

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
TUESDAY, SEPTEMBER 19, 2023 at 4:30 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, Greg Moore, Jr., David Swartout and David Vensel

I. CALL TO ORDER

II. ROLL CALL

III. PLEDGE OF ALLEGIANCE

IV. APPROVAL OF AGENDA

V. APPROVAL OF MINUTES (05/11/2023)

VI. COMMITTEE BUSINESS

1. Letter dated August 30, 2023, from Sheriff Troy Goodnough requesting approval of a transition plan for Animal Control Enforcement services and restructuring of Sheriff's Records Division & Administrative Staff as outlined. These plans are a cost savings of \$30,019.
2. Letter dated September 11, 2023, from Ms. Annamarie Osment, Monroe County Clerk, requesting approval to reclassify Courtroom Clerks and the Jury/Mediation Clerk effective September 25, 2023. No additional appropriation is necessary; the cost of the upgrades are included in the Clerk's 2023 budget.
3. Letter dated September 13, 2023, from Mr. Jeff McBee, Community Planning & Engagement Director requesting a part-time Veterans Services Assistant in the Veterans Affairs Department with an effective date of October 1, 2023. The cost of the additional position is included in the 2023 budget.
4. Letter dated September 12, 2023, from Ms. Aundrea Armstrong, Deputy Administrator/Chief Financial Officer, requesting approval of five (5) policy updates to the following:
 - Policy #401-Compensation
 - Policy #404-Dental Care Benefits
 - Policy #411-Health Care Benefits
 - Policy #425-Term Life and Accidental Death and Dismemberment
 - Policy #429-Vision Care Benefits

VII. NEW BUSINESS

- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
MAY 11, 2023 AT 4:30 P.M.

I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Thursday, May 11, 2023. Chairman Richardville called the meeting to order at 4:30 p.m.

II. Roll call by Deputy Clerk, Lisa Sanders as follows:

PRESENT: Mark Brant, Greg Moore, Jr., Randy Richardville, David Swartout and David Vensel

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

III. PLEDGE OF ALLEGIANCE—Chairman Richardville led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (05/11/2023)

Motion by Commissioner Moore, supported by Commissioner Swartout to approve the May 11, 2023 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (04/12/2023)

Motion by Commissioner Moore, seconded by Commissioner Swartout to approve the April 12, 2023 minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Letter dated May 3, 2023, from Mr. Jeffery Yorkey, Prosecuting Attorney, requesting approval to add an additional full-time Assistant Prosecuting Attorney II to the Monroe County Prosecutor's Office and a supplemental appropriation of \$25,207 for the amount not covered by the Prosecuting Attorney's 2023 budget.

Mr. Yorkey explained the request. Discussion commenced.

Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file, and recommend to the full Board to approve to add an additional full-time Assistant Prosecuting Attorney II to the Monroe County Prosecutor's Office. Further, recommend a supplemental appropriation of \$25,207 from the 2023 County Contingency Account to fund the amount not covered by the Prosecuting Attorney's 2023 budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

2. Letter dated May 5, 2023, from Ms. Alana Horkey, Victim Rights Coordinator, requesting approval to add an additional full-time Victim Rights Secretary and eliminate two (2) part-time positions with funding from the 2023 budget.

Ms. Horkey explained the request.

Motion by Commissioner Brant, supported by Commissioner Moore to accept the communication, place it on file, and recommend to the full Board to add an additional full-time Victim Rights Secretary and eliminate two (2) part-time positions with funding from the 2023 Crime Victims Service Grant budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		
David Vensel		

Motion carried.

VI. NEW BUSINESS –None

VII. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –
No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:38 p.m.



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163

Telephone: (734) 240-7400 · Fax: (734) 240-7480

August 30, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E. Second St.
Monroe, MI 48161

**Re: Transition Plan for Animal Control Enforcement
Restructuring of Sheriff's Records Division & Administrative Staff**

Dear Chairman Richardville and Members of the Operations Committee:

On July 18, 2023, the Board approved the transition plan for Animal Shelter services to the Humane Society of Monroe County. In our communication and plan for this transition, subject to your approval we would then present to the Board our proposal to restructure Animal Control Division enforcement services. This would include the related financial changes and support for this restructuring. Now that the Humane Society management of the shelter is in place, we are herein submitting our details for the aforementioned restructuring.

The Plan:

We continuously evaluate and shape the organization in a way to improve services to the community. As we contemplated the manner in delivering animal control enforcement, we looked further at related operations to include staffing the Records Division. With input from administration, we included a focus on benefits to the broader functional area of public safety, specifically, Central Dispatch. To this end, our proposal will have benefit beyond our office and into Central Dispatch and our local law enforcement agencies by operating the Records Division 24 hours a day.

Finally, we looked at the administrative tasks being performed by Sheriff's Office law enforcement professionals, and include an additional administrative position to relieve law enforcement officers and corrections supervisors allow them to focus their time in delivering more direct law enforcement services in the community. In our outline that follows, we will explain further. These organizational changes focus on delivering an enhanced level of public safety to our community.

Animal Control Division

With animal shelter services under the control of the Humane Society of Monroe County, it creates an opportunity to enhance response times by reallocating staffing previously required for shelter operations into staffing for calls for service from our citizens. The plan will bring our animal control officer staffing to three (3) full time positions to better manage the call volumes and related animal control enforcement and investigation under the animal control ordinance.

Positions Added in Plan:

One (1) Animal Control Officer

Positions Eliminated in Plan

One (1) Chief Animal Control Officer

One (1) Kennel Master/Records Processing Clerk

Part-time pool cost for part-time Kennel Masters

Records Division

Part of the Sheriff's Office strategic vision is resuming 24-hour operations of the Records Division. In order to achieve this, we are proposing the addition of two (2) records bureau specialists to supplement existing staff to allow the Records Division to perform services around the clock.

As noted in the summary outline, there are advantages beyond the Sheriff's Office by approving this staffing plan for the Records Division.

- a) Records Division staff will, again be able to complete clerical duties for records management that were transferred to Central Dispatch because of the financial challenges of the past and the prior action to limit Records Division hours. This proposed staffing enhancement will allow 911 dispatchers to remain focused on 911 call duties. As call volumes have risen, each dispatcher has faced increased difficulties handling both answering emergency calls and dispatching services while managing tasks better suited by the Records Division. This will help enhance the quality of 911 dispatching in Monroe County.
- b) Having records staffed 24/7 will allow jail sergeants to remain in the jail corrections areas supervising inmate management, instead of in the records bureau processing bond paperwork and related tasks to meet next-day deadlines. This has become more prevalent as the Records Division is not staffed to perform these services after standard hours so jail sergeants are pressed to perform these tasks.
- c) The Sheriff's Office will be the only law enforcement agency in Monroe County open to the public 24-hours a day while also supporting all other agencies for records support.

Positions Added in Plan:

Two (2) Records Bureau Specialists

Positions Eliminated in Plan

None

Administrative Division

As noted, under the Animal Control Division changes a Chief Animal Control Officer was eliminated and one (1) Animal Control Officer was added. However, the division requires supervision, leadership and knowledge of the laws and investigative strategies when responding to calls for service. Accordingly and with these supervisory duties and responsibilities added to the standard duties of a Sergeant position, this moves the position into the rank of Lieutenant.

Finally, with the Board's support, we have added law enforcement hours into the community through several strategies over the past couple of years. By creating an office manager position, we will be strengthening our administrative resources with non-law enforcement staff time and make available officer time directed to the community (boots on the street) rather than toward required administrative

work that may be performed by civilian personnel. The office manager will supervise all support staff, Records Division staff and oversee the Sheriff’s Office FOIA requests and responses.

Positions Added in Plan:

One (1) Office Manager

Positions Eliminated in Plan

None

Positions Reclassified:

Sergeant to Lieutenant

Financial Summary

We have worked closely with administration and attached the financial outcome of this plan. The financial outcome is based on 2023 costs:

Animal Control Shelter Operations Transitioned to Human Society	\$36,737-Cost
Staffing Reorganization with Payroll Changes	<u>\$66,756-Savings</u>
<i>Total of all elements of plan</i>	<i>\$30,019-Net Savings</i>

The overall plan is a cost savings to implement based on a September 24, 2023 effective date. Beyond the cost savings, we feel the overall benefits and value of what the plan will deliver much more in terms of results through responsiveness and support to public safety. This includes providing relief to 911 dispatchers to focus on emergency dispatching, maintaining records services as an available resource 24/7 and directing as much law enforcement officer’s time into our community rather than internal administrative duties helps justified.

A final related note, separately we have written to the Board, that the Monroe County Animal Control Ordinance has been updated to reflect the changes from our office no longer operating the animal shelter.

Feel free to contact me should you have any questions or concerns.

Sincerely,

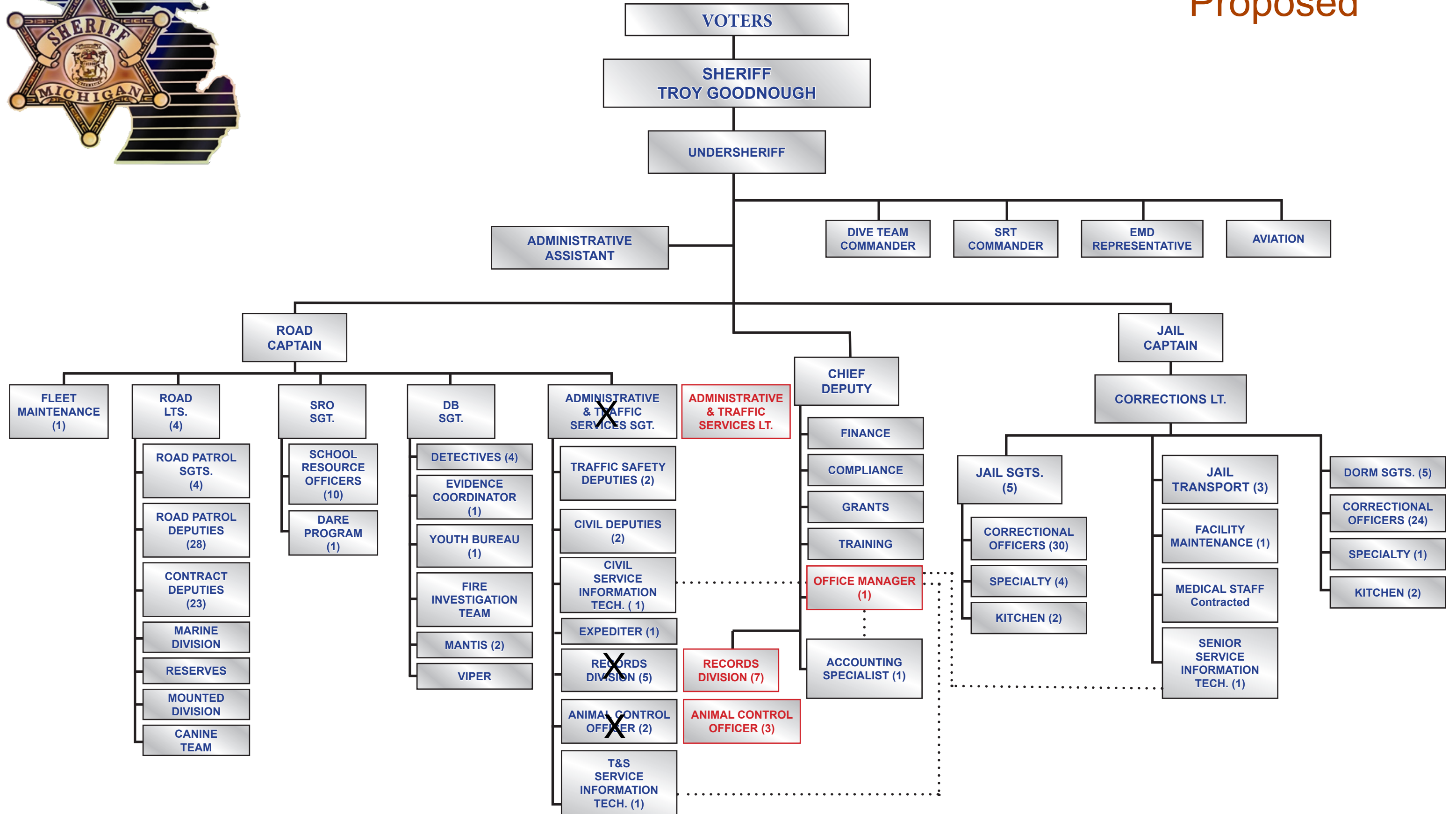


Troy Goodnough
Monroe County Sheriff



MONROE COUNTY SHERIFF'S OFFICE

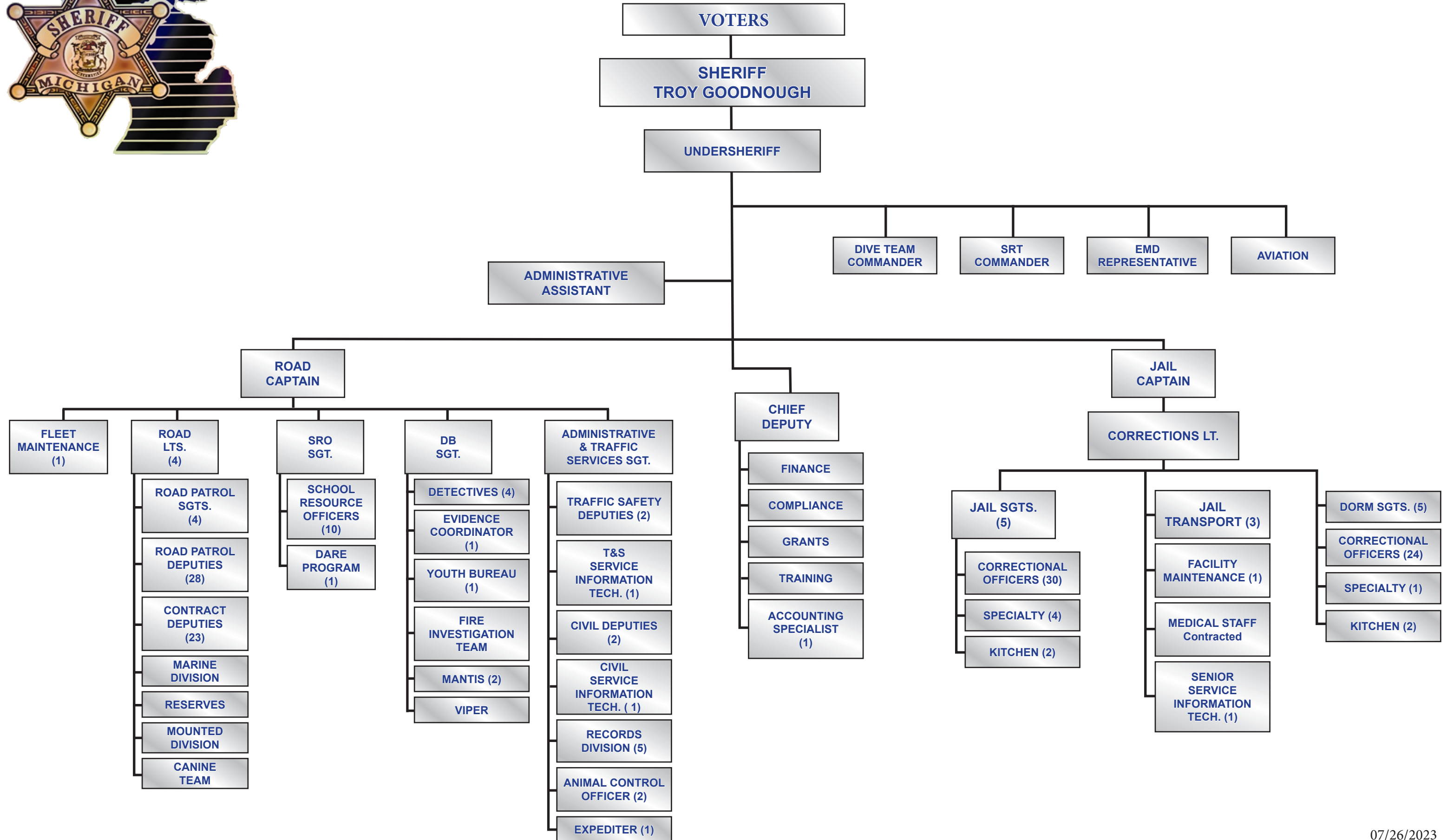
Proposed





MONROE COUNTY SHERIFF'S OFFICE

Current



HIRING REVIEW FORM

Department: Sheriff's Office

Vacancy Job Title: Transition Plan for Animal Control Enforcement /Restructuring of Divisions

Brief Job Description:

Create one additional Animal Control Officer, two Records Bureau Specialist, one Office Manager and reclassify a Sergeant to a Lieutenant. Eliminate one Chief Animal Control Officer, one Kennel Master/RPC and the part-time pool of part-time Kennel Masters.

Budgeted Position: ☐ YES
If YES, are Funds Available? ☐ YES * Must be verified by Finance/HR
☐ NO *Must provide Funding Plan, verified by
☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

The overall plan is a cost savings to implement based on a 09/24/2023 effective date. Beyond the cost savings, we feel the overall benefits and value of what the plan will deliver much more in terms of results through responsiveness and support to public safety. This includes providing relief to 911 to focus on emergency dispatching, maintaining records services as an available resource 24/7& directing as much law enforcement officers time into our community rather than internal administration duties.

Completed By: Troy Goodnought, Sheriff DATE: 09/14/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary. The cost of the transition plan for Animal Control and the restructuring of the the Records Division and Administrative staff is included in the 2023 budget.

HR. Positions will be filled in accordance to County policies.

Finance Reviewer: Sue Maier DATE: 09/14/2023
HR Reviewer: Aundrea Armstrong DATE: 09/14/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County Office Manager – Sheriff’s Office

Department: Sheriff’s Office

Wage Grade: Rye - 10

FLSA Status: Exempt

Affiliation: Non-Union

General Summary:

Under the direction of the Chief Deputy, manages the support functions of the Sheriff’s Office. Supervises the employees engaged in providing administrative support and reception services to the Sheriff’s Office and coordinates the administrative functions and reception services.

Essential Functions: *An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Duties and responsibilities may be added, deleted, or modified at any time.*

- Supervises Service Information Technicians, and Records Bureau Specialists, including interviewing and making employment recommendations, training, scheduling, reviewing and evaluating performance, and handling employee relation issues in the early stages.
- Oversees payroll, approves overtime for administrative support staff, and makes staffing-related decisions.
- Delegates work assignments and responsible for the timely completion and accuracy of all tasks completed within the area of responsibility.
- Oversees reception services of the Sheriff’s Office and responds to inquiries regarding procedural and operational issues.
- Assists staff with the more technical/complex issues
- Responsible for the Law Enforcement Information Network (LEIN) functions.
- Ensures the entire Sheriff’s Office, and all employees, are compliant with the rules and requirements of Training and Certification (TAC) and Criminal Justice Information Services (CJIS).
- Oversees the Freedom of Information Act (FOIA) requests for the Sheriff’s Office in compliance with the County’s FOIA procedures and guidelines.
- Assists the Chief Deputy with record keeping on training activities for all Sheriff’s Office employees.
- Provides administrative support to the Chief Deputy including obligations surrounding new hires, academy enrollment, grant applications, and budget preparation. Complete annual grant report for State and Federal agencies.

Employment Qualifications:

Education: High School graduate or equivalent with some advanced coursework or certification in business leadership, management, or administration. Associate's degree in business, administration, leadership, management, or related fields preferred.

Experience: Four years of progressively responsible experience in an office setting preferably providing supervision.

Other Requirements:

Ability to obtain LEIN operator certification during employment.

Must obtain MITN operator certification the first year of employment.

Drug Testing: Applicant will be screened for the use of illegal controlled substances. This testing will be completed after the conditional offer of employment.

Good Moral Character: Possess a good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all criminal and civil law violations as indicating a lack of good character.

Fingerprinting: Applicants will be fingerprinted to search State and Federal fingerprint files to disclose criminal records.

Knowledge of:

- Administrative and clerical procedures and systems such as word processing, use of computer software (MS Word/MS Excel) managing files and records, and other office procedures and terminology.
- Principles and processes of providing customer service.
- Public Safety and Security – relevant equipment, policies, procedures, and strategies to promote the effective local, state, or national security operations for the protection of people, data, and institutions.

Skill in:

- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Being proactive with improvements and concerns related to job duties.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — talking to others to convey information effectively.
- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Complex Problem Solving — identifying complex problems and reviewing related

- information to develop and evaluate options and implement solutions.
- Service Oriented — actively looking for ways to help people.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.

Ability to:

- Flexibility of Closure – identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Selective Attention – concentrate on a task over a period of time without being distracted.
- Listen to and understand information and ideas presented through spoken words and sentences, as well as communicate information and ideas in a way others will understand.
- Work well under pressure, prioritizing critical needs over routine ones. Manage multiple concurrent deadlines.
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules.
- Apply general rules to specific problems to produce answers that make sense.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to enter and retrieve information from a computer.
- Ability to access all areas of the Sheriff's Office.
- Ability to effectively communicate with others.
- Ability to stand or sit for long periods of time.
- Ability to lift and move items weighing up to 10 lbs.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Vision to read printed materials as well as a computer screen.

Working Conditions:

- Work in office conditions.
- Exposure to individuals charged and/ or convicted of criminal offenses.

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
Position															
Office Manager-Sheriff's Office	267	a2	340	280	35	b2	340	100	90	325	60	5	1807	10	1751-1900

	ITEM	DATE	Department	ALLOCATION	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	ANNUAL BUDGET	2023	30103	1	union_09	S11	SERGEANT	\$ 82,454	\$ 78,059	\$160,513
	ANNUAL BUDGET	2023	43000	1	union_04G	RYE11	CHIEF ANIMAL CONTROL OFFICER	\$ 64,293	\$ 23,452	\$ 87,744
	ANNUAL BUDGET	2023	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 38,125	\$ 18,419	\$ 56,544
	ANNUAL BUDGET	2023	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 37,644	\$ 18,191	\$ 55,835
	ANNUAL BUDGET	2023	43000	1	union_04GA	RYE05	KENNEL MASTER/RECORDS PROCESSING CLERK II	\$ 33,201	\$ 21,874	\$ 55,075
	ANNUAL BUDGET	2023	30100	1	union_00A	RYE08	ADMINISTRATIVE ASSISTANT	\$ 47,985	\$ 21,158	\$ 69,143
	ANNUAL BUDGET	2023	43000	1	union_00	RYE05	PT KENNEL MASTERS	\$ 39,304	\$ 3,985	\$ 43,289
	ANNUAL BUDGET	2023	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 28,854	\$ 26,669	\$ 55,522
							TOTAL ANNUAL BUDGET-GENERAL FUND	\$371,859	\$211,806	\$583,665
ACTUAL COST	ACTUAL COST	THROUGH 9/23/23	30103	1	union_09	S11	SERGEANT	\$ 57,490	\$ 56,435	\$113,926
	ACTUAL COST	THROUGH 7/2/23	43000	1	union_04G	RYE11	CHIEF ANIMAL CONTROL OFFICER	\$ 26,356	\$ 9,113	\$ 35,470
	ACTUAL COST	THROUGH 7/26/23	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 22,886	\$ 10,704	\$ 33,590
	ACTUAL COST	THROUGH 6/11/23	43000	1	union_04GA	RYE07	ANIMAL CONTROL OFFICER	\$ 17,080	\$ 7,801	\$ 24,881
	ACTUAL COST	THROUGH 7/17/23	43000	1	union_04GA	RYE05	KENNEL MASTER/RECORDS PROCESSING CLERK II	\$ 19,375	\$ 12,763	\$ 32,138
	ACTUAL COST	THROUGH 9/23/23	30100	1	union_00A	RYE08	ADMINISTRATIVE ASSISTANT	\$ 36,841	\$ 16,598	\$ 53,439
	ACTUAL COST	THROUGH 7/20/23	43000	1	union_00	RYE05	PT KENNEL MASTERS	\$ 11,976	\$ 1,214	\$ 13,191
	ACTUAL COST	THROUGH 9/23/23	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 21,337	\$ 19,846	\$ 41,183
							TOTAL ACTUAL-GENERAL FUND	\$213,343	\$134,473	\$347,816
							AVAILABLE BUDGET-GENERAL FUND	\$158,516	\$ 77,333	\$235,849
SCENARIO 1-STEP 1 ADMINISTRATIVE ASSISTANT	PROPOSED	PROMOTION EFF 9/24/23	30103	1	union_09	S12	LIEUTENANT	\$ 25,057	\$ 21,994	\$ 47,051
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 8/21/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 13,669	\$ 3,852	\$ 17,521
	PROPOSED	DOH: 7/26/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 16,382	\$ 5,717	\$ 22,098
	PROPOSED	TRANSFER: 9/24/23 STEP 5	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 12,815	\$ 5,618	\$ 18,433
	PROPOSED	PROMOTION EFF 9/24/23	30100	1	union_00	RYE10	OFFICE MANAGER	\$ 14,661	\$ 6,446	\$ 21,107
	PROPOSED	DOH: 9/24/23 STEP 1	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 9,353	\$ 1,639	\$ 10,992
	PROPOSED	DOH: 9/24/23	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 6,003	\$ 1,174	\$ 7,176
							TOTAL PROPOSED-GENERAL FUND STEP 1 ADMIN ASST	\$117,574	\$ 50,176	\$167,750
							TOTAL COST/(SAVINGS) GENERAL FUND STEP 1 ADMIN ASST	\$ (40,942)	\$ (27,157)	\$ (68,099)
SCENARIO 2-STEP 5 ADMINISTRATIVE ASSISTANT	PROPOSED	PROMOTION EFF 9/24/23	30103	1	union_09	S12	LIEUTENANT	\$ 25,057	\$ 21,994	\$ 47,051
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 9/24/23	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 9,817	\$ 1,868	\$ 11,685
	PROPOSED	DOH: 8/21/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 13,669	\$ 3,852	\$ 17,521
	PROPOSED	DOH: 7/26/23	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 16,382	\$ 5,717	\$ 22,098
	PROPOSED	TRANSFER: 9/24/23 STEP 5	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 12,815	\$ 5,618	\$ 18,433
	PROPOSED	PROMOTION EFF 9/24/23	30100	1	union_00	RYE10	OFFICE MANAGER	\$ 14,661	\$ 6,446	\$ 21,107
	PROPOSED	TRANSFER: 9/24/23 STEP 5	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 10,496	\$ 1,839	\$ 12,335
	PROPOSED	DOH: 9/24/23	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 6,003	\$ 1,174	\$ 7,176
							TOTAL PROPOSED-GENERAL FUND STEP 5 ADMIN ASST	\$118,717	\$ 50,376	\$169,093
							TOTAL COST/(SAVINGS) GENERAL FUND STEP 5 ADMIN ASST	\$ (39,799)	\$ (26,957)	\$ (66,756)
							REMAINING EMPLOYER POST-EMPLOYMENT DEFINED BENEFIT CONTRIBUTIONS TO BE TRANSFERRED:	\$ 52,656		
	ANNUAL PROPOSED	2023	30103	1	union_09	S12	LIEUTENANT	\$ 89,906	\$ 83,815	\$173,721
	ANNUAL PROPOSED	2023	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 34,698	\$ 23,231	\$ 57,929
	ANNUAL PROPOSED	2023	30100	1	union_10	RYE06	RECORDS BUREAU SPECIALIST	\$ 34,698	\$ 23,231	\$ 57,929
	ANNUAL PROPOSED	2023	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 37,984	\$ 23,551	\$ 61,535
	ANNUAL PROPOSED	2023	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 37,984	\$ 23,551	\$ 61,535
	ANNUAL PROPOSED	2023	30100	1	union_00	RYE10	OFFICE MANAGER	\$ 55,020	\$ 24,241	\$ 79,261
	ANNUAL PROPOSED	2023 STEP 1	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 41,021	\$ 20,776	\$ 61,796
	ANNUAL PROPOSED	2023 STEP 5	30100	1	union_00	RYE08	ADMINISTRATIVE ASSISTANT	\$ 46,034	\$ 8,067	\$ 54,101
	ANNUAL PROPOSED	2023	43000	1	union_04G	RYE07	ANIMAL CONTROL OFFICER	\$ 48,090	\$ 43,438	\$ 91,527
	ANNUAL PROPOSED	2023	35100	0.6	union_10	RYE07	MAINTENANCE TECH	\$ 22,528	\$ 14,410	\$ 36,938
	INMATE DORMITORY FUND: 40% OF MAINTENANCE TECH									
	ANNUAL BUDGET	2023	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 19,236	\$ 17,779	\$ 37,015
	ACTUAL COST	THROUGH 9/23/23	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 14,225	\$ 13,230	\$ 27,455
	PROPOSED	DOH: 9/24/23	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 4,002	\$ 782	\$ 4,784
	ANNUAL PROPOSED	2023	35102	0.4	union_10	RYE07	MAINTENANCE TECH	\$ 15,019	\$ 9,606	\$ 24,625



ANNAMARIE OSMENT

Monroe County Clerk/Register of Deeds

Monroe County Courthouse • 106 East First Street • Monroe, Michigan 48161-2185

Telephone:

Clerk: (734) 240-7020

Deeds: (734) 240-7390

Fax:

(734) 240-7045

Email:

annamarie_osment@monroemi.org

September 11, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E Second Street
Monroe, MI 48161

RE: Request to Reclassify Courtroom Clerks and Jury/Fiscal Clerk

Dear Chairman Richardville and Committee members:

The Monroe County Clerk's commitment to efficiency goes beyond the external community to our internal community. In order to assist the judiciary in its service to citizens, the Clerk's office asks for your approval of the reclassification of positions to allow us to better serve the judiciary as well as the public and professionals who come into contact with our staff.

Our courtroom staff have seen an increase in responsibilities over the last few years from legislation to court rules changes, as well as increased requirements from the State Court Administrator's Office. We continuously evaluate processes to stay in front of the changes and added responsibilities. The Clerk's office can achieve this by reclassifying the courtroom staff currently separated into Family Court and Criminal/Civil Court by combining both under one Deputy Circuit Courtroom Clerk classification. The reclassification will require all of the courtroom clerks to be certified operators of the court recording system allowing the Clerk's office to utilize our resources to the fullest extent and achieve our goal to assist the judiciary in the smooth operation of their courts.

We are also seeking the reclassification of our Jury/Mediation Clerk to Jury/Fiscal Clerk. Over the years this position has taken on more fiscal responsibilities.

We currently have a part-time position that we are not utilizing due to technology updates and the purchase of new equipment; therefore, the funding from eliminating the part-time position is available to cover costs associated with these changes.

Attached is the proposed organizational chart, updated job descriptions, point-factoring, and cost analysis for the proposed changes. We would appreciate your support in our vision

to improve services to our community and request the Operations Committee recommend approval of the reclassification of the courtroom clerks and the jury clerk in the County Clerk's Office.

Respectfully,

A handwritten signature in black ink, appearing to read "Annamarie Osment". The signature is fluid and cursive, with a large loop at the end.

Annamarie Osment
Monroe County Clerk/Register of Deeds

HIRING REVIEW FORM

Department: County Clerk

Vacancy Job Title: Reclassification of Courtroom Clerks & Part-time Jury/Fiscal Clerk

Brief Job Description:

Updated job descriptions for both positions are included in the packet.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Our courtroom staff have seen an increase in responsibilities over the last few years from legislation to court rules changes, as well as increased requirements from the State Court Administrator's Office. The Clerk's office can achieve this by reclassifying the courtroom staff currently separated into Family Court and Criminal/Civil Court by combining both under one Deputy Circuit Courtroom Clerk classification. Over the years Jury/Mediation Clerk has taken on more fiscal responsibilities and has evolved into a fiscal clerk.

Completed By: Annamarie Osment DATE: 09/14/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No additional appropriation is necessary; cost of the upgrades are included in the Clerk's 2023 budget.

Human Resources: Classifications will be upgraded in accordance with the Collective Bargaining Agreement and County policy.

Finance Reviewer: Sue Maier DATE: 09/14/2023

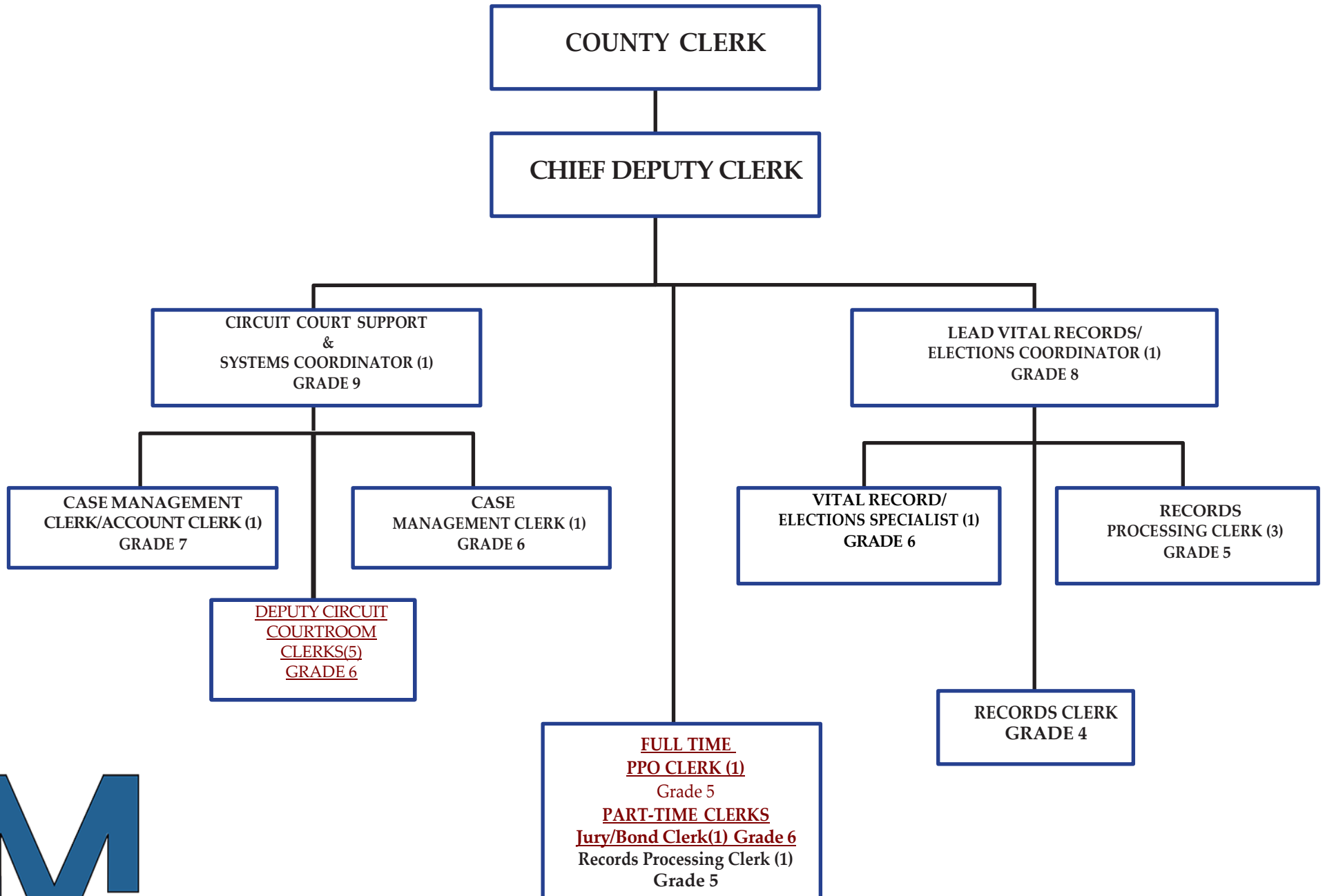
HR Reviewer: Aundrea Armstrong DATE: 09/14/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

MONROE COUNTY CLERK

Organizational Chart



**MONROE COUNTY
DEPUTY CIRCUIT COURTROOM CLERK**

Department: County Clerk

Wage Grade: 6

FLSA Status: Non-Exempt

Affiliation: TPOAM- General

General Summary:

Under the supervision of the Chief Deputy County Clerk, performs a variety of tasks involved in providing timely, fair, efficient, and cost effective disposition of all matters properly presented to the court in compliance with all Trial Court Performance Standards promulgated by the Michigan Supreme Court and in adherence to federal, state and local laws, court rules, codes, and administrative orders. Attending court proceedings and updating court cases filed in the 38th Judicial Circuit Court and Criminal History. Serves as Deputy Court Clerk to one of the Circuit Court Judges as required by Michigan Statute.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Serves as a court clerk as required by Michigan statute for one of the Circuit Court Judges. Attends all Court sessions and calls cases, swears in witnesses, and takes custody of evidence. Conducts check in of jurors, takes roll call of jurors, and gives the oath.
- Takes court notes without electronic means to document court proceedings to update case information for MICourt in the Trial Court Information System (WebTCS) and assist Jail in proper release/custody information of inmates.
- Manages and oversees the progress of cases through all stages from inception through post disposition, including creating and monitoring court dockets and appeals. Reviews court orders, dockets, and updates case register of actions in accordance with the orders and other documentation taken during court proceedings in accordance with Michigan Court Rules.
- Works with judicial staff and attorneys in making changes to schedules and providing the proper orders motions or information necessary to assist all parties to be prepared for court proceedings adhering to Michigan Court Rules.
- Prepares various specialized filings for appeals to the Supreme Court.
- Prepares a variety of forms such as bond forms, and initiating the process for appointed counsel and other forms and secures the signature of the Judge as necessary.

- Must pass Certified Electronic Operator testing to operate the audio recording equipment during court proceedings. Ensures equipment is set up and running properly. Tests digital recording equipment daily and video conferencing equipment, as needed, to ensure the system is working properly.
- Maintains a variety of court record files including but not limited to transcripts, exhibits, pleadings, and documents. Performs records validation and maintains records in electronic and non-electronic forms.
- Creates and reports case data to external entities such as the Secretary of State, Michigan State Police, and the State Court Administrative Office.
- Updates defendants Criminal History which is necessary and crucial proper charging in criminal complaints and law enforcement safety.
- Assists visitors and callers with information on court schedule, procedures and specific court information. Receives and returns calls and e-mails from attorneys responding to inquiries on available court dates.
- May be assigned to process Personal Protection Orders. Assists requesting party in filling out paperwork correctly, reviewing for accuracy, and forwards to Judge for signature. Processes the orders, including opening a case file and referring the order to the Sheriff.
- Prepares confidential record check requests from state and federal government agencies
- Reviews license suspensions as generated by the Court's case management system for accuracy before abstracting to the Secretary of State.
- Calendars office filings and enters into the computer.
- Performs a variety of related support functions for the assigned Judge and assists other office staff as necessary.
- Reassigns files to appropriate Judges and prepares related necessary documents.
- Supports and serves as back-up for other staff in the office as needed (e.g. Case Management Clerk).

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria]*

Education: High school graduation or equivalent with some college-level courses or a minimum of 2 years of advanced clerical experience in a legal setting.

Experience: Two years of experience in a court or law office providing knowledge of legal terminology, legal procedures, and court procedures with an emphasis on case management procedures.

Other Requirements:

Must obtain a Certified Electronic Operator (CEO) certification within one year.

Must sign a Court Code of Ethics

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Trial Court Standards and Michigan Court Rules, court procedures, precedents, government regulations, and administrative orders.
- Administrative procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel, AS400, JIS), managing files and records.

Skill in:

- Using logic and reasoning to understand the job training within the various court divisions
- Following instruction handling the various components of the various court divisions.
- Talking to others to convey information effectively
- Using technology appropriate to the position held.
- Using sound judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Carry out court and county procedures according to Trial Court Standards and apply Michigan Court Rules within the court location.
- Work well under pressure, prioritizing daily needs.
- Recognize issues that interfere with the ability to meet performance expectations and address them with divisional supervisor.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Mobility to climb, bend, stoop, lift 10 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer

Ability to access court files.

Ability to lift and carry files to work area(s).

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Working Conditions:

Works in office conditions.

Prolonged periods of sitting to perform data entry

Exposure to criminal defendants and others while in the courtroom as well as sensitive and sometimes graphic details of crimes against adults/children.

**MONROE COUNTY
PART-TIME JURY/FISCAL CLERK**

<u>Department:</u>	<u>County Clerk</u>	<u>Wage Grade:</u>	<u>6</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>	<u>Affiliation:</u>	<u>Non-Union</u>

GENERAL SUMMARY:

Under the general supervision of the Deputy County Clerk. Performs a variety of administrative tasks and fiscal services related to the operations of the 38th Judicial Circuit Court. Provides administrative and fiscal support to the office to assist the 38th Judicial Circuit Court in meeting performance standards as set forth by the Michigan Supreme Court Administrator's Office.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Acts as the jury clerk, including calculating the number of questionnaires needed to fulfill the panels for Circuit, District, and Probate Court jury panels, mails questionnaires to prospective jurors, works with jury board to qualify jurors, enters qualified jurors into the jury system, pulls jury panels for each Circuit Court Judge, prepares lists of jurors and attendance sheets for each panel, prepares and mails jury summons, calculate juror's mileage and inputs jury payroll into FASBE, prepares jury boxes, works with Judges and secretaries to handle excusal requests, runs the jury report from JIS to enter statistics into MCAP for the year and submits for reimbursement to the county from State Court Administrator's Office.
- Serves as Bond Clerk by reviewing database for cases that have been sentenced, forfeited, or have future court dates and updates as required. Print, and mail letters for bonds that can be released and enter voucher request FASBE for bonds to be applied to fines and costs or bonds that are forfeited and update TCS court management system. Enter voucher request in FASBE for bonds that can be released and mail to the person who posted the bond and update TCS.
- Serves as the Fiscal Clerk through receipting money for fees for motions, jury demands, garnishments, subpoenas, etc. Receipting case payments from defendants for fines, costs, or restitution. Reviewing deposit advice for accuracy before going to the Treasurer. Compiles reports pertaining to cash receipts, expenditures, accounts payable and receivable, and other items pertinent to the office.
- Assists the restitution clerk and case management clerk with opening, scanning, and calendaring, and entering into OnBase.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS:

Education:

High school graduate or equivalent

Experience: Two to three years of general clerical experience, preferably in a court or legal office setting. Financial experience with preparation of deposits and balancing of accounts, refunds of bonds, and payment of restitution to victims.

Other Requirements:

Knowledge of:

- Clerical procedures and systems such as word processing, use of computers and computer software (MS Word/MS Excel, Trial Court System, FASBE), managing files and records
- Principles and processes for providing customer and personal service

Skill in:

- Data entry, accounts payable, accounts receivable, bookkeeping and record keeping.
- Handling interruptions without losing on-the-job effectiveness
- Being proactive with improvements and concerns related to job duties
- Using sound, independent judgment within established policy and procedural guidelines
- Using technology appropriate to the position held
- Establishing and maintaining effective working relationships with those contacted in the court of the work
- Talking to others to convey information effectively

Ability to:

- Recognize the needs and concerns of people and to maintain constructive relationships in dealing with them
- Follow through until task is completely finished
- Review priorities and adapt them to changing circumstances
- Meet and maintain performance expectations and address any issues therewith

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for*

otherwise qualified applicants unable to fulfill one or more of these requirements]:

- Ability to access department files
- Ability to enter and retrieve information from computer
- Mobility to climb, bend, stoop, lift 10 lbs, carry, push a cart and work in a normal office setting and use standard office equipment including a computer
- Vision to read printed materials and a computer screen
- Hearing and speech sufficient to communicate in person or over the telephone

Working Conditions:

Works in office conditions

Point Factor Analysis

Job Title/ Factors	Education & Experience	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services & Operations	Document Concentration	Work Environment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
<u>Current</u>															
Courtroom Clerk	173	a2	190	160	-	-	190	30	70	175	60	5	1053	5	1001-1150
Family Court Clerk	197	a3	190	160	-	-	190	30	80	175	60	5	1087	5	1001-1150
PT Jury/Mediation Clerk	173	a2	190	160	-	-	190	30	70	175	60	5	1053	5	1001-1150
<u>Proposed</u>															
Deputy Circuit Courtroom Clerk	197	a3	250	180	-	-	220	50	80	200	60	5	1242	6	1151-1300
PTJury/Fiscal Clerk	197	a3	220	180	-	-	220	40	80	200	60	5	1202	6	1151-1300

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2023	21500	union_04GA	RYE05	COURTROOM CLERK	\$ 38,034	\$ 18,135	\$ 56,169
ANNUAL BUDGET	2023	21500	union_04G	RYE05	COURTROOM CLERK	\$ 33,806	\$ 7,316	\$ 41,123
ANNUAL BUDGET	2023	21500	union_04G	RYE05	COURTROOM CLERK	\$ 33,938	\$ 7,383	\$ 41,321
ANNUAL BUDGET	2023	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 40,602	\$ 53,806	\$ 94,408
ANNUAL BUDGET	2023	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 32,781	\$ 22,018	\$ 54,799
ANNUAL BUDGET	2023	21500	union_00	RYE05	PT JURY/MEDIATION CLERK	\$ 27,734	\$ 2,641	\$ 30,375
					TOTAL BUDGET	\$206,894	\$111,300	\$318,194
ACTUAL COST	THROUGH 9/24/23	21500	union_04GA	RYE05	COURTROOM CLERK	\$ 29,174	\$ 13,892	\$ 43,066
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	COURTROOM CLERK	\$ 22,649	\$ 4,454	\$ 27,103
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	COURTROOM CLERK	\$ 23,123	\$ 4,645	\$ 27,768
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 29,672	\$ 39,635	\$ 69,307
ACTUAL COST	THROUGH 9/24/23	21500	union_04G	RYE05	FAMILY COURT CLERK	\$ 21,771	\$ 10,593	\$ 32,364
ACTUAL COST	THROUGH 9/24/23	21500	union_00	RYE05	PT JURY/MEDIATION CLERK	\$ 18,037	\$ 1,718	\$ 19,754
					TOTAL ACTUAL	\$144,426	\$ 74,936	\$219,362
					AVAILABLE BUDGET	\$ 62,469	\$ 36,364	\$ 98,832
PROPOSED	EFFECTIVE 9/25/23	21500	union_04GA	RYE06	DEP CIRCUIT COURT CLERK	\$ 10,730	\$ 5,087	\$ 15,817
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 9,254	\$ 1,980	\$ 11,234
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 9,254	\$ 3,968	\$ 13,222
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 11,575	\$ 14,770	\$ 26,345
PROPOSED	EFFECTIVE 9/25/23	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 9,254	\$ 3,311	\$ 12,565
PROPOSED	EFFECTIVE 9/25/23	21500	union_00	RYE06	PT JURY/MEDIATION CLERK	\$ 8,392	\$ 799	\$ 9,191
					TOTAL PROPOSED	\$ 58,460	\$ 29,914	\$ 88,374
					TOTAL COST/(SAVINGS)	\$ (4,009)	\$ (6,450)	\$ (10,458)
FINANCE CONCLUSION:								
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF UPGRADES ARE INCLUDED IN BUDGET.								
<i>NOTE: VACANT PART-TIME RECORDS PROCESS CLERK IS ELIMINATED</i>								
ANNUAL PROPOSED	2023	21500	union_04GA	RYE06	DEP CIRCUIT COURT CLERK	\$ 40,688	\$ 19,345	\$ 60,033
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 35,093	\$ 7,554	\$ 42,647
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 35,093	\$ 13,258	\$ 48,350
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 43,888	\$ 56,852	\$100,740
ANNUAL PROPOSED	2023	21500	union_04G	RYE06	DEP CIRCUIT COURT CLERK	\$ 35,093	\$ 13,258	\$ 48,350
ANNUAL PROPOSED	2023	21500	union_00	RYE06	PT JURY/MEDIATION CLERK	\$ 31,819	\$ 3,030	\$ 34,849



Monroe County Community Planning & Engagement Department

965 South Raisinville Road, Monroe, Michigan 48161

Telephone: 734-240-7375 • Fax: 734-240-3286 • www.co.monroe.mi.us/planning

September 13, 2023

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Request for Part-Time Veterans Services Assistant

Dear Chairman Richardville and Committee Members:

This request is for the addition of one (1) part-time Veterans Services Assistant position, in the Veteran's Affairs Department. This would be a new position within the Department, which currently consists of only the Veterans Services Coordinator. The position description is attached and it will provide much-needed operational efficiencies.

Over the course of the last year, the Veterans Affairs Department has seen a considerable increase in requests for assistance across all platforms including appointments, walk-ins, phone calls, and emails. I have included data indicating that not only is our current staffing level well below the levels of comparable counties in Michigan, but the demand for services has increased significantly based on the United States Department of Veterans Affairs expenditures for Monroe County veterans. Unfortunately, the current staffing level and increased demand for services have resulted in extended wait times for assistance. This delayed response to our Veterans must be corrected and this plan is designed to do that.

The cost of the additional position is included in the 2023 budget. We request the Operations Committee approve the addition of one (1) part-time Veterans Services Assistant position with an effective date of October 1, 2023 and forward a recommendation of approval to the full Board of Commissioners.

Your consideration of this request is appreciated.

Sincerely,

Jeff McBee
Community Planning & Engagement Department Director

County	Veteran Population 2022	VA Expenditures 2022	Staff
St. Clair	10,135	\$99,483,000	4
Jackson	9,576	\$99,964,000	2
Livingston	9,547	\$105,180,000	6
Calhoun	9,309	\$203,988,000	3
Monroe	9,107	\$91,546,000	1
Berrien	8,718	\$89,311,000	3
Eaton	6,907	\$69,918,000	2
Bay	6,504	\$80,226,000	2
Grand Traverse	6,083	\$63,510,000	5
Lenawee	5,910	\$69,954,000	3
Marquette	5,452	\$81,579,000	3
Allegan	5,253	\$51,418,000	3
Lapeer	5,193	\$51,778,000	4
Midland	4,652	\$58,285,000	2
Shiawassee	4,392	\$42,923,000	6
Van Buren	4,338	\$49,334,000	3

VA Expenditures in \$000s

County	Veteran Population	Total Expenditure	Compensation & Pension	Education & Vocational Rehabilitation/ Employment	Insurance & Indemnities	Medical Care	Unique Patients
MONROE- 2018	10,803	\$ 61,457	\$ 30,375	\$ 3,701	\$ 537	\$ 26,844	2,509
MONROE- 2019	10,503	\$ 70,397	\$ 35,514	\$ 4,044	\$ 327	\$ 30,511	2,562
MONROE- 2020	9,576	\$ 74,373	\$ 35,893	\$ 3,903	\$ 798	\$ 33,778	2,529
MONROE- 2021	9,350	\$ 81,068	\$ 41,609	\$ 3,248	\$ 447	\$ 35,764	2,731
MONROE- 2022	9,107	\$ 91,546	\$ 49,764	\$ 2,956	\$ 395	\$ 38,431	2,664

HIRING REVIEW FORM

Department: Veterans Affairs Department

Vacancy Job Title: Part-time Veterans Services Assistant

Brief Job Description:

Assists in the day-to-day operations of the Department of Veterans Affairs by providing secretarial support services. Duties include: preparing correspondence, interacting with the public, screening telephone calls, maintaining records systems, performing miscellaneous financial responsibilities, bookkeeping functions, and various other clerical duties.

Budgeted Position:

☒ YES

If YES, are Funds Available?

☐ YES

* Must be verified by Finance/HR

☐ NO

*Must provide Funding Plan, verified by

☒ NO

If NO, please provide the following:

Job Description (Must have with New Position, Reclassification)

Point Factoring (Must have with New Position, Reclassification)

Reorganization Plan (When applicable)

Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Over the course of the last year, the Veterans Affairs Department has seen a considerable increase in requests for assistance across all platforms including appointments, walk-ins, phone calls, and emails. Our current staffing level well below the levels of comparable counties in Michigan, but the demand for services has increased significantly based on the US Department of Veterans Affairs expenditures for Monroe County veterans. Unfortunately, the current staffing level and increased demand for services have resulted in extended wait times for assistance.

Completed By: Jeff McBee

DATE: 09/13/2023

Human Resources/ Finance Use:

Conclusion:

Finance: No budget adjustment necessary. The cost of the additional position is included in the 2023 budget.

Human Resources: Employee will be hired in accordance with county policies.

Finance Reviewer: Sue Maier

DATE: 9/14/2023

HR Reviewer: Aundrea Armstrong

DATE: 09/14/2023

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County Veterans Services Assistant

Department: Veterans Affairs

Wage Grade: Rye 6

FLSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

Under the supervision of the Community Planning & Engagement Director, with direct oversight by the Veterans Affairs Coordinator, this position assists in the day-to-day operations of the Department of Veterans Affairs by providing secretarial support services. Duties include: preparing correspondence, interacting with the public, screening telephone calls, maintaining records systems, performing miscellaneous financial responsibilities, bookkeeping functions, and various other clerical duties.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Provide secretarial support including screening calls, taking messages and scheduling appointments, preparing correspondence, reports, memorandums, and other documents for the department, following established procedures or specific instructions, and maintaining and processing records and documents such as essential office files and department records. Prepares and distributes Veterans Affairs Committee meeting agendas and minutes per County policy.
- Utilize word processing and other software programs to prepare correspondence and related documents; format documents, spreadsheets, and brochures; create resource materials and other documents. Process mail of the office, conduct record searches to answer inquiries, prepare correspondences, and route other documents to the appropriate party. Prepare documents requiring knowledge of medical or military terminology.
- Assist the public and professionals, both face-to-face and by telephone, regarding general departmental procedures and requirements, veterans resources, directions, and other assorted questions or information related to the operations of the department.
- Assist in maintaining department record systems including case files, meeting agendas and minutes, and other record-keeping systems. Assist in ensuring the proper filing and safekeeping of military documents, medical documents, and file folders. Retrieve materials from the file system and conduct searches for necessary documentation.
- Provide data entry into the case management systems. Generate informational reports and statistical reports from all information management systems for the department and other agencies.

- Verify and prepare vouchers for payment of Emergency Assistance and Burial benefits approved by the Veterans Affairs Committee and reimbursable expenditures (mileage and per diem) of committee members.
- Performs bookkeeping tasks such as reviewing invoices and receivables, including payroll, vouchers, and requisitions; monitoring and tracking expenditures. Responsible for ordering general office supplies, equipment, and promotional items based on efficient cost, suitable quality, and availability for the department. Maintain an inventory of office supplies and other related materials.
- Perform a variety of clerical support tasks and other assignments including making certified and other copies and maintaining an inventory of forms.
- Perform the duties, as a backup, of other departmental staff as needed.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

EMPLOYMENT QUALIFICATIONS: *(The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)*

Education: High school graduation or equivalent with some advanced coursework or certification in-office procedures, data processing, and accounting. Possession of college-level courses in business, accounting, administration, or related fields preferred.

Experience: Two years of prior office or secretarial experience including experience with related data processing systems. Prefer experience in a public service office or related setting.

Other Requirements:

Knowledge of:

- Administrative/Clerical/Computer Applications, including Microsoft Office
- Managing files and records
- Office procedures and terminology
- English language and effective communication

Skill in:

- Active listening to clients
- Attention to detail
- Maintaining thorough follow-up with all department matters
- Develop and maintain appropriate working relationship with others
- Maintain professionalism under stressful situations

Ability to:

- Recognize the needs and concerns of the department when dealing with clients

- Comprehend, process and apply verbal and written skills
- Maintain confidentiality of information and personal boundaries
- Maintain a reliable work schedule
- Multi-task and thorough review of work product

Physical Requirements: (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements)

- Ability to access department files and records
- Ability to lift and carry files to work area(s) weighing up to 20 lbs.
- Ability to provide client assistance
- Ability to operate various office equipment
- Ability to enter and retrieve information from management information systems via a computer
- Ability to access all areas of the department
- Hearing and visual ability to respond to fire and other alarms
- May need to drive a county or personal vehicle in the course of work duties

Working Conditions:

- Work performed in office conditions
- May also perform work at events and seminars
- Exposure to veterans, family members and other individuals with various emotional problems and in various states of emotional distress.

Point Factor Analysis

Job Title/ Factors	Educatio n & Experien ce	Ed/ Ex #	Judgment & Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technolo gy	Impact on Programs, Services & Operations	Documen t Concentr ation	Work Environ ment	Total Points	Grade	Grade Point Parameters
<u>Position</u>															
VS Assistant	197	a2	220	180	-	-	250	40	60	200	40	5	1192	6	1151-1300

ITEM	DATE	DEPT	UN#	CLASSIFICATION	WAGES	FRINGES	TOTAL
PROPOSED	DOH: 10/1/23 STEP 1	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST	\$ 4,237	\$ 404	\$ 4,641
				TOTAL COST/(SAVINGS) STEP 1	\$ 4,237	\$ 404	\$ 4,641
PROPOSED	DOH: 10/1/23 STEP 5	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST	\$ 4,765	\$ 444	\$ 5,209
				TOTAL COST/(SAVINGS) STEP 5	\$ 4,765	\$ 444	\$ 5,209
				AVAILABLE FUNDING-HEALTH INSURANCE	\$ -	\$ 5,322	\$ 5,322
FINANCE CONCLUSION:							
NO BUDGET ADJUSTMENT IS NECESSARY; COST OF POSITION IS INCLUDED IN BUDGET.							
ANNUAL PROPOSED	2023 STEP 1	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST-STEP 1	\$ 19,067	\$ 1,816	\$ 20,883
ANNUAL PROPOSED	2023 STEP 5	68200/68201	PART-TIME	PT-VETERAN SERVICES ASST-STEP 5	\$ 21,443	\$ 2,042	\$ 23,486
<i>NOTE: POSITION ALLOCATION IS 60% GENERAL FUND/40% VETERANS SERVICES FUND</i>							



Monroe County

125 East Second Street · Monroe, Michigan 48161-2197
Telephone (734) 240-7250 · Fax (734) 240-7266 ·
www.co.monroe.mi.us

September 12, 2023

Mr. Randy Richardville, Chairman
Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Recommended Policies for Update

Dear Chairman Richardville and Committee Members:

Enclosed are five (5) policies for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners. The policies are as follows:

- Policy #401-Compensation
- Policy #404-Dental Care Benefits
- Policy #411-Health Care Benefits
- Policy #425-Term Life and Accidental Death and Dismemberment
- Policy #429-Vision Care Benefits

The above five (5) policies continue the organization's efforts to meet compliance with external entities where applicable, align operations with policies, and address new and emerging opportunities/challenges within our policies.

Enclosed is a matrix that provides a summary overview of each policy for consideration, the type or area of operation, its number, name, notable content that was reviewed and subsequently amended, and any other supplemental comments for further understanding.

We will briefly review each policy with the committee, respond to questions, and look for your support and approval. We enclose the current policy, a tracked policy showing the changes proposed and a clean copy of the policy with the proposed changes in final format subject final formatting edits.

Sincerely,

Aundrea Armstrong
Deputy Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2023
OPERATIONS COMMITTEE MEETING SEPTEMBER 19, 2023

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Employee Relations	401	401	Compensation	Allows retired employees to be placed on wage scale consistent with new-hires. Allows department heads & elected officials to work with HR and County Administration when placing new hires with qualifications higher than step 1 up to step 5.	Supports departments with recruitment and flexibility when filling vacancies. Streamlines processes within the organization to enhance recruitment efforts. Allows more timely response to candidate during interview/hiring sequence to secure their employment.
Employee Relations	404	404	Dental Care Benefits	Decreases waiting period for benefits from 90 days to 30 days. Effective with the 2024 Plan Year.	Enhances new hire recruitment package. Is more consistent with other similar public employers.
Employee Relations	411	411	Health Care Benefits	Decreases waiting period for benefits from 90 days to 30 days. Effective with the 2024 Plan Year. Reinstates spousal 20% Rule.	Enhances new hire recruitment package. Allows spouses to be primary if they pay more than 20% of the premium with their employer. Re-aligns the non-union policy with all CBA's for uniform treatment.
Employee Relations	425	425	Term Life & Accidental Death & Dismemberment	Updates policy to be compliant with leave laws and other policies.	Policy out dated.
Employee Relations	429	429	Vision Care Benefits	Decreases waiting period for benefits from 90 days to 30 days. Effective with the 2024 Plan Year.	Enhances new hire recruitment package. Is more consistent with other similar public employers.

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision: 2023
Policy Number: 401

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices, and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties, and responsibilities of the job classification for which the employee is being hired. Recommendations and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Administrator/CFO. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired in a part-time position will be placed on the Wage Schedule that they retired under. Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5) and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.
2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 November 17, 2020, and _____2023.

Section Name:	Employee Relations	Effective Date:	March 23, 1999
Section Number:	400	Date of Revision:	November 17, 2020.
Policy Number:	401		<u> </u> , 2023

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours of service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired. Recommendation and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County ~~Board for approval~~ **Administrator/CFO**. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired ~~on or after January 1, 2011~~ in a part-time position will be placed ~~on the at the minimum step of the current Tier 1~~ Wage Schedule that they retired under. **Upon recommendation of the Elected Official/Judge/Department Head and concurrence by the Human Resources Director a retiree may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience, and education must exceed the minimum requirements of the current job description. In temporary situations retirees may be placed at the step they were on at the time of their retirement.** , ~~unless otherwise approved by the Monroe County Board of Commissioners.~~

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5)

and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.

2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

- A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 ~~and~~ November 17, 2020, **and** _____ **2023.** ˆ

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 400 Date of Revision: November 17, 2020.
Policy Number: 401

Subject: Compensation

Overview:

The County of Monroe seeks to provide competitive compensation packages to its employees based on their positions, qualifications, experience and years of service in a fiscally responsible manner.

Purpose:

The purpose of this policy is to provide procedures for compensating all non-union employees of Monroe County Government.

Scope:

This policy shall apply to all non-union employees of all departments, co-employer elected offices and administrative units of Monroe County government.

Statement of Policy:

A. Pay Periods:

1. Employees will be paid every other Friday. One week of wages is withheld to provide the necessary time to prepare, authorize and issue the payroll. Payment shall be made by check or through direct deposit. The employee shall also be provided an itemized statement of his earnings and all deductions made for any purpose.

B. Base Wages:

1. All employees shall be compensated at the rate of pay specified for their pay grade and classification as established by the Monroe County Board of Commissioners.
2. Employees hired on or after January 1, 2021, will be placed on the Tier 1 Non-union Wage Schedule. Except as provided below, all full-time new hires shall be placed at Step One (the minimum rate) of the Tier 1 Wage Schedule. After one (1) year of service at Step 1, the employee shall advance to Step 2. The employee shall thereafter advance to each successive step after twelve months service at each such step until the employee reaches the maximum step of the Tier 1 Wage Schedule for the employee's classification and pay grade.
3. Effective January 1, 2021, current employees on the Tier 2 Non-union Wage Schedule who elect to no longer be an active member of the Monroe County Employee's Retirement System (as provided in Policy #422- Retirement for Benefit Group Non-union and Benefit Group Management) and enroll in the Defined Contribution Retirement Plan offered through MERS, shall be placed on the Tier 1 Non-union Wage

Schedule at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule upon the date of election.

4. Effective January 1, 2021, full-time employees who are currently on the Tier 2 Non-union Wage Schedule and who elect to remain an active member of the Monroe County Employees Retirement System (as offered in Policy #422-Retirement for Benefit Group Non-union and Benefit Group Management) shall continue on the Tier 2 Wage Schedule. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage Schedule.
5. Except as provided below, all part-time new hires shall be placed at Step One (the minimum rate) of the Tier 2 Wage Schedule. After completing 2,080 hours of service at Step One, the employee shall advance to Step Two. The part-time employee shall thereafter advance to each successive step after 2,080 hours service at each such step until he/she reaches the maximum step of the Wage Schedule for his classification and pay grade. After completing eight (8) years of service (without regard to classification), an employee shall be placed at the same pay grade and step on the Tier 1 Wage Schedule as the employee held on the Tier 2 Wage schedule.
6. New hires may be granted up to four (4) years prior service credit for purposes of initial placement on the non-union Wage Schedule. All experience for which prior service credit is granted must be directly related to the employment qualifications, duties and responsibilities of the job classification for which the employee is being hired. Recommendation and supporting documentation must be submitted in writing to the Human Resources Director prior to the employee being hired. The Human Resources Director shall submit his/her recommendation to the County Board for approval. After completing one (1) year of service (or 2,080 hours in the case of part-time employees) at the approved pay step, the employee shall thereafter advance to each successive step as described in sections B (2)-(5) above until he reaches the maximum step of the Wage Schedule for his classification and pay grade.
7. Retirees under the Monroe County Employees Retirement Ordinance who are rehired on or after January 1, 2011 in a part-time position will be placed at the minimum step of the current Tier 1 Wage Schedule that they retired under, unless otherwise approved by the Monroe County Board of Commissioners.

Retired MCOLES certified law enforcement personnel who are hired as a Bailiff shall be placed on the maximum step of the non-union Wage Schedule consistent with B(5) and B(7) above, regardless of the entity they retired from. Such appointments shall be subject, in all respects, to the provisions of the Monroe County Employees Retirement Ordinance (when applicable) and applicable state and federal law.

C. Longevity Payments.

1. All full-time employees, who are hired on or after January 1, 1989, are not eligible to receive longevity payments. Full-time employees on the County payroll as of December 31, 1988, shall remain eligible to receive longevity payments subject to the following provisions:
2. An employee must have at least five (5) years of continuous service and receive compensation for at least 1,500 hours during the twelve (12) month period immediately preceding December 1 of each calendar year in order to be eligible for longevity pay.
3. Longevity pay shall be paid once a year based upon the number of years of continuous service an employee has worked for the County determined as of December 1 of each calendar year and shall be in the amount of \$125.00 for the first five years of continuous service, and an additional \$25.00 for each year of continuous service thereafter.
4. Employees shall not be entitled to any longevity pay if their employment with the County is terminated for any reason prior to December 1 of any calendar year.
5. An employee who retires or dies shall be entitled to pro-rated longevity benefits if all other requirements are met. The pro-rated longevity pay will be based upon the time from December 1 to the day of retirement or death.
6. Longevity payments will be paid in a separate check the first non-pay Friday in December of each calendar year.

D. Pay Adjustments for Promotions and Transfers to Regular Position Vacancies.

1. If an employee is promoted to a classification in a higher pay grade, his new base pay shall be increased to the rate specified for whichever step of the new classification that results in a base wage increase as close as possible to, but not less than 5% above the base rate he was last paid in his former position and shall not exceed the maximum pay rate of the higher pay grade. If the pay adjustment as provided above results in the promoted employee being placed at the Minimum Step of the new pay grade, and upon recommendation of the Elected Official/Judge/Department Head and concurrence by the County Administrator/Chief Financial Officer an employee may be granted a maximum of four years prior service credit in consideration for years of service with the County. The employee's qualifications, experience and education must exceed the minimum requirements of the current job description.
2. If an employee is transferred to a classification in the same pay grade, his base pay shall remain the same.
3. If an employee is transferred to a classification in a lower pay grade, he shall be placed at the same step on the salary schedule in such lower graded position as the step on which he was placed at the time of his transfer and his base rate reduced accordingly.

E. Pay Adjustments for Transfers to Temporary Position Vacancies. An employee, who is temporarily transferred by the County, for more than five (5) continuous working days, shall receive the rate of pay for the job classification to which he is temporarily assigned, or his former rate of pay, whichever is higher, retroactive to the first date of such transfer. If the period of transfer is less than five (5) continuous working days, the transferred employee shall keep the rate of pay for his regular job classification.

F. Transfers From Full-Time To Part-Time Status. An employee who transfers from full-time to part-time status shall forfeit all eligibility for insurance benefits and all other fringe benefits, except those benefits mandated by state or federal law or the Monroe County Employee's Retirement Ordinance, effective with the date of said transfer.

G. Transfers From Part-Time To Full-Time Status. If a part-time employee has completed a least 720 hours of service at the time he/she is transferred to a full-time position, then insurance benefits shall commence effective with the date of the employee's transfer to full-time status. If a part-time employee transfers to a full-time position before he/she has completed 720 hours of service, then that employee will be eligible for insurance benefits upon completion of 720 hours of service.

Definitions.

A. Employee-An individual who is employed by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Responsibility

1. Elected Officials/Judges/Department Heads or their designee(s): Each is responsible for ensuring this policy is followed when hiring and promoting employees.
2. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure. None.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 13, 2001, May 13, 2003, April 25, 2006, November 9, 2010, November 23, 2010 September 3, 2019 and November 17, 2020.

Section Name: Employee Relations
Section Number: 400
Policy Number: 404

Effective Date: March 23, 1999
Date of Revision: _____ 2023

Subject: Dental Care Benefits

Purpose:

The purpose of this policy is to designate the dental care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

Statement of Policy.

- A. The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the 100/75/50 Dental Plan in effect January 1, 2014.
- B. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. Effective Plan Year 2024, coverage shall commence on the day following the employee's thirtieth (30th) day of continuous employment.
- D. To qualify for group dental care benefits as described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of the employee's regular, full-time employment with the County. The Human Resources Department shall provide the application documents for all eligible employees.
- E. When on an authorized leave of absence, the employee shall be responsible for the employee's cost-share as detailed above. Proper arrangements for payment shall be made with the Human Resources Department. If such payments are not made the employee's dental benefits shall terminate.
- F. Except as otherwise provided under COBRA, the employee's dental care benefits shall terminate on the date the employee's employment with the County terminates, the employee retires or is laid off.

- G. An employee who desires to waive dental care benefits for the employee, their spouse, and/or dependents shall submit a written request for such to the Human Resources Department annually.

Definitions.

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable-hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.
2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider of the benefit.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees into the dental benefit with the service provider.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 5, 2013, and _____, 2023.

Section Name: Employee Relations
 Section Number: 400
 Policy Number: 404

Effective Date: March 23, 1999
 Date of Revision: ~~November 5, 2013~~
2023

Page: ~~1 of 2~~

Subject: Dental Care Benefits

1. Purpose:

The purpose of this policy is to designate the dental care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

2. Statement of Policy.

- A. ~~2.1~~ The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the 100/75/50 Dental Plan in effect January 1, 2014.
- B. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. **The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.**
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. **Effective Plan Year 2024,** ~~coverage~~ shall commence on the day following the employee's **thirtieth (30th)** ~~ninetieth (90th)~~ day of continuous employment.
- D. ~~2.2~~ To qualify for group dental care benefits as ~~above~~ described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of **the employee's** ~~his~~ regular, **full-time** employment with the County. The Human Resources Department shall provide **the application documents** ~~forms~~ for all eligible employees.
- A.E. ~~2.3~~ When on an authorized ~~unpaid~~ leave of absence ~~of more than two weeks~~ ~~(two)~~, the employee ~~will~~ **shall** be responsible for **the employee's cost-share as detailed above.** ~~his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the~~ **shall be made with the** Human Resources

Department.~~prior to the commencement of the leave.~~ If such **payments are not made** ~~application and arrangements are not made as herein described,~~ the employee's dental benefits shall ~~automatically terminate. upon the effective date of the unpaid leave of absence of more than two weeks.~~

~~B.~~

F.2.4 Except as otherwise provided under COBRA, the employee's dental care benefits shall terminate on the date the ~~employee~~**employee's employment with the County** ~~goes on leave of absence of more than two weeks,~~ terminates, **employee** retires, or is laid off. ~~Upon return from a leave of absence of more than two weeks or layoff, an employee's dental care benefits plan shall be reinstated commencing with the employee's return to work.~~

~~2.5~~ An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.

G. 2.6 An employee who desires to waive dental care benefits for **the employee,** ~~herself, her~~**their** spouse, and/or dependents shall submit a written request for such to the Human Resources Department annually.

~~3.~~ Definitions. ~~None.~~

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

~~4.~~ Application. This policy shall apply to all department and administrative units of Monroe County Government. **MOVED**

~~5.~~ Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.

2. **Human Resources:** The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider of the benefit.

~~6.~~ Administrative Procedure. ~~None.~~

A. Human Resources shall enroll eligible employees into the dental benefit with the service provider.

~~7.~~ Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 5, 2013, **and _____, 2023.**

Section Name: Employee Relations
Section Number: 400
Policy Number: 404
Page: 1 of 2

Effective Date: March 23, 1999
Date of Revision: November 5, 2013

Subject: Dental Care Benefits

1. Purpose. The purpose of this policy is to designate the dental care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.
2. Statement of Policy.
 - 2.1 The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the 100/75/50 Dental Plan in effect January 1, 2014. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. Coverage shall commence on the day following the employee's ninetieth (90th) day of continuous employment.
 - 2.2 To qualify for group dental care benefits as above described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of his regular employment with the County. The Human Resources Department shall provide forms for all eligible employees.
 - 2.3 When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's dental benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.
 - 2.4 Except as otherwise provided under COBRA, the employee's dental care benefits shall terminate on the date the employee goes on leave of absence of more than two weeks, terminates, retires, or is laid off. Upon return from a leave of absence of more than two weeks or layoff, an employee's dental care benefits plan shall be reinstated commencing with the employee's return to work.

- 2.5 An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.
- 2.6 An employee who desires to waive dental care benefits for herself, her spouse, and dependents shall submit a written request for such to the Human Resources Department annually.
- 3. Definitions. None.
- 4. Application. This policy shall apply to all department and administrative units of Monroe County Government. .
- 5. Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.
- 6. Administrative Procedure. None.
- 7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated March 23, 1999

Revised pursuant to action of the Monroe County Board of Commissioners,
dated November 5, 2013.

Section Name: Employee Relations
Section Number: 400
Policy Number: 411

Effective Date: January 1, 1999
Date of Revision: 2023

Subject: Health Care Benefits

Purpose:

The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

Statement of Policy:

- A. Effective January 1, 2012, each regular, full-time employee may elect coverage for the employee and the employee's eligible dependents¹ under one of the following health insurance plans:
1. Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
 2. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.

1 Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents.

3. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- B. All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments, and other provisions of the plans. Effective Plan Year 2024, coverage shall commence on the day following the employee's thirtieth (30th) day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C. To qualify for health care benefits as described above, such employee must individually enroll and make proper application for such benefits with the Human Resources Department upon the commencement of the employee's regular full-time employment with the County. The Human Resources Department shall provide the application documents for all eligible employees.
- D. Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee's employment with the County, terminates, or the employee retires, or is laid off.
- E. Except as otherwise provided in Leaves of Absence or Family and Medical Leave, when on an authorized leave of absence, the employee shall be responsible for the employee's cost-share as detailed above. Proper arrangements for payment must be made with the Human Resources Department. If such payments are not made as herein described, the employee's health care benefits shall terminate.
- F. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.
- G. Effective Plan Year 2024, to be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an employee's spouse works for an employer who provides medical coverage, they are required to elect medical coverage with their employer, so long as the monthly contribution to the premium does not exceed 20% of the total premium of said coverage. The Monroe County Plan shall provide secondary coverage.

H. Voluntary Withdrawal from Health Care Plan.

1. Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for the employee, employee's spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the Human Resources Department annually through the open enrollment process or in the case of a qualified event per plan documents.
2. The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.
3. An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse or parent employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.
4. An employee who has waived coverage as herein above provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from another source. All such applications for reinstatement shall be made, in writing, to the Human Resources Department. The Human Resources Director or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

Definitions:

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.
2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

Administrative Procedure:

- A. Human Resources shall enroll eligible employees in health care benefits with the service provider.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007, October 27, 2009, November 9, 2010, October 25, 2011 and _____, 2023.

Section Name: Employee Relations
 Section Number: 400

Effective Date: January 1, 1999
 Date of Revision: ~~October 25, 2011~~

Policy Number: 411
 Page: ~~1 of 4~~

September 19, 2023

Subject: Health Care Benefits

Purpose: The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

Scope:

This policy shall apply to all department and administrative units of Monroe County Government.

~~1.~~

~~2.~~ Statement of Policy:

A. ~~2.1~~ Effective January 1, 2012, each regular, full-time employee may elect coverage for **the employee**~~himself/herself~~ and **the employee's**~~his/her~~ eligible dependents¹ under one of the following health insurance plans:

1. Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
2. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.

¹ Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents.

3. Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- B.** All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments and other provisions of the plans. **Effective Plan Year 2024,** coverage shall commence on the **day following the** employee's ~~ninetieth (90th)~~ **thirtieth (30th)** day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C.** To qualify for health care benefits as ~~above~~ described **above, such each** employee must individually enroll and make proper application for such benefits ~~with at the~~ Human Resources **Department** ~~Office~~ upon the commencement of **the employee's** ~~his/her~~ regular **full-time** employment with the County. **The Human Resources Department shall provide the application documents for all eligible employees.** ~~Forms shall be provided by the Human Resources Department.~~
- ~~—~~ **D.** Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee's **employment with the County** ~~goes on a leave of absence for more than two weeks,~~ terminates, or **the employee retires, or** is laid off. ~~Upon return from a leave of absence or layoff, an employee's health care benefits coverage shall be reinstated commencing with the employee's return.~~
- ~~An employee who is on layoff or leave of absence for more than two weeks or who terminates may elect under COBRA to continue the coverage herein provided at his/her own expense.~~
- E.** Except as otherwise provided in Leaves of Absence, ~~or~~ Family and Medical Leave, when on an authorized ~~unpaid leave of absence of more than two weeks,~~ the employee ~~will~~ **shall** be responsible for the **employee's cost-share as detailed above.** ~~full cost of his/her benefits for the period he/she is not on the active payroll.~~ Proper ~~application and arrangements for the payment of such continued benefits~~ must be made ~~at~~ **with** the Human Resources **Department.** ~~Office prior to the commencement of the leave.~~ If such **payments** ~~application and arrangements~~ are not made as herein described, the employee's health care benefits shall

~~automatically terminate. two weeks after the unpaid leave of absence commences.~~

F. The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.

G. Effective Plan Year 2024, ~~F~~**to be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an employee's spouse or eligible dependent child(ren) works for an employer who provides medical coverage, they are required to elect medical coverage with their employer, so long as the monthly contribution to the premium does not exceed 20% of the total premium of said coverage.** The Monroe County Plan shall provide secondary coverage.

H. 2.2 Voluntary Withdrawal from Health Care Plan.

- 1.** Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for **the employee himself/herself, employee's his/her** spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the **Human Resources Department annually through the open enrollment process or in the case of a qualified event per plan documents.** ~~County Administrator or designee.~~
- 2.** The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.
- 3.** An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse **or parent** employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.
- 4.** An employee who has waived coverage as herein above provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from

another source. All such applications for reinstatement shall be made, in writing, to the **Human Resources Department**. ~~County Administrator or designee.~~ The **Human Resources Director** ~~County Administrator~~ or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

3. Definitions: ~~None.~~

A. **Regular Employee-** An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. **Regular Full-time Employee-** A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. **Responsibility**

1. **Employee:** New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.

2. **Human Resources:** The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

4. ~~Application: This policy shall apply to all regular full-time, non-union employees in all departments and administrative units of Monroe County government.~~ **Moved Above**

5. ~~Responsibility: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy.~~

6. ~~Administrative Procedure:~~ ~~None~~

A. **Human Resources shall enroll eligible employees in health care benefits with the service provider.**

7. **Legislative History of Authority for Creation or Revision:**

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007, **October 27, 2009, November 9, 2010, October 25, 2011 and _____, 2023.** :

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated October 27, 2009.~~

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated November 9, 2010.~~

~~Revised pursuant to action of the Monroe County Board of Commissioners, dated October 25, 2011~~

Section Name:	Employee Relations	Effective Date:	January 1, 1999
Section Number:	400	Date of Revision:	October 25, 2011
Policy Number:	411		
Page:	1 of 4		

Subject: Health Care Benefits

1. Purpose: The purpose of this policy is to designate the health care benefits that are available for regular full-time, non-union employees of Monroe County.

2. Statement of Policy:

2.1 Effective January 1, 2012, each regular, full-time employee may elect coverage for himself/herself and his/her eligible dependents¹ under one of the following health insurance plans:

- a) Blue Cross/Blue Shield of Michigan Flexible Blue 3 with Flexible Blue Rx Prescription Drug Coverage and a Health Savings Account (H.S.A). The Employer shall make an annual contribution of \$500/single and \$1,000/ two or more members or the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the lesser Employer contribution to the cost of such plan. Employees may, at their option, make additional contributions through bi-weekly pre-tax payroll deduction as permitted by applicable law.
- b) Blue Cross/Blue Shield of Michigan Community Blue PPO Option 3 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.
- c) Blue Cross/Blue Shield of Michigan Community Blue PPO Option 6 Revised Plan with Blue Preferred Rx Prescription Drug Coverage with a 50% co-pay (\$5 floor and a \$50 ceiling). Employees shall pay the difference between the cost of this coverage and the amount of the Employer's total contribution towards the cost of coverage under the Blue

¹ Eligible dependents as referenced herein shall include the employee's spouse and children as defined and provided for in each of the respective plan documents .

Cross/Blue Shield of Michigan Flexible Blue 3 Plan as described in Section 2.1 (a), for the same level of benefit (i.e. single, employee/spouse, employee/children and family), or pay the difference between the total cost of such coverage and the maximum annual amount the Employer is permitted to pay under Section 3 of the Publicly Funded Health Insurance Contribution Act, Public Act 152 of the Michigan Public Acts of 2011, whichever results in the greater employee contribution.

All coverage under any of the foregoing plans shall be subject to such terms, conditions, exclusions, limitations, deductibles, premium co-payments and other provisions of the plans. Coverage shall commence on the employee's ninetieth (90th) day of continuous employment. The employee's contribution to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.

To qualify for health care benefits as above described each employee must individually enroll and make proper application for such benefits at the Human Resources Office upon the commencement of his/her regular employment with the County. Forms shall be provided by the Human Resources Department.

Except as otherwise provided under COBRA, an employee's health care benefits shall terminate on the date the employee goes on a leave of absence for more than two weeks, terminates, or is laid off. Upon return from a leave of absence or layoff, an employee's health care benefits coverage shall be reinstated commencing with the employee's return.

An employee who is on layoff or leave of absence for more than two weeks or who terminates may elect under COBRA to continue the coverage herein provided at his/her own expense.

Except as otherwise provided in Leaves of Absence, Family and Medical Leave, when on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for the full cost of his/her benefits for the period he/she is not on the active payroll. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Office prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's health care benefits shall automatically terminate two weeks after the unpaid leave of absence commences.

The County reserves the right to change a carrier(s), a plan(s), and/or the manner in which it provides the above benefits.

To be eligible for health care benefits as provided above, an employee must document all coverage available under his/her spouse's medical plan and cooperate in the coordination of coverage to limit the Employer's expense. If an employee's spouse or eligible dependent child(ren) work for an employer who provides medical

coverage, they are required to elect medical coverage with their employer. The Monroe County Plan shall provide secondary coverage.

2.2 Voluntary Withdrawal from Health Care Plan.

Any employee who can secure health care benefits from another source other than the County of Monroe and desires to waive all coverage for himself/herself, his/her spouse, and dependents under the County's Health Care Benefits Plan shall submit a written request for such waiver to the County Administrator or designee.

The County will notify the employee of the effective date that the County will no longer provide such benefits to the employee's spouse and dependents. This date will be binding on all parties.

An employee who has waived all coverage under the County's Health Care Benefits Plan as provided in this Agreement and who expressly waives, in writing, all rights to any other health care benefits coverage paid for by the County of Monroe, will receive a cash payment of \$1,000.00 per year, paid in a separate check, the first non-pay Friday in December of each calendar year. By way of illustration, but not by way of limitation, an employee who waives health care benefits coverage as herein provided and receives the \$1,000 voluntary payment shall not be eligible to receive health care benefits from a spouse employed by the County of Monroe. Any employee who has participated in the plan less than a full calendar year shall receive a prorated amount of such \$1,000 payment.

An employee who has waived coverage as hereinabove provided may apply to have such coverage reinstated, provided he/she demonstrates that he/she can no longer receive such benefits from another source. All such applications for reinstatement shall be made, in writing, to the County Administrator or designee. The County Administrator or designee will respond to such requests within fifteen (15) calendar days of receipt of the request. Such response will indicate the effective date that the employee, his/her spouse and dependents are once again covered under the County's Health Care Benefits Plan. The County shall have no obligation whatsoever prior to such effective date.

3. Definitions: None.
4. Application: This policy shall apply to all regular full-time, non-union employees in all departments and administrative units of Monroe County government.
5. Responsibility: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 23, 2007.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 27, 2009.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 9, 2010.

Revised pursuant to action of the Monroe County Board of Commissioners, dated October 25, 2011

AA01\237195.1
ID\JPGR - 076228/0999

Section Name: Employee Relations
 Section Number: 400
 Policy Number: 425

Effective Date: Nov. 1, 1986
 Date of Revision: _____ 2023

Subject: Term Life and Accidental Death and Dismemberment Benefits

Purpose:

The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time, non-union employees of Monroe County.

Statement of Policy:

- A. The Employer shall provide each regular full-time, non-union employee term life insurance and accidental death and dismemberment benefits (AD&D benefits) in accordance with the following schedule:

<u>ANNUALIZED SALARY</u>	<u>BENEFIT AMOUNT</u>
less than \$20,000	\$20,000
\$20,001 to \$25,000	\$25,000
\$25,001 to \$30,000	\$30,000
\$30,001 to \$35,000	\$35,000
\$35,001 to \$40,000	\$40,000
\$40,001 to \$45,000	\$45,000
\$45,001 to \$50,000	\$50,000

- B. Coverage will commence on the day following the employee's ninetieth (90th) day of continuous employment and term life and AD&D benefits will be reduced by 35% at age 65, 55% at age 70, and 70% at age 75.
- C. To qualify for term life and accidental death and dismemberment benefits as described above, such employee must individually enroll and make proper application for such benefits with the Human Resources Department upon the commencement of the employee's regular, full-time employment with the Employer. The Human Resources Department shall provide the application documents for all eligible employees. Subject to the other provisions of these policies, the Employer shall pay the cost of providing the term life and accidental death and dismemberment benefits herein provided for the period that the employee is on payroll.
- D. An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee's employment with the County terminates, the employee retires or is laid off.
- E. The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above.

Definitions:

- A. Regular Employee- An employee who is employed for an indefinite period of time on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

- 1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible to maintain benefit beneficiary designation on documents or forms provided by the Human Resources Department.
- 2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider of the benefit.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees in the benefit plan with the service provider.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 1, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 11 1992 and _____, 2023.

Section Name: Employee Relations Effective Date: Nov. 1, 1986
 Section Number: 400 Date of Revision: _____2023
 Policy Number: 425
 Page: ~~1 of 2~~ Date of Rev.: ~~Jan. 1, 1992~~

Subject: Term Life and Accidental Death and Dismemberment Benefits

~~1.~~ Purpose: The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time, non-union employees of Monroe County.

~~2.~~ Statement of Policy:

- A. ~~2.1~~ The Employer shall provide each regular full-time, non-union employee term life insurance and accidental death and dismemberment benefits (**AD&D benefits**) in accordance with the following schedule:

ANNUALIZED SALARY	BENEFIT AMOUNT
less than \$20,000	\$20,000
\$20,001 to \$25,000	\$25,000
\$25,001 to \$30,000	\$30,000
\$30,001 to \$35,000	\$35,000
\$35,001 to \$40,000	\$40,000
\$40,001 to \$45,000	\$45,000
\$45,001 to \$50,000	\$50,000

- B. Coverage will commence on the day following the employee's ninetieth (90th) day of continuous employment and **Term Life and** AD&D benefits will be reduced by 35% at age 65, 55% at age 70, and 70% at age 75.

- ~~B.C.~~ ~~2.2~~ To qualify for term life and accidental death and dismemberment benefits as described above, ~~each~~**such** employee must individually enroll and make proper application for such benefits ~~at~~ **with** the Human Resources Department upon the commencement of **the employee's**~~his~~ regular, **full-time** employment with the Employer. The Human Resources Department shall provide **the application documents**~~forms~~ for all eligible employees.

D. 2.3 Subject to the other provisions of these policies, the Employer shall pay the cost of providing the term life and accidental death and dismemberment benefits herein provided for the period that the employee is on active payroll. ~~When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefit costs for the period he is not on the active payroll. — Employees electing to continue such benefits shall pay the full cost of such continued benefits. — Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. — If such application and arrangements are not made as herein described the employee's group term life and accidental death and dismemberment benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.~~

C.E. — 2.4 An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee's **employment with the County** ~~goes on a leave of absence of not more than two weeks;~~ terminates, **the employee** retires, or is laid off. ~~Upon return from a leave of absence of more than two weeks, an employee's group term life and accidental death and dismemberment benefits plan shall be reinstated commencing with the employee's return.~~

D.F. 2.5 The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above.

3. Definitions: ~~None~~

- A. Regular Employee**- An employee who is employed for an indefinite period **of time** on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee**- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

- 1. Employee:** New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible to maintain benefit beneficiary designation **on documents or forms provided by the Human Resources Department.**

2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and **managing** the service provider **of the benefit**.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees in the benefit **plan with the service provider**.

~~4. Application: This policy shall apply to all departments and administrative units of Monroe County government.~~ Moved Above

~~5. Responsibility: The Human Resources Director shall be responsible for implementing and overseeing the administration of this policy.~~

~~6. Administrative Procedure: None~~

~~7.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 1, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1992 and _____, 2023.

Section Name: Employee Relations Eff. Date: Nov. 1, 1986
 Section Number: 400
 Policy Number: 425 Date of Rev.: Jan. 1, 1992
 Page: 1 of 2

Subject: Term Life and Accidental Death and Dismemberment Benefits

1. Purpose: The purpose of this policy is to designate the term life and accidental death and dismemberment benefits that will be made available for all regular full-time, non-union employees of Monroe County.

2. Statement of Policy:

2.1 The Employer shall provide each regular full-time, non-union employee term life insurance and accidental death and dismemberment benefits in accordance with the following schedule:

ANNUALIZED SALARY BENEFIT AMOUNT

less than \$20,000	\$20,000
\$20,001 to \$25,000	\$25,000
\$25,001 to \$30,000	\$30,000
\$30,001 to \$35,000	\$35,000
\$35,001 to \$40,000	\$40,000
\$40,001 to \$45,000	\$45,000
\$45,001 to \$50,000	\$50,000

Coverage will commence on the day following the employee's ninetieth (90th) day of continuous employment and AD&D benefits will be reduced by 35% at age 65, 55% at age 70, and 70% at age 75.

2.2 To qualify for term life and accidental death and dismemberment benefits as described above, each employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of his regular employment with the Employer. The Human Resources Department shall provide forms for all eligible employees.

2.3 Subject to the other provisions of these policies, the Employer shall pay the cost of providing the term life and accidental death and dismemberment benefits herein provided for the period that the employee is on active payroll. When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefit costs for the period

he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described the employee's group term life and accidental death and dismemberment benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.

2.4 An employee's group term life and accidental death and dismemberment benefits plan shall terminate on the date the employee goes on a leave of absence of not more than two weeks, terminates, retires or is laid off. Upon return from a leave of absence of more than two weeks, an employee's group term life and accidental death and dismemberment benefits plan shall be reinstated commencing with the employee's return.

2.5 The Employer reserves the right to change the carrier and/or the manner in which it provides the above benefits, provided that the benefits are equal to or better than the benefits outlined above.

3. Definitions: None

4. Application: This policy shall apply to all departments and administrative units of Monroe County government.

5. Responsibility: The Human Resources Director shall be responsible for implementing and overseeing the administration of this policy.

6. Administrative Procedure: None

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated November 1, 1986.

Revised pursuant to action of the Monroe County Board of Commissioners, dated January 1, 1992.

Section Name: Employee Relations
Section Number: 400
Policy Number: 429

Effective Date: March 23, 1999
Date of Revision: _____2023

Subject: Vision Care Benefits

Purpose:

The purpose of this policy is to designate the vision care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

This policy shall apply to all departments and administrative units of Monroe County Government.

Statement of Policy.

- A. The County shall provide each regular full-time non-union employee, Elected Officials, and their eligible dependents the Blue Cross/Blue Shield of Michigan/VSP Vision Plan 3 in effect January 1, 2014.
- B. Commencing January 1, 2014, the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles, and other provisions pertaining to coverage as stated in the plan. Effective Plan Year 2024, coverage shall commence on the day following the employee's thirtieth (30th) day of continuous employment.
- D. To qualify for vision care benefits as described above, such employee must individually enroll and make proper application for such benefits with the Human Resources Department upon the commencement of the employee's regular full-time employment with the County. The Human Resources Department shall provide the application documents for all eligible employees.
- E. When on an authorized leave of absence the employee shall be responsible for the employee's cost-share as detailed above. Proper arrangements for payment shall be made with the Human Resources Department. If such payments are not made the employee's vision benefits shall terminate.
- F. Except as otherwise provided under COBRA, the employee's vision care benefits shall terminate on the date the employee's employment with the County terminates, the employee retires, or is laid off.

- G. An employee who desires to waive vision care benefits for employee, their spouse, and/or dependents shall submit a written request for such waiver to the Human Resources Department annually.

Definitions.

- A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.
- B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.
2. Human Resources: The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

Administrative Procedure.

- A. Human Resources shall enroll eligible employees in vision care benefits with the service provider.

Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 5, 2013, and _____, 2023.

Section Name: Employee Relations
 Section Number: 400
 Policy Number: 429
 Page: ~~1~~ of 2

Effective Date: March 23, 1999
 Date of Revision: ~~November 5, 2013~~
September 19, 2023

Subject: Vision Care Benefits

1. Purpose:-

The purpose of this policy is to designate the vision care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.

Scope:

This policy shall apply to all departments and administrative units of Monroe County Government.

2. Statement of Policy.

- A. ~~2.1~~ The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the Blue Cross/Blue Shield of Michigan/**VSP** Vision **Plan 3 A-80 Revised Plan** in effect January 1, 2014.
- B. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. **The employee's cost-share to the cost of such coverage shall be payable on a bi-weekly basis through automatic payroll deduction.**
- C. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in ~~the~~**its** plan. **Effective Plan Year 2024,** ~~C~~coverage shall commence on the day following the employee's **thirtieth (30th)** ~~ninetieth (90th)~~ day of continuous employment.
- D. ~~2.2~~ To qualify for vision care benefits as ~~above~~ described above, such employee must individually enroll and make proper application for such benefits **with** ~~at~~ the Human Resources Department upon the commencement of **the employee's** ~~his~~ regular **full-time** employment with the County. The Human Resources Department shall provide **the application documents** ~~forms~~ for all eligible employees.
- ~~A.E.~~ When on an authorized ~~unpaid~~ leave of absence ~~of more than two weeks,~~ the employee ~~will~~ **shall** be responsible for **the employee's cost-share as detailed above.** ~~his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must~~ **shall** be made ~~at~~ **with** the Human Resources Department.

~~prior to the commencement of the leave. If such payments are not made application and arrangements are not made as herein described, the employee's vision benefits shall automatically terminate. upon the effective date of the unpaid leave of absence of more than two weeks.~~

F.2.4 Except as otherwise provided under COBRA, the employee's vision care benefits shall terminate on the date the employee's **employment with the County** ~~goes on leave of absence of more than two weeks, terminates, , the employee~~ retires, or is laid off. ~~Upon return from a leave of absence of more than two weeks or layoff, an employee's vision care benefits plan shall be reinstated commencing with the employee's return to work.~~

~~2.5~~ An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.

G. 2.6 An employee who desires to waive vision care benefits for ~~employee~~ **herself**, ~~her~~ **their** spouse, and/or dependents shall submit a written request for such **waiver** to the Human Resources Department annually.

~~3.~~ Definitions. ~~None.~~

A. Regular Employee- An employee who is employed for an indefinite period on either a full-time or part-time basis. A regular employee does not include variable hour employees, seasonal/temporary employees, co-op employees and appointed members of a board, commission or authority.

B. Regular Full-time Employee- A regular employee who is normally scheduled to work forty (40) or more hours per week.

~~4.~~ Application. ~~This policy shall apply to all department and administrative units of Monroe County Government.~~ **Moved above.**

~~5.~~ Responsibility. ~~The Human Resources Director shall have the responsibility of implementing and overseeing this policy.~~

Policy Compliance:

A. Responsibility

1. Employee: New hires are responsible for enrolling in this benefit within their first thirty (30) days of employment. Employees are responsible for completing annual open enrollment during dates specified by the Human Resources Department.

2. **Human Resources:** The Human Resources Director or designee shall have the responsibility of implementing and overseeing the administration of this policy and managing the service provider.

6. Administrative Procedure. ~~None.~~

A. Human Resources shall enroll eligible employees in vision care benefits with the service provider.

7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated March 23, 1999

Revised pursuant to action of the Monroe County Board of Commissioners,
dated November 5, 2013, **and _____, 2023.**

Section Name:	Employee Relations	Effective Date:	March 23, 1999
Section Number:	400	Date of Revision:	November 5, 2013
Policy Number:	429		
Page:	1 of 2		

Subject: Vision Care Benefits

1. Purpose. The purpose of this policy is to designate the vision care benefits that will be made available for all regular full-time non-union employees and Elected Officials of Monroe County.
2. Statement of Policy.
 - 2.1 The County shall provide each regular full-time non-union employee, Elected Officials and their eligible dependents the Blue Cross/Blue Shield of Michigan Vision A-80 Revised Plan in effect January 1, 2014. Commencing January 1, 2014 the County shall pay 95% of the illustrated premium cost of such benefits and the employee shall pay the balance. Coverage under the foregoing plans shall be subject to such conditions exclusions, limitations, deductibles and other provisions pertaining to coverage as stated in its plan. Coverage shall commence on the day following the employee's ninetieth (90th) day of continuous employment.
 - 2.2 To qualify for vision care benefits as above described above, such employee must individually enroll and make proper application for such benefits at the Human Resources Department upon the commencement of his regular employment with the County. The Human Resources Department shall provide forms for all eligible employees.
 - 2.3 When on an authorized unpaid leave of absence of more than two weeks, the employee will be responsible for his benefits costs for the period he is not on the active payroll. Employees electing to continue such benefits shall pay the full cost of such continued benefits. Proper application and arrangements for the payment of such continued benefits must be made at the Human Resources Department prior to the commencement of the leave. If such application and arrangements are not made as herein described, the employee's vision benefits shall automatically terminate upon the effective date of the unpaid leave of absence of more than two weeks.
 - 2.4 Except as otherwise provided under COBRA, the employee's vision care benefits shall terminate on the date the employee goes on leave of absence of more than two weeks, terminates, retires, or is laid off. Upon return from a leave of absence of more than two weeks or layoff, an employee's vision care benefits plan shall be reinstated commencing with the employee's return to work.

- 2.5 An employee who is on layoff or leave of absence of more than two weeks or who terminates may elect under COBRA to continue at his own cost the coverage herein provided.
- 2.6 An employee who desires to waive vision care benefits for herself, her spouse, and dependents shall submit a written request for such to the Human Resources Department annually.
3. Definitions. None.
4. Application. This policy shall apply to all department and administrative units of Monroe County Government. .
5. Responsibility. The Human Resources Director shall have the responsibility of implementing and overseeing this policy.
6. Administrative Procedure. None.
7. Legislative History of Authority for Creation or Revision.

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated March 23, 1999

Revised pursuant to action of the Monroe County Board of Commissioners,
dated November 5, 2013.