to gain access to another employee's messages without the latter's permission; and employees shall not use a code, access a file or retrieve any stored information unless authorized to do so. Any exception to this policy must receive prior approval by your department administrator. County records are subject to disclosure to law enforcement, government officials or other third parties through subpoena, Freedom of Information Act requests, or as otherwise required by law. Consequently, employees should always ensure that the information contained in these messages is accurate, appropriate, lawful, and that proper etiquette is maintained on all systems.

The systems may not be used to contain or convey messages having language or images that may reasonably be considered offensive, demeaning or disruptive to any employee or creates a discriminatory, hostile or abusive work environment. Such content includes, but is not limited to: sexually or racially explicit comments or images, sexual or racial epithets or slurs, or any comments or images that would offend someone based on their race, color, sex, religion, national origin, age, weight, height, disability, status as a veteran or sexual orientation. Threatening, abusive and profane language is prohibited. If any such message is received, from within or outside the County, your department supervisor should be immediately notified.

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All employees accessing the internet are representing the County. All communications should therefore be professional and for legitimate purposes only. The internet should not be used for personal gain or advancement of individual views. Every employee has a responsibility to maintain and enhance the County's public image, and to use the internet in a productive manner.

The County licenses the use of computer software from a variety of third parties. The software is copyrighted and unless authorized, no employee has a right to make copies of any software, or to give software to anyone.

It is the policy of the County to respect all copyrights and to adhere to the terms of all software and other intellectual property licenses to which the County is a party.

Upon termination, an employee's computer access will be revoked. The employee's voice mail box, e-mail box, computer files, and internet transmissions will be reviewed, and if appropriate, removed or archived.

## **DRUG-FREE WORKPLACE**

<http://www.waynecounty.com/phr/1312.htm#>

The Wayne County Drug-Free Workplace Policy provides that the illegal manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the County's workplace. Discipline for violation of this policy may include the full range of disciplinary actions, including discharge from employment.

A Drug-Free Awareness Program has been established by Wayne County to educate all Wayne County employees in the following areas:

1. The dangers of drug use in the workplace;
2. The County policy of maintaining a drug-free workplace;
3. The availability of an Employee Assistance Program to employees in need of drug counseling and rehabilitation; and
4. Penalties that may be imposed for drug abuse violations occurring in the workplace.

The Drug-Free Workplace Policy may include the following types of drug testing:

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1. Pre-employment testing;
2. Re-hire testing an employee who has been off the payroll for over 30 calendar days;
3. Based upon reasonable suspicion – testing when a representative of the employer can point to objective fact(s) from which can be drawn rational inferences, in light of the representative’s experience, that the employee is under the influence of, using, selling, dispensing or in possession of any controlled substance unlawfully;
4. Follow-up testing as part of counseling or rehabilitation;
5. Testing of employees in safety sensitive classifications in accordance with the Omnibus Transportation Employee Testing Act of 1991;
6. For other reasons in accordance with the County’s collective bargaining agreements.

Refusal to be tested when required will result in discharge.

The County’s Drug-Free Workplace Policy is distributed in the New Employee Orientation. Additional copies may be obtained from your department head, personnel officer or P/HR.

## ETHICS

<http://www.waynecounty.com/phr/1312.htm#>

It is the policy of the County of Wayne that employees maintain a working environment that follows ethical and professional business behavior. To that end, this policy aligns with the County Ethics Ordinance to ensure compliance. Conduct that interferes with this policy and the Ethics Ordinance brings discredit on Wayne County and is offensive to fellow employees, other public servants and/or citizens, and will not be tolerated.

Wayne County’s Ethics Ordinance No. 2012-209 is founded on basic principles of ethical behavior and is consistent with the County’s Core Values and Mission. To achieve our public service and goals, Wayne County must support an internal environment that nurtures and encourages ethical conduct by its “Public Servants”, which includes employees, contractors, elected or appointed officials, or a member of a Wayne County board or commission. As Public Servants of Wayne County, we hold positions of public trust and we all share a mutual commitment to ethics in the workplace. It is our duty to continually earn the public’s trust by advancing the public interest and refraining from the pursuit of private interests. We dedicate ourselves to upholding the highest standards of conduct in the performance of our duties.

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## EQUAL EMPLOYMENT OPPORTUNITY

<http://www.waynecounty.com/phr/1312.htm#>

Wayne County is committed to a policy of non-discriminatory practices. No person may be excluded from participation in any activity under the jurisdiction of the County of Wayne on the basis of race, color, religion, sex, national origin, ancestry, citizenship, age, pregnancy, weight, physical or mental disability, marital status, sexual orientation, arrest record, veteran or military status, unfavorable discharge from military service, or any other legally protected status under state, local or federal law.

## FRAUD REPORTING

<http://www.waynecounty.com/phr/1312.htm#>

It is the policy of the County of Wayne that employees maintain a working environment that follows honest and ethical behavior and business dealings. To that end, this handbook aligns with the County Fraud Ordinance No. 92-806 section 73 to ensure compliance. Conduct that interferes with the policy Fraud Ordinance brings discredit on Wayne County and is offensive to fellow employees, other public servants and/or citizens, and will not be tolerated.

If an employee has reasonable concerns regarding possible, work-related, wrongdoing, of a criminal nature, immediately contact:

The Wayne County Fraud and Corruption Investigation Unit  
Office of the Prosecuting Attorney's Office  
(313) 224-TIPS (8477) or online at: [WayneCountyFraudRepo@waynecounty.com](mailto:WayneCountyFraudRepo@waynecounty.com)

The Whistleblowers' Protection Act (Public Act 469 of 1980) prohibits retaliatory discharge of employees for reporting a violation or suspected violation of federal, state or local laws, rules or regulations, unless the employee knows the report is false. The act also prohibits the discharge of an employee requested to participate by a public body in an investigation, hearing, or court action.

## PREVENTING HARASSMENT AND DISCRIMINATION

<http://www.waynecounty.com/phr/1312.htm#>

## WAYNE COUNTY EMPLOYEE HANDBOOK

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State and federal laws prohibit discrimination in employment on the basis of religion, race, color, national origin, age, sex, marital status, height, weight or disability. Harassment of any employee for any of these reasons will not be tolerated in the workplace. Offending employees, including management personnel, risk discipline up to and including discharge, and may be subject to civil liability.

All employees have responsibility under the civil rights laws: all employees are responsible for their own conduct, and management personnel have the additional responsibility to ensure a work environment free from improper conduct. Harassment may include, but is not limited to, degrading comments; innuendos; or gestures that create an intimidating, hostile, or offensive work environment.

Federal law provides the following definition of sexual harassment which Wayne County specifically incorporates into its employment policies:

*“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submissions to such conduct 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 of employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interfering with an individual’s work performance or creates an intimidating, hostile, or offensive work environment.”*

Source: <http://www.eeoc.gov/eeoc/publications/fs-sex.cfm>

The County will take affirmative steps to prevent sexual harassment from occurring and to deal fairly with all reported incidents in a timely manner. Where investigation determines a complaint has merit, action will be taken to both deal with the conduct and prevent its recurrence.

Retaliatory action, against an employee seeking redress, witnesses, or anyone who participates in any part of the investigation, is prohibited and shall constitute a separate and distinct cause for complaint under this policy.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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If you believe you have been subjected to sexual or other harassment, you may report your concerns or file a complaint with a supervisor in your Department, your Department Head, or the Director of Personnel/Human Resources.

Nothing in this statement of policy prevents an employee from directly contacting the Equal Employment Opportunity Commission or the Michigan Department of Civil Rights in addition to or instead of pursuing the matter internally.

The County's policy against harassment and discrimination is distributed at the New Employee Orientation. Additional copies may be obtained from your Department Head, Personnel Officer or P/HR.

## **HARASSMENT REPORTING PROCEDURES**

<http://www.waynecounty.com/phr/1312.htm#>

To the extent possible, efforts should be made to settle all harassment complaints within the department using the informal procedure. The employee should go to his or her supervisor, or the next level of supervision in the department or to P/HR. The person taking the complaint will use whatever steps are necessary to resolve it.

If the matter is not resolved in the informal procedure, or if the complaint is so serious that the person wishes to bypass the informal procedure, the employee may make a formal complaint by filing a written statement with the Department Head or the Director of Personnel/Human Resources. The complaint will be handled using a system of formal steps and investigation that have been designed for handling such complaints.

## **INCLEMENT WEATHER**

<http://www.waynecounty.com/phr/1312.htm#>

Regardless of weather or other emergency conditions, all County operations will continue as scheduled. All employees are expected to work, unless changes have been authorized by the County Executive or designee.

## **OUTSIDE EMPLOYMENT**

*Source: Civil Service Rule 12 & CBA's*  
<http://www.waynecounty.com/phr/1312.htm#>

## WAYNE COUNTY EMPLOYEE HANDBOOK

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Wayne County employees shall not engage in any employment, activity or enterprise that is inconsistent, incompatible, or in conflict with their duties as County employees or with the duties, functions, or responsibilities of the County department to which assigned.

No employee holding a full-time job with Wayne County shall simultaneously hold a job, with any other governmental jurisdiction or in private employment that would have the effect of reducing the efficiency of that employee in his or her service to Wayne County.

Any employee who desires to simultaneously hold a full-time job with Wayne County and maintain outside employment, including self-employment and professional services on a commission or fee basis, shall annually inform his or her Department Head of the extent or nature of such outside employment on a form provided by P/HR.

The Department Head will determine whether or not the outside employment conflicts with the duties and responsibilities of the County employee and forward a copy of the form with the determination to P/HR.

P/HR may inquire from time to time as to the effect such outside employment may have on an employee's efficiency and service to Wayne County.

Ordinarily, such outside employment should not exceed 20 hours per week. If following the submission of an outside employment form, there is significant change in the outside employment, such as a change in hours, in duties, or employers, a new report should be submitted to update the outside employment information.

No employee may be on any type of leave of absence and perform outside employment.

A new report must be submitted annually. In addition, an employee must notify the Department Head and P/HR when outside employment is ended.

### **PARKING TICKETS**

<http://www.waynecounty.com/phr/1312.htm#>

An employee who is issued a parking ticket or moving violation while assigned or operating a Wayne County vehicle shall: (1) notify his/her supervisor immediately of receiving the ticket/citation; **and** (2) timely pay the fine assessed by the ticket/citation unless it is timely

# WAYNE COUNTY EMPLOYEE HANDBOOK

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challenged and set aside within the date provided by law, in which case supporting documentation shall be retained and produced to the Director of Personnel/Human Resources.

## POLITICAL ACTIVITIES

Source: *Civil Service Rule 11 & CBA's*  
<http://www.waynecounty.com/phr/1312.htm#>

All employees of Wayne County, even those outside the classified service, may not engage in political activity of any kind during working hours. An employee is not required to participate in political undertakings and cannot be discriminated against for refusing to engage in such projects.

Employees who wish to run for public office must obtain a leave of absence when announcing their candidacy, unless specifically exempted by P/HR.

If elected or appointed to a public office (other than Notary Public), an employee must resign from County Service, obtain a leave of absence, or be granted permission by P/HR to continue County employment when the holding of such office does not conflict with County service or the best interest of the County.

If your County job is wholly or partly funded by Federal Funds, you are subjected to the more restrictive Hatch Act which prohibits an employee from becoming a candidate for an elective public office in a partisan election.

## RIGHT TO KNOW

<http://www.waynecounty.com/phr/1312.htm#>

Employees have legal rights, such as:

- To review their employee / personnel file. (*Bullard-Plawecki Act*)  
Source: <http://www.legislature.mi.gov/documents/mcl/pdf/mcl-act-397-of-1978.pdf>
- To be informed of hazardous working conditions including hazardous chemicals in the workplace. (*OSHA Right to Know*)  
Source: [http://www.osha.gov/OSHA\\_FAQs.html](http://www.osha.gov/OSHA_FAQs.html)
- To be informed if injuries have occurred in the workplace. (*OSHA*)  
Source: [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_id=11269&p\\_table=STANDARDS](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_id=11269&p_table=STANDARDS)

# WAYNE COUNTY EMPLOYEE HANDBOOK

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If you have any questions regarding these rights, see your department head, personnel officer or Department of Personnel / Human Resources.

## SAFETY FIRST

Continued health and safety are important to Wayne County. Exercising caution and common sense may prevent you or a fellow worker from being injured on the job.

**Safety is everyone's responsibility.** All employees are expected to practice the following common safety precautions:

- Keep work area's clear of trip hazards and other hazards that may cause accidents and/or injury.
- Report safety incidents or hazards to a supervisor immediately.
- Wear proper clothing and safety equipment for the job.
- Observe no smoking and other safety warning signs.
- Learn the location of a First-Aid Station and AED
- Do not engage in horseplay or practical jokes which could cause accidents.
- Do not operate any equipment or machinery without proper training, instructions or authorization.
- Do not attempt to move heavy equipment or furniture; ask a supervisor to call the Buildings Division for assistance.
- Participate in required safety training.
- Follow established procedures.

## SMOKING

<http://www.waynecounty.com/phr/1312.htm#>

The Clean Air Act, Public Act 198 of 1986, and Wayne County policy prohibits smoking in any County facility or vehicle. Smoking is also prohibited at meetings of public bodies except where designated smoking areas are provided. Voluntary compliance is preferred, but discipline will be used if necessary for enforcement.

## SOCIAL SECURITY DECLARATION AND PRIVACY

<http://www.waynecounty.com/phr/1312.htm#>

To insure the County is in compliance with the Social Security Number Privacy Act, MCL 445.81 et seq. we have a policy in place to protect the confidentiality of all social security numbers that are provided to or maintained by the County in the ordinary course of business, including but not limited to social security numbers provided in connection with employment, tax, vital and other records.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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Federal law requires employers to maintain accurate Social Security Numbers of their employees or be subject to fines and penalties. Wayne County has a policy for the collection of Social Security information.

## **WORK-RELATED INJURY OR ILLNESS REPORTING**

<http://www.waynecounty.com/phr/1312.htm#>

If you are injured or become ill as a result of your work duties:

1. Immediately notify your supervisor or any other available supervisor if your supervisor is not available. If any treatment beyond first aid is required, arrangements will be made to have you treated at an authorized medical clinic\* or the nearest hospital.
2. In case of an emergency or when no supervisor is available, go to the nearest authorized medical clinic\* or hospital; then report the occurrence to your supervisor as soon as possible.
3. Complete an Employee Injury Report immediately or within 24 hours of the injury incurring or onset of illness or as soon as is reasonably possible. Medical bills and workers' compensation claims cannot be processed and paid without this report. The Employee Injury Report form with additional instructions can be found at <http://www.waynecounty.com/5417.htm>.

*\* Contact your supervisor, personnel officer or the Department of Personnel / Human Resources Benefits Administration Division for the name of an approved medical clinic.*

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## EMPLOYEE INCOME

### PAY PLAN

If applicable, pay rates, ranges and footnotes appear in the Wayne County Pay Plan. Amendments are made from time to time based on actions of P/HR and changes in labor agreements. The Pay Plan is available for review at the personnel office in your department and on the County's Intranet site.

### SALARY

The rates of compensation for most County employees are negotiated as part of labor agreements. Rates for employees excluded from collective bargaining are established by P/HR.

Most jobs have a range of salaries. You will probably begin at the minimum rate of the range. Future salary increases will be dependent on the Collective Bargaining Agreement covering your position.

### PREMIUM PAY

Many County employees are eligible for premium pay for working overtime, holidays, shift work and on weekends. Please check your Collective Bargaining Agreement for specifics.

### OVERTIME PREMIUM

Overtime will be paid to employees not excluded from overtime compensation for all hours of work performed in excess of the regularly scheduled work shift. Overtime may also be paid for hours of work performed on the sixth and seventh day of an employee's workweek, provided the employee has been paid for the standard 40 hours in the workweek. All overtime must be pre-approved by management. Please check your Collective Bargaining Agreement for specifics.

### SHIFT PREMIUM

Employees regularly scheduled to work afternoon or night shifts may receive shift pay or shift differential in addition to their regular pay. Please check your Collective Bargaining Agreement for specifics.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## WEEKEND PREMIUM

Employees regularly scheduled to work on the weekend (seven-day operations) may receive, in addition to the basic hourly rate, a premium for all work performed on Saturday or Sunday. Please check your Collective Bargaining Agreement for specifics.

## PAYCHECK

Wayne County employees are paid bi-weekly. The pay period begins on Monday at 12:01 a.m. and ends 14 days later on Sunday at 12:00 midnight. Checks are issued on the Friday following the end of the pay period except when Friday is a Holiday, in which case checks are issued on Thursday.

All paychecks are mailed to the home address we have on file unless you have your check directly deposited. Inquiries relative to the correctness of your paycheck should be directed to the payroll clerk / timekeeper in your department.

If you lose your paper paycheck or it does not arrive by Tuesday of the week following payroll, contact Central Payroll at (313) 224-7691 or (313) 224-5214 to receive the necessary information to initiate the process of paycheck replacement. All replaced paper paychecks will be available for pickup at Central Payroll in the Guardian Building (20<sup>th</sup> Floor) or mailing no earlier than Thursday following the pay week. ***No requests for lost or stolen paper checks will be taken before Tuesday following a pay week.***

When you receive your first paycheck, you will notice certain payroll deductions. Some deductions are required by law; other deductions are provided as a service and are deducted only on a voluntary basis. These voluntary deductions may include:

- Supplemental medical or life insurance coverage
- Purchase of United States savings bonds
- Deposits to checking or savings accounts
- Contributions to County-approved charitable Organizations
- Deductions for deferred compensation
- Deductions for dependent care
- Deductions for uninsured health care
- Re-payment of a loan
- Dues, if you belong to a labor union or association

## **DIRECT DEPOSIT**

Direct Deposit is the quickest way to receive your check and is encouraged for all employees. Contact the Department of Management and Budget, Payroll Unit to enroll or sign up using your self-service PeopleSoft ID. Once you submit the form, it will take approximately two pay cycles for the implementation of your direct deposit.

Direct deposit advices will not be mailed. They can be emailed to both your home and work email address or viewed on line through PeopleSoft Self Service. In the event a special situation arises where an advice needs to be printed, contact the payroll clerk / timekeeper in your department.

## **CREDIT UNION**

Wayne County employees may join the Public Service Credit Union. Their services are available for all County employees and family members. For more information concerning all benefits offered, call the Credit Union at (313) 224-5550.



# WAYNE COUNTY EMPLOYEE HANDBOOK

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## EMPLOYEE BENEFITS

### ANNUAL LEAVE

All regular employees of Wayne County are eligible for annual leave or vacation time. If applicable, check your collective bargaining agreement or benefit plan to determine your eligibility.

Most employees:

- Are required to complete one year of service before being eligible to use annual leave.
- Earn annual leave hours based on total length County service.
- Cannot use annual leave until it is earned.
- Can accumulate annual leave for up to two years.
- Do not earn annual leave in pay periods in which there is less than 66 hours of paid service.

Employees must notify their department head or designated departmental representative of their desired vacation period, in writing, by May 1<sup>st</sup> of each year. In the event there is a conflict in scheduling vacations, the most senior employee, as defined by the various labor agreements prevails.

Part-time employees are entitled to earn annual leave in proportion to time actually worked.

### BEREAVEMENT LEAVE

Employees are granted time off with pay to make burial arrangements and attend funeral services or memorial services for members of their immediate family. See your collective bargaining agreement for a definition of immediate family.

Bereavement leave for most employees is limited to three consecutive workdays at any one time but may be extended to five consecutive workdays if the funeral or memorial service is more than 300 miles from Detroit. Evidence of the funeral or memorial service and the employee's relationship to the deceased may be required. Please check Civil Service Rule 13 and if applicable your Collective Bargaining Agreement for specifics.

### EMPLOYEE ASSISTANCE PROGRAM (EAP)

# WAYNE COUNTY EMPLOYEE HANDBOOK

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The Employee Assistance Program is designed to provide assistance to all County employees their immediate family members and members of the employee's household experiencing personal problems. This program offers confidential assistance with behavioral or medical problems such as alcoholism, drug dependency and gambling, as well as emotional and marital / family problems, financial issues, legal matters, etc. Counselors through this program are available 24/7 year round. The Employee Assistance Program is coordinated by P/HR Benefits and Disability Administration Division.

## **FAMILY MEDICAL LEAVE ACT (FMLA)**

The Family and Medical Leave Act requires Wayne County to allow up to 12 work weeks of leave to "eligible" employees for certain family and medical reasons. Employees are eligible for a leave if they have worked for Wayne County for at least 12 months, and for 1,250 hours over the previous 12 months. Your health coverage will be maintained by Wayne County for the 12-week duration of this leave.

Family / Medical Leave is granted for the following reasons:

- To care for the employee's child after birth or placement for adoption or foster care
- To care for the employee's spouse, child, or parent who has a serious health condition
- For a serious health condition that makes the employee unable to perform his or her job
- Eligible employees are entitled up to 12 weeks of leave for "any qualifying exigency" arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call to active duty status, in support of a contingency operation. The law also allows for an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member.

When practicable, a request for a leave must be submitted to your department for review and recommendation of approval or denial 30 days before the commencement of the leave. The department will forward your leave request to P/HR for final determination.

Employees may elect to substitute accrued paid leave for unpaid FMLA leave. If the leave is requested because of a serious health condition of the employee, or the employee's spouse, child or parent, the employee must furnish medical certification of the serious health condition.

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For employees using leave under FMLA for their own medical condition, an employee must present a fitness-for-duty certificate from his or her health care provider before being returned to duty. Employees returning to work from an FMLA leave will be reinstated to the same or an equivalent job with the same pay, benefits and conditions of employment.

## FLEXIBLE SPENDING ACCOUNTS

The County offers employees the opportunity to participate in flexible spending account programs for uninsured / unreimbursed health care expenses, dependent care, parking at work and commuter transit. These programs allow each employee to set aside funds to pay for the specified expenses on a tax-free basis. For more information on this participation in these accounts refer to the FSA Frequently Asked Questions (FAQs) located on Wayne County's website at <http://www.waynecounty.com/3787.htm> or contact the Benefits and Disability Administration Division.

## HOLIDAYS

All regular County employees are granted time-off with pay or are otherwise compensated for legal and special holidays. Determination of holiday schedules and compensation for holidays is by labor agreement or by P/HR. Holiday schedules are published by January 15<sup>th</sup> of each year. Please check Civil Service Rule 13 and if applicable your Collective Bargaining Agreement for specifics.

Holidays *typically* celebrated by most employees include the following days:\*

- New Year's Day
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- State / National Election Days
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

*\*Check your collective bargaining agreement or benefit plan to determine which days apply to you.*

Holidays falling on a Saturday are typically celebrated on the Friday before the holiday. Those falling on a Sunday on the Monday after the holiday.

While not a holiday, many employees are granted time-off with pay, on Good Friday afternoon.

## WAYNE COUNTY EMPLOYEE HANDBOOK

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For many employees, three swing holidays are scheduled between Christmas Day and New Year's Eve.

Some employees receive a day off for their birthday, subject to prior approval from management. All new hires must complete one year of service before they are eligible for this benefit. Please consult your Collective Bargaining Agreement or Benefit Package for further details.

Holiday schedules for employees working in law enforcement, the courts and 7-day, 24-hour operations may vary from the above.

### HEALTH CARE INSURANCE

Health care benefits (medical, prescription drug, dental and vision) are provided for employees who are regularly working a minimum of 30 per week and their eligible dependents. Benefits generally become effective on the first of the month following date of hire. All new employees or rehired employees must participate in the health care plans of the County's choice for at least one year unless electing to opt out / waive coverage. Employees may make alternate plan selections during the open enrollment period after one year of service has been completed.

Please check Wayne County Health and Welfare Benefit Plan located on Wayne County's website at <http://www.waynecounty.com/3787.htm> and, if applicable, your Collective Bargaining Agreement for specifics.

The following dependents are currently eligible for health care enrollment under the employee's plan(s) with proof of eligibility:

- Spouse with copy of marriage certificate;
- Child of employee or employee's spouse up to age 26 with copy of birth certificate or adoption order, or guardianship order (up to age 18); and
- Disabled child regardless of age with copy of birth certificate or adoption order and documentation of permanent disability as defined under Michigan Public Act 275.

In cases where both husband and wife are County employees, the employee / spouses may maintain separate coverage. However, if they choose to do so, they will not be able to cross-cover each other (i.e., the spouses may not be a primary / subscriber on their own policy and a

## WAYNE COUNTY EMPLOYEE HANDBOOK

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dependent on their spouse's policy). Additionally, the children of such employee / spouses will only be allowed coverage under one policy provided through the County.

Spouses who are eligible for coverage under another group health plan through another employer will not be eligible for primary coverage under the County's health plan if the other group health plan's coverage is deemed comparable.

All employees must provide P/HR Benefit and Disability Administration Division with current information regarding any changes in marital and dependent status. It is important to notify the P/HR Benefits and Disability Administration Division regarding changes in family status that effect health insurance eligibility within 30 days of the change. Marriages and births, adoptions, guardianships not reported within 30 days of the event will cause the dependent to lose eligibility for coverage until the next health care open enrollment period. Failure to provide information regarding loss of a dependent's eligibility, such as in the case of divorce, within 60 days will result in the loss of rights under the Consolidated Omnibus Reconciliation Act of 1986 (COBRA) and may result in disciplinary action and/or criminal penalties.

Employees should check with P/HR Benefit and Disability Administration Division regarding medical insurance open enrollment periods and eligibility, if they are interested in changing their insurance carrier(s).

### **JURY DUTY**

Employees are granted time off with pay for serving on a jury subject to the following:

- Employees are required to work on regularly scheduled workdays when not required to serve on the jury.
- For those days on which employees are required to serve on a jury and are regularly scheduled to work, employees will receive their normal pay and are required to deliver the jury pay check to their department head or personnel officer.
- Employees are not required to work any portion of a shift (including afternoon or night) on those days they are required to serve on the jury.
- Employees must furnish proof of jury service.

Please check Civil Service Rule 13 and if applicable your Collective Bargaining Agreement for specifics.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## LIFE INSURANCE

The County provides Group Term Life Insurance (basic life) for full-time employees. Supplemental and Dependent Life Insurance are also available under a group plan at the option and full expense of the employee. The amount (or volume) of basic life insurance provided is in collective bargaining agreements and/or benefit plans, as applicable.

## LONG-TERM DISABILITY INCOME PROTECTION PLAN

[http://www.waynecounty.com/documents/phr\\_docs/LTD\\_Plan.pdf](http://www.waynecounty.com/documents/phr_docs/LTD_Plan.pdf)

Most full-time permanent employees who receive health care benefits are also eligible for participation in the Wayne County Long-Term Disability (LTD) Income Protection Plan after one year of service. The plan pays a percentage of an employee's gross monthly salary (typically 60%) up to a monthly maximum set forth in the employee's CBA or benefit plan when the employee is determined to be unable to work due to extended illness from non-work related injury / illnesses.

An employee who is eligible for LTD benefits qualifies for benefits under the plan after period of disability (known as an "elimination period") specified in the employee's CBA or benefit plan (usually 30 or 60 days) or the use of all sick leave, whichever occurs last. An employee must contact the P/HR Benefits Administration Division to provide notice of disability and to request information regarding (LTD) within 14 days of a disability commencing (unless otherwise specified in the appropriate collective bargaining agreement). The employee may be denied LTD benefits if he/she does not notify / apply timely.

## MILITARY LEAVE

Employees entering active service are granted leaves of absence, without pay, for the required period of military service in accordance with the law. Health and life insurance benefits will continue for any employee and their eligible family members while the employee is on active military duty. Please check Civil Service Rule 13 and your Collective Bargaining Agreement for specifics.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## **PARKING AT WORK / COMMUTER TRANSIT PASSES**

For the convenience of its employees, the County has contracted with several parking lots in the downtown area to provide reasonably priced monthly parking. Parking purchased through this program may be payroll deducted on a pre-tax basis. Similarly, the County offers commuter transit passes for the SMART bus system.

For more information regarding the parking or commuter transit pass program, contact the Department of Management and Budget at (313) 224-0675.

## **PERSONAL BUSINESS LEAVE**

Most full-time employees can use accumulated sick leave for personal business not to exceed four days in any one year. (Check your contract or benefit plan to determine the amount you are eligible for and when you are eligible to use these days). These days are not considered when determining how many sick leave days have been used to calculate the employee's annual leave bonus eligibility (where applicable).

Personal business leave may be used at the employee's discretion upon reasonable notice to and with the consent of your supervisor. Personal business leave must be taken in increments as determined by your bargaining agreement.

## **RETIREE MEDICAL SAVINGS ACCOUNTS (RMSA)**

[http://www.waynecounty.com/documents/phr\\_docs/Personnel\\_Order\\_5-2011\\_-\\_Retiree\\_Healthcare\\_Trust.pdf](http://www.waynecounty.com/documents/phr_docs/Personnel_Order_5-2011_-_Retiree_Healthcare_Trust.pdf)

All new employees are required to participate in a retiree medical savings account per the terms of the appropriate collective bargaining agreement or benefit plan. Retiree medical savings accounts are individual accounts set up for each new employee to provide funds to pay for medical expenses for themselves and eligible family members upon retirement (or separation) from County service. Employees covered under a collective bargaining agreement will be required to contribute 2% of the base wages on a pre-tax basis towards this account with a 5% match from the County. Executive and non-executive exempt employees contribute a flat amount on a pre-tax basis with a County match as described in their benefit plan.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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Information regarding access to accounts will be mailed to each new employee. Information regarding vesting of employer funds can be found in your collective bargaining agreement or benefit plan.

## RETIREMENT FUNDING

The County offers employees the ability to save for retirement. Most new employees will be placed in Retirement Plan #5. Details of this plan are available in your orientation packet or from the County Retirement Office and in your collective bargaining agreement or benefit plan.

Additional opportunities to save for retirement are also provided through participation in deferred compensation accounts. Employees may elect to defer additional funds from bi-weekly pay on a pre-tax basis towards accounts with one or more deferred compensation providers. For more information about deferred compensation accounts, employees should contact the Wayne County Employee Retirement System.

## SICK LEAVE

All regular employees of Wayne County are eligible for sick leave benefits. Check your contract or benefit plan to determine your eligibility. Part-time employees earn sick leave on a pro-rated basis.

Sick leave may be used for:

- personal illness or physical incapacity;
- exposure to contagious disease in which the health of other employees would be endangered;
- illness of a member of the employee's immediate family, who requires the employee's personal care and attention, not exceeding five sick leave days in any one year;
- death of a relative, other than those covered by Bereavement Leave, not exceeding three sick leave days at any one time. This includes aunts, uncles, nephews, nieces, and first cousins of the employee or employee's spouse;
- for routine medical or dental appointments, upon prior notice to the employee's supervisor;

# WAYNE COUNTY EMPLOYEE HANDBOOK

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Documentation may be required for sick leave use. Return to work certification after long-term leave may be required by the County.

## **SICK LEAVE - INCENTIVE TO LIMIT USE (Bonus Annual Leave Days)**

As an incentive to limit the use of sick leave, many full-time employees using five or fewer sick leave days in any one year are granted three additional annual leave days or are paid the current value of those additional days. Check your collective bargaining agreement or benefit plan for further details.

## **TUITION, TRAINING & PROFESSIONAL REIMBURSEMENT**

*Pending Policy*

Full-time employees with “Regular Employee” status are eligible to apply for tuition, training and other professional reimbursements as allowed for by the terms and provisions of the applicable CBA or benefit plan. Program eligibility is limited to courses determined by P/HR to be directly related to the employee’s current position, or for reasonable, specific promotional opportunity.

Eligible reimbursements may not exceed the authorized maximum for the employee during any one fiscal year. Approval may be contingent on the availability of funds.

Employees must be able to complete the proposed course(s) without interference with the duties of their positions. Reimbursement of tuition is made only for successfully completed courses at accredited educational institutions with a grade of C or better or the successful completion of seminars that are job related. Refund payments do not include the cost of books, supplies, equipment, special or registration fees, or transportation (unless authorized under current collective bargaining agreements).

In addition, Wayne County P/HR coordinates the “Loan Advancement Program” that permits “up front” tuition reimbursement payments to education organizations upon approval of both the Benefit and Disability Administration and the Loan Agent (example, Public Service Credit Union).

## **VOLUNTARY / SUPPLEMENTAL BENEFITS**

The County offers employees the option of enrolling in a variety of voluntary / supplemental benefit plan options through the convenience of payroll deduction. Plan options include supplemental life insurance, supplemental short-term and long-term disability insurance,

## WAYNE COUNTY EMPLOYEE HANDBOOK

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cancer insurance, hospital indemnity insurance, pre-paid legal plans, identity theft insurance, pet insurance as well as other plans. For more information about available plans and enrollment, visit Wayne County's website located at <http://www.waynecounty.com/3787.htm> or contact the Benefits Administration Division.

## OTHER INCOME PROTECTION

### SOCIAL SECURITY

This is a federal program that provides retirement benefits and payments for total disability as well as under certain conditions, beneficiary income and Medicare. Wayne County, in accordance with federal laws, matches individual contributions.

### UNEMPLOYMENT COMPENSATION

Unemployment Compensation under the Michigan Unemployment Insurance Agency (MUIA) provides some measure of income in case of involuntary unemployment. Wayne County reimburses the State for benefit payments made on its behalf. Unemployment Compensation benefits and eligibility requirements are determined by MUIA.

### WORKERS' COMPENSATION

Workers' Compensation is provided to ease financial burdens brought on by an occupational injury or illness. Wayne County pays for such coverage in conformance with the Michigan Workers' Compensation Act. This act provides limited weekly compensation to employees when disabled, hospital and doctors' costs and payments for specific injuries, as well as certain death benefits. Refer to the Michigan Workers' Compensation Act for additional information.

## LEAVING COUNTY EMPLOYMENT

### RESIGNATIONS

Job opportunities and other situations may present themselves which will cause you to resign employment with Wayne County. A resignation form is available on-line or from your personnel officer / department management. This form should be completed and given to your department head at least two weeks before the effective date.

An employee who has submitted a resignation, may, with the approval of the department head and the Personnel Director, withdraw it prior to the effective date.

### AUTOMATIC RESIGNATION

Absence from work for five consecutive days, without a proper and valid notice of such absence to your supervisor or higher authority or failure to return on or before the expiration of an approved leave of absence is considered a Voluntary Quit. As applicable, please review your Collective Bargaining Agreement for specifics.

### CANCELLATION OF BENEFITS

All health and life insurance benefit will be cancelled effective at 12:01 AM on the first day of the month following the last day of work. Any claims incurred on or after that time will not be covered under the employer-sponsored health or life insurance plan unless continued coverage is elected under COBRA or you become eligible for County retirement health care.

Information regarding rights to continued healthcare coverage after cancellation under the Consolidated Omnibus Reconciliation Act of 1986 (COBRA) will be sent to the last address on file with P/HR.

### FINAL PAYOUTS

Final payouts of annual (vacation) and sick time banks are typically paid on the pay date following the pay date that the final pay check is issued. Final payouts are initiated by the Department of Management and Budget Central Payroll Unit.

## WAYNE COUNTY EMPLOYEE HANDBOOK

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Disbursement of available retirement funds will not be possible until after the final pay check has been issued. Please contact the Retirement Department to initiate disbursement.

# WAYNE COUNTY EMPLOYEE HANDBOOK

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## EMPLOYEE HANDBOOK ACKNOWLEDGMENT & RECEIPT

Each employee will be required to sign an acknowledgement of receipt of this Employee Handbook and return it to the Office of Personnel / Human Resources (P/HR). This receipt will be placed in the employee's personnel file and will serve as the employee's acknowledgement of the following:

1. Having received a copy of the Wayne County Employee Handbook at orientation.
2. Understanding and agreeing that employment with Wayne County is voluntary and that the employee is free to resign at any time, for any reason, with or without notice. Similarly, that the County is free to end the employment relationship at any time as provided by law or applicable Collective Bargaining Agreements.
3. Understanding that the Employee Handbook describes important information about Wayne County, and agreeing to read the entire Employee Handbook and agreeing to abide by all policies and procedures contained and referenced in the Employee Handbook. Understanding that any questions about the Employee Handbook, Wayne County or Departmental Policies and Procedures, or about other issues regarding employment, should be directed to a supervisor, a personnel officer or P/HR.
4. Acknowledging that the Wayne County Employee Handbook and Wayne County Policies and Procedures are available on the Wayne County web site at: <http://www.waynecounty.com/phr/1286.htm> and Departmental Policies are available at: <http://waynecounty.com/phr/1312.htm>. I also understand that P/HR and departmental policies are located on the County Intranet at: <http://countynet.wc/personnel/policies.asp> and the Employee Handbook at: [http://countynet.wc/personnel/hr\\_forms.asp](http://countynet.wc/personnel/hr_forms.asp). Finally, for employees with access to Document Management, the Employee Handbook is located at: <http://egov/wc-les01/llisapi.dll?func=ll&objId=434257&objAction=browse&viewType=1#> and Departmental Policies are available at <http://egov/wc-les01/llisapi.dll?func=ll&objId=288248&objAction=browse&viewType=1>.
5. Understanding that it is the employee's responsibility to notify a supervisor or P/HR to assist in obtaining access to the Employee Handbook or Policies if they do not have Internet access.
6. Understanding that the County may unilaterally modify the Employee Handbook and/or Policies without notice or input from the employee.
7. Understanding that the Employee Handbook does not create an employment contract with Wayne County or create rights for employees not otherwise provided by law.

