



Newaygo County Personnel Manual



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Welcome to Newaygo County:

On behalf of the Newaygo County Board of Commissioners, congratulations on becoming a member of our organization. A career in the public sector can be extremely rewarding and very important to those who are served by our work. Newaygo County provides an excellent opportunity for long-term success through a stable career path.

Throughout your employment with the County, you will find the Personnel Manual useful; therefore, you are encouraged to carefully read each section. It has been written to provide a general description of current personnel benefits, procedures, and other important aspects of your employment with the County. Additional information or clarification should be sought from your Department Head, Elected Official, or the Administration Office.

Welcome to Newaygo County, and I wish you all the success in your new career.

Best Regards,

A handwritten signature in blue ink, appearing to read "CW", is written over a light blue horizontal line.

Christopher Wren
Newaygo County Administrator

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SECTION ONE

INTRODUCTION

1.1 Scope, Purpose, and Intent

This Personnel Manual is applicable to non-union personnel, including Department Heads, employed by Newaygo County (hereinafter sometimes referred to as “County” or “Employer” or “County Board”). It is not applicable to any employee or group of employees which is now and shall hereafter be included in a union bargaining unit or covered under a contract or collective bargaining agreement. With consent from the Chief Judge, this Manual will also apply to employees of the District Court, Circuit Court, and Probate Court. Due to the nature of employment between Newaygo County and the State of Michigan, Judges are not addressed in this Manual.

It is the purpose and intent of this Manual to act as an information outline of the benefits that Newaygo County extends to select classifications of employees. This Personnel Manual should not be construed as creating a contract between the Employer and any of the applicable employees. The interpretation and operation of the benefits noted herein are within the sole discretion of the Newaygo County Board of Commissioners. Benefits outlined in this document may be added to, expanded, reduced, deleted, or otherwise modified by the Newaygo County Board of Commissioners, and any such modifications in the Personnel Manual shall be solely within the discretion of the County Board. The Employer reserves and retains, solely and exclusively, all rights to manage and operate its affairs, and neither the constitutional nor the statutory rights, duties, and obligations of the Employer shall in any way whatsoever be abridged by the terms of this Personnel Manual.

No person or representative of the Employer, other than the County Board of Commissioners or their designee, has authority to enter into an agreement for employment for any specified period of time, or to make any agreement contrary to the provisions contained herein. The employees covered under this Manual are employees at will. Their employment and compensation can be terminated with or without notice. An employee cannot rely upon custom or prior practice. The fact that these policies may have been applied differently in the past does not affect their current or future enforcement.

1.2 Statement of Policy

Newaygo County works toward providing good working conditions, competitive pay, benefits, and the personal respect to which employees are entitled. We also make every effort to promptly resolve problems and settle differences.

SECTION TWO

EMPLOYMENT STATUS AND INTRODUCTORY PERIOD

2.1 Full-Time Employees

Full-time employees are hired to fill job positions that are classified in accordance with assigned job duties and authorized by the Board of Commissioners or their designee. Funds for full-time positions are budgeted specifically to support the positions. Full-time staff are regularly scheduled to work forty (40) hours per week and shall receive fringe benefits as listed in this Manual. Employees are paid in accordance with the annually established pay periods and pay dates. (There is one exception (Employee #260) that is paid to date.)

The County Administrator has the authority to create full-time positions based on the operational needs of a specific department.

2.2 Part-Time Employees

Part-time employees are hired to fill job positions that are classified in accordance with assigned job duties and authorized by the Board of Commissioners or their designee. Funds for part-time positions are budgeted specifically to support the positions. Part-time staff are regularly scheduled to work less than forty (40) hours per week and are not eligible to receive fringe benefits as listed in this Manual. Employees are paid in accordance with the annually established pay periods and pay dates.

Part-time employees are not entitled to automatic pay step increases. It is at the sole discretion of the Department Head/Elected Official to budget for and submit pay grade step increase requests for part-time employees based on continuous employment in their current position. Retroactive pay is not permissible. Pay step increases for part-time employees are also in accordance with Section 3.4.

The County Administrator has the authority to create part-time positions based on the operational needs of a specific department.

2.3 Introductory Period

All new employees are subject to an “introductory period” for six (6) months of continuous employment with the County beginning with their last date of hire. The introductory period is designed to give newly hired employees the opportunity to familiarize themselves with their job and to give the County an opportunity to evaluate the performance of its newly hired employees. Completion of the introductory period does not change one’s status as an “at will” employee. The introductory period for part-time employees shall be pro-rated to the equivalent of 520 hours of employer-compensated work.

2.4 Department Heads

A Department Head at the County of Newaygo is so designated by the Board of Commissioners and defined as someone whose primary duty is managing a customarily recognized department or subdivision of the County. “Primary Duty” means the principal, main, major or most important duty that the employee performs. Determination of an employee’s primary duty must be based on all the facts in a particular case, with the major emphasis on the character of the employee’s job as a whole.

In addition, a Department Head's responsibilities include the following:

- Customarily and regularly direct work of at least two or more other full-time employees, subordinates, volunteers or their equivalent (i.e. four (4) part-time employees) and have temporary oversight of employees as situations arise. The phrase "customarily and regularly" means greater than occasional but less than constant; it includes work normally done every work week, but does not include isolated or one-time tasks.
- Have the authority to hire and/or fire, or their suggestions and recommendations as to the hiring, firing, advancement, promotion, or any other change of status of other employees is given a particular weight. Factors to be considered in determining whether a Department Head's recommendations as to hiring, firing, advancement, promotion or any other change of status are given "particular weight" include, but are not limited to, whether it is part of a Department Head's job duties to make such recommendations, and the frequency with which such recommendations are made, requested, and relied upon. Generally, a Department Head's recommendations must pertain to employees who they customarily and regularly direct. It does not include occasional suggestions. A Department Head's recommendations may still be deemed to have "particular weight" even if a higher-level manager's recommendation has more importance and even if the Department Head does not have authority to make the ultimate decision as to the employee's change in status. Human Resources must be included in all hiring, discipline, and termination processes.
- Advanced knowledge must be customarily acquired by a prolonged course of specialized intellectual instruction and/or training (i.e. college degree or courses). Specialized academic training is a standard prerequisite for entrance into the designated Department Head position. The best evidence of meeting this requirement is having the appropriate academic degree. However, the word "customarily" means employees in positions who have substantially the same knowledge level and perform substantially the same work as the degreed employees, but who attained the advanced knowledge through a combination of work experience and intellectual instruction.

Department Heads are salaried and exempt from the Fair Labor Standards Act for overtime. Additionally, Department Heads are paid in accordance with the annually established pay periods and pay dates.

For purposes within this Manual, Department Heads shall be considered full-time employees and shall be subject to the same introductory period. All sections within this Manual that apply to full-time employees shall also apply to Department Heads unless otherwise stated.

2.5 Elected County Officials

Elected County Officials are officials by virtue of an election. For purposes of this Manual, Elected County Official positions are as follows: Clerk, Treasurer, Register of Deeds, Drain Commissioner, Sheriff, and Prosecuting Attorney. Elected Officials are paid an annual salary as established by the Board of Commissioners.

2.6 Board of Commissioners

The Board of Commissioners are officials by virtue of an election, and serves as the governing board and policy-making body for Newaygo County. The Board of Commissioners are paid an annual salary which becomes effective January 1 of an odd-numbered year and, with the exception of Section Six of this Manual, shall receive the same fringe benefits as full-time employees.

2.7 Temporary Employees

Temporary employees are employed in a position for a specific time period. These employees are generally hired for the purpose of relieving staff members who are absent due to illness, vacation, or leave of absence, or for augmenting the staff to meet requirements that may be occasioned by periodic workloads. Temporary employees will not be entitled to receive fringe benefits, such as but not limited to, health insurance, vacation, paid time off (PTO), holiday pay, and retirement benefits. Seasonal employees are considered temporary employees.

The County Administrator has the authority to create temporary positions based on the operational needs of a specific department.

2.8 Student Employees/Interns

Student employees are commonly used amongst County departments and are generally not paid a wage, nor are they entitled to fringe benefits. A Department Head/Elected Official is required to notify Human Resources when seeking a student/intern and obtain authorization from the County Administrator when establishing compensation for the student/intern. Each paid or unpaid student/intern will be required to meet with Human Resources for an orientation upon hire and must abide by all County policies.

2.9 Volunteers

Volunteers are occasionally used amongst County departments and are generally not paid any type of wage, nor are they entitled to fringe benefits; however, each position will be required to abide by all County policies listed within this Manual and will be required to sign a waiver and release for liability purposes.

2.10 Exempt Employees

According to the Fair Labor Standards Act (FLSA), an exempt employee is an employee for whom the County is not obligated to compensate for hours that exceed 40 hours in any given week. A series of tests established by the Department of Labor are used to determine exempt status.

2.11 Non-Exempt Employees

According to the FLSA, a non-exempt employee is an employee that the County is obligated to compensate, using overtime pay and/or compensatory time, for hours worked that exceed 40 hours in any given week. A series of tests established by the Department of Labor are used to determine exempt status. Unless otherwise notified, a majority of County employees are non-exempt.

SECTION THREE
EMPLOYMENT DATES AND WAGES

3.1 Anniversary Date

The effective date on which an individual starts as an employee of Newaygo County shall be designated as that individual's official anniversary date. When an employee transfers from part-time employment to full-time employment, their official full-time start date shall be referred to as "anniversary date". The date shall be used to assist in determining fringe benefits such as, but not limited to, vacation time, paid time off (PTO), and retirement benefits. An employee's "anniversary date" will remain in effect throughout the employee's continuous consecutive years of employer-paid employment with the County. The following shall alter an employee's anniversary date:

- Layoffs which exceed one (1) year shall change one's anniversary date to the date of return to employment, if applicable.
- Termination of employment for any reason.
- Personal leaves of absence for other than illness or FMLA, for a period of thirty (30) days or more or for a period equal to the length of the employee's time served with the County at the time such leave commenced, whichever is less, shall change one's anniversary date to the date of return to employment, if applicable.

For employees transferring from part-time to full-time status, hours spent as a part-time employee since their last date of hire shall be accounted for on a pro-rated basis when determining paid time off accruals and longevity. Credited hours may not exceed 2080 hours.

3.2 Position Date

An employee's "Position Date" shall be an employee's continuous service in their current position. Generally, the "Position Date" will be the same as the "Anniversary Date"; however, transferring to a different position will change one's "Position Date". The "Position Date" is the date used to determine when an employee will become eligible for salary step increases.

3.3 Pay Step Scale

Every County position is assigned to a pay grade based on its classification. The County utilizes a ten-year step progression (see below table) within each pay grade, with movement based on the employee's position date.

Step	1	2	3	4	5	6	7	8	9	10	11	12
	Hire	6 mos	1 yr	2 yrs	3 yrs	4 yrs	5 yrs	6 yrs	7 yrs	8 yrs	9 yrs	10 yrs
Increase		* 6%	* 5.4%	* 5.4%	0%	1%	2%	1%	3%	1%	0%	3%

*Percentage increases between pay steps 2 – 4 slightly vary depending on pay grade.

3.4 Pay Step Progression Guidelines

Pay step placement and progression should reflect advancement, illustrated as follows:

- Step 1 (starting pay): Step one is automatically awarded to employees effective on their date of hire.
- Step 2: Step two is awarded to employees after completion of six (6) months of service.
- Step 3: Step three is awarded to employees after completion of one (1) year from position date.
- Step 4: Step four is awarded to employees after completion of two (2) years from position date.
- Step 5 through 12: Once an employee reaches step four, employees will proceed to step five at the beginning of the next fiscal year (October 1). Thereafter, steps six through twelve will be awarded to employees on October 1 after each respective year of service.

Pay step increases for pay step 1 through 4 above are not automatic. They are at the sole discretion of the Department Head/Elected Official. Department Head/Elected Officials not wishing to recommend employees for progression increases should notify the affected employee and the Administration Office in writing two weeks prior to the employee's position date.

3.5 New Hires

While staying within the Department's budgetary constraints, the starting rate of pay for new employees shall be established as follows:

Pay Step One: Automatic

Pay Step Two: Sole discretion of the Department Head/Elected Official based on the knowledge and experience of the new employee.

Pay Step Three: Department Head/Elected Official may submit a written request to the County Administrator with proper justification. Based on the information provided, the County Administrator will make the determination.

3.6 Pay Step Advancement

With approval from the Department Head/Elected Official, new employees shall advance to the next pay step as follows:

- A new employee beginning at pay step one:
 - progress to pay step two after six (6) months
 - to pay step three after one (1) year from their position date
 - to pay step four after two (2) years from their position date
 - to pay step 5 on the following October 1
 - to pay step 6 through 12 on October 1 following each year of respective service
- An employee beginning at pay step two:
 - to pay step three after six (6) months
 - to pay step four after one and one-half (1 ½) years from their position date
 - to pay step 5 on the following October 1

- to pay step 6 through 12 on October 1 following each year of respective service
- An employee beginning at pay step three:
 - to pay step four after one (1) year from their position date
 - to pay step 5 on the following October 1
 - to pay step 6 through 12 on October 1 following each year of respective service

3.7 Position Changes

Employees may transfer to another position, which could result in a lateral pay grade, a lower pay grade, or a higher pay grade.

When transferring to a position with a lateral pay grade or lower pay grade, that employee will be placed in the pay step which results in a minimum of a three percent (3%) pay decrease. This is due to the learning curve when accepting a new position.

When transferring to a position with a higher pay grade or when being promoted, that employee will be placed in the pay step which results in a minimum of a three percent (3%) pay increase, if allowed by the pay grade.

If applicable, the provisions of the pay step advancement for the above transfers shall be based on the employee's most recent position date.

3.8 Overtime and Compensatory Time

The County generally attempts to discourage overtime. However, on rare occasions when overtime is required, the County will compensate eligible employees at one and one-half (1 ½) their regular rate of pay to the extent required by law when an employee physically works more than forty (40) hours in a work week. Written authorization must be obtained prior to performing the work. Failure to do so may result in disciplinary action, up to and including termination. For purposes of computing overtime hours, time spent on leave with pay shall not be counted as time worked (i.e., holidays, vacation, PTO, etc.). Overtime will not be paid for less than fifteen (15) minutes in any one day.

With the Department Head's/Elected Official's written approval, compensatory time may be taken in lieu of overtime pay at the rate of one and one-half (1 ½) for each hour of overtime worked. The compensatory time, if approved, can be taken at a mutually agreed-upon time.

The maximum accumulated compensatory time allowed is twenty (20) hours at any one time. All accumulated compensatory time must be reported to payroll in the pay period it occurred in order to be valid. Overtime and compensatory time are not permissible if the employee worked forty (40) hours or less in a given work week. Work week is Sunday through Saturday.

Department Heads are exempt under the Fair Labor Standards Act; therefore are not eligible for overtime or compensatory time.

3.9 Reporting Hours or Paid Time Off

All employees are required to submit a payroll timesheet for payroll processing. Timesheets are due to the designated staff member in each department according to the annual payroll schedule distributed by the Administration Office.

Fraudulent reporting of work hours, exceptions, or time off will subject an employee to discipline up to and including termination and potential legal penalties. Supervisory approval for hours or exceptions entered into the payroll system is required prior to the processing of the payroll.

At the discretion of the Elected Official or County Administrator, Department Heads are required to submit a payroll timesheet for payroll processing. Timesheets are due to the designated staff member in each department according to the annual payroll schedule distributed by the Administration Office.

SECTION FOUR

RETIREMENT

4.1 Retirement Benefits

A. Defined Benefit

For employees hired as full-time prior to August 13, 1997, and who did not elect to roll over into the defined contribution plan.

- I. The County participates in a B3 retirement program for full-time employees administered by the Municipal Employees Retirement System (MERS) as provided in Act 427, of the Public Acts of 1984, as amended.
- II. Effective the first pay in January 2014, full-time employees enrolled in the Defined Benefit Retirement Program will pay 4% of gross towards their B3.
- III. Under the retirement system, as currently provided through MERS, an eligible employee may retire at age fifty-five (55) with twenty-five (25) years of service.
- IV. The County participates in a B4 retirement program for Department Heads/Elected Officials administered by the Municipal Employees Retirement System (MERS) as provided in Act 427, of the Public Acts of 1984, as amended.
- V. Department Heads/Elected Officials enrolled in the Defined Benefit Retirement Program will pay 4.5% of gross towards their B4.
- VI. Under the retirement system, as currently provided through MERS, an eligible Department Head/Elected Official may retire at age fifty (50) with twenty-five (25) years of service or at age fifty-five (55) with twenty (20) years of service.

The above benefits are subject to amendments of Act 427, of the Public Acts of 1984 and the MERS regulations. Additional information explaining the retirement system is available through the Administration Office.

B. Defined Contribution

For employees hired as full-time on or after August 13, 1997, and those hired before August 13, 1997, electing to roll over into the defined contribution plan.

- I. The County participates in a retirement program administered by MissionSquare.
- II. Under this plan, the compensation contribution is as follows: five percent (5%) of compensation contribution by Newaygo County, with an additional four percent (4%) matching amount by the County.

Employer Contribution:	5%
Employer Match:	4%
Mandatory Employee Contribution:	4%
- III. Employees will have a vesting period of four (4) years. Additional information explaining the retirement system is available through the Administration Office.

4.2 Retiree Health Insurance

This section addresses retiree health insurance benefits for the following:

- A. Eligible full-time employees with more than ten (10) full-time years of service as of 12/31/08
- B. Eligible full-time employees with less than ten (10) full-time years of service as of 12/31/08

For those who enroll in retiree health insurance benefits under section 4.2 A or B,

- At the death of the retired employee, the surviving spouse shall be entitled to insurance coverage by paying the full cost of the premium, must provide advance notice, and shall meet all the terms and conditions which the insurance carrier or plan administrator may impose for enrollment.
- In the event that the retiree has insurance coverage available through their spouse, another employer or elsewhere, the Employer shall not be obligated to provide coverage while the other coverage is in effect. If the retiree loses that other coverage, he/she may re-enroll, subject to the open enrollment period and any other terms or conditions provided under the employer's insurance plan. For any federal or state health insurance, such as Medicare, etc., there shall be a coordination of benefits, and such retiree shall be required to first use such federal health insurance, such as Medicare.

A. Eligible full-time employees with more than ten (10) full-time years as of 12/31/08

A full-time employee with:

- Ten (10) accumulated full-time years of Newaygo County governmental service or ten (10) accumulated full-time years of service with a Newaygo County agency, or ten (10) full-time years or more combination thereof, and
- Who is sixty-two (62) years of age or older, and
- Who is now retired from Newaygo County governmental service, and
- Who is receiving retirement benefits

is eligible for health insurance. This does not include dental or vision insurance. The County shall pay one-half (½) of the lowest cost premium up to age sixty-five (65), and the total premium at age sixty-five (65) when the employee is Medicare eligible, and thereafter for the retired employee. Insurance coverage shall also be made available to the spouse (spouse is defined as the person who was legally married to the employee at their retirement date) of the retired employee at their option. The spouse must pay the full premium for their insurance coverage, must provide advance notice, and shall meet all the terms and conditions which the insurance carrier or plan administrator may impose for enrollment.

Employees who retire from Newaygo County service between the ages of fifty-five (55) and sixty-one (61) with twenty-five (25) full-time years of service, or with ten (10) full-time years of service and at age sixty (60), may continue on the County group insurance plan, provided they pay the entire

premium cost for the coverage in advance as required by the County. The above is contingent upon the insurance company or the plan administrator permitting the same. To be eligible for the above employer-paid benefits, the employee must be receiving Newaygo County retirement benefits.

A Department Head/Elected Official who retires from Newaygo County service at age fifty (50) with twenty-five (25) full-time years of service or at age fifty-five (55) with twenty (20) full-time years of service, or at age sixty (60) with ten (10) full-time years of service may continue on the County's group insurance plan, provided they pay the entire premium cost for the coverage in advance as required by the County. The above is contingent upon the insurance company or the plan administrator permitting the same. To be eligible for the above employer-paid benefits, the employee must be immediately eligible to receive Newaygo County retirement benefits.

Department Heads/Elected Officials will pay the entire health insurance premium amounts until age sixty-two (62). At age sixty-two (62), the County shall pay one-half (½) of the lowest cost premium up to age sixty-five (65), and the total premium at age sixty-five (65) when the employee is Medicare eligible, and thereafter for the retired employee. Insurance coverage shall also be made available to the spouse (spouse is defined as the person who was legally married to the employee at their retirement date) of the retired employee at their option. The spouse must pay the full premium for their insurance coverage, must provide advance notice, and shall meet all the terms and conditions which the insurance carrier or plan administrator may impose for enrollment.

B. For eligible full-time employees with less than ten (10) full-time years as of 12/31/08

I. A full-time employee with:

- Twenty-five (25) accumulated full-time years of Newaygo County governmental service or twenty-five (25) accumulated full-time years of service with a Newaygo County agency, or twenty-five (25) full-time years or more combination thereof, and
- Who is fifty-five (55) years of age or older, and
- Who is now retired from Newaygo County governmental service

is eligible for health insurance. This does not include dental and vision insurance. The County shall pay a maximum of \$100 per month beginning at age 55 toward the County's retiree health insurance plan. Insurance coverage shall also be made available to the spouse (spouse is defined as the person who was legally married to the employee at their retirement date) of the retired employee at their option. The spouse must pay the full premium for their insurance coverage, must provide advance notice, and shall meet all the terms and conditions which the insurance carrier or plan administrator may impose for enrollment.

II. A Department Head/Elected Official with:

- Twenty-five (25) accumulated, full-time years of Newaygo County governmental service or twenty-five (25) accumulated full-time years of service with a Newaygo County agency, or twenty-five (25) full-time years or more combination thereof, and who is fifty (50) years of age or older, and
- Twenty (20) accumulated, full-time years of Newaygo County governmental service or twenty (20) full-time years or more of service with a Newaygo County agency, or twenty (20) full-time years or more combination thereof, and who is fifty-five (55) years of age or older, and
- Who is now retired from Newaygo County governmental service

is eligible for the same benefits as provided above (4.2 B-I) to full-time employees.

III. A full-time employee with:

- Ten (10) accumulated, full-time years of Newaygo County governmental service or ten (10) accumulated, full-time years of service with a Newaygo County agency, or ten (10) full-time years or more combination thereof, and
- Who is sixty (60) years of age or older; and
- Who is now retired from Newaygo County governmental service

is eligible for health insurance. This does not include dental and vision insurance. The County shall pay a maximum of \$40 per month beginning at age 60 towards the County's retiree health insurance plan. Insurance coverage shall also be made available to the spouse (spouse is defined as the person who was legally married to the employee at their retirement date) of the retired employee at their option. The spouse must pay the full premium for their insurance coverage and must provide advance notice and shall meet all the terms and conditions which the insurance carrier or plan administrator may impose for enrollment.

IV. A Department Head/Elected Official with:

- Ten (10) accumulated, full-time years of Newaygo County governmental service or ten (10) accumulated, full-time years of service with a Newaygo County agency, or ten (10) full-time years or more combination thereof, and
- Who is sixty (60) years of age or older; and
- Who is now retired from Newaygo County governmental service

is eligible for the same benefits as provided above (4.2 B-III) to full-time employees.

4.3 Retiree Health Savings

Retiree Health Savings (RHS) is an employer-sponsored program for the purpose of post-employment reimbursements for medical expenses and/or health insurance premiums.

A. Employees eligible for Retiree Health Insurance under section 4.2A

Shall receive \$25 per pay into their Retiree Health Savings (RHS).

B. Employees eligible for Retiree Health Insurance under section 4.2B

Shall receive \$50 per pay into their Retiree Health Savings (RHS).

C. Employees hired as full-time on or after 01/01/09

Employees hired as full-time (including Board of Commissioners, Elected Officials, and Appointed Department Heads) on or after 1/1/09 shall receive \$50.00 per pay into their Retiree Health Savings (RHS) as their sole retiree health benefit.

In order to become 100% vested in the RHS, employees must meet a six (6) year vesting schedule.

SECTION FIVE
HEALTH AND OTHER INSURANCES

5.1 Medical, Dental, and Vision Insurance Plans

Effective on the thirty-first (31st) day after their date of hire, the County offers medical, dental, and vision insurance to full-time employees. All changes in the employee's personal status (births, marriages, divorce, death, etc.) which may affect the employee's coverage must be reported to the Administration Office within thirty (30) days of the event. It is the responsibility of the employee to notify the Employer of all changes. The eligibility criteria and limitations for the health insurance coverage for employees and their dependents are covered in the employee health plan. Those requirements may be changed from time to time. Additional information pertaining to health insurance is available through the Administration Office.

In lieu of medical coverage through the County, the Employer will pay up to one-thousand, eight hundred and no/100 dollars (\$1,800.00) annually as additional compensation. If the employee elects the vision and/or the dental plan, the annual payment of one-thousand, eight hundred and no/100 dollars (\$1,800.00) will be reduced. Employees exercising the above option shall give prior written authorization to the Administration Office and shall sign an Employer-provided waiver. Employees assume all risks if they want to later re-enroll and they must wait for a qualifying event or an open enrollment period.

5.2 Wellness Program

Employees may participate in a Wellness Program during non-working hours. If a regular employee chooses not to participate by completing an annual health assessment and an annual eight (8) week exercise program, he/she shall be required to pay ten percent (10%) of his/her health insurance premium cost on a monthly prorated basis, applied to single, double, or family rates as applicable, and not to a composite rate. However, no specific results are required. Employees not enrolled in one of the County's Health Insurance Plans are not required to participate in the annual health assessment and eight-week exercise program. Employees who leave employment for any reason and who have not complied with the annual health assessment and an annual eight (8) week exercise program by their termination date, will be responsible to pay the County as stated above.

This program shall start, end, or change at any time at the Employer's discretion. The Employer may authorize an employee to be excused from the Wellness Program upon verification deemed appropriate by the Employer. Additional information explaining the wellness programs is available through the Administration Office.

5.3 Life Insurance

All full-time employees are covered by a Life and Accidental Death and Dismemberment insurance policy effective on the thirty first (31st) day after their date of hire in the amount of twelve thousand five hundred and no/100 dollars (\$12,500.00), one thousand and no/100 dollars (\$1,000.00) life insurance on their spouse, and five hundred and no/100 dollars (\$500.00) life insurance on each dependent. The entire premium is paid for by the County.

Department Heads/Elected Officials are covered by a Life and Accidental Death and Dismemberment insurance policy effective on the thirty first (31st) day after their date of hire in an amount that equals

one times their annual salary up to fifty thousand and no/100 dollars (\$50,000.00), one thousand and no/100 dollars (\$1,000.00) life insurance on their spouse, and five hundred and no/100 dollars (\$500.00) life insurance on each dependent. The entire premium is paid for by the County.

To be eligible for Life and Accidental Death and Dismemberment insurance, the employee must adhere to the Employer's adopted policies on verification, including medical examination and/or insurance company requirements, and meet eligibility requirements.

5.4 Short/Long Term Disability

After completion of thirty (30) calendar days of full-time employment, the Employer may provide a short-term disability (STD) program to full-time employees. STD will start the 8th consecutive day of illness/injury and can last up to ninety (90) calendar days. Additionally, the Employer may also provide a long-term disability (LTD) program which will start on the ninety-first (91st) consecutive day of injury/illness for a maximum of ten (10) years, but shall end at age sixty-five (65) even if less than ten (10) years. Both STD and LTD will be at sixty-five percent (65%) of gross salary. The Employer may require medical verification for use of STD or LTD and may require medical examinations by a doctor(s) selected by the Employer. To be eligible for STD or LTD, the employee must adhere to the Employer adopted policies on verification, including medical examination and/or insurance company requirements and meet eligibility requirements.

Time spent on STD and LTD shall be counted towards FMLA leave, if eligible. In accordance with FMLA, health and other insurances shall be continued by the Employer for twelve (12) weeks when an employee is on STD or LTD. If ineligible for FMLA or after FMLA expires, the employee may continue such coverage for up to two (2) years by paying the premium to the County. At the end of the two (2) years of such health coverage, the employee may apply for extension of health coverage through COBRA. Vacation and PTO shall not continue to accrue after an employee is off for thirty (30) days on STD, and no holiday pay shall be provided even for the first thirty (30) days. No other benefits shall continue or accrue once STD ends.

Employees may supplement STD with accrued vacation time and/or paid time off (PTO) up to a maximum of ninety percent (90%) of their gross wages.

5.5 Workers Compensation

Employees are covered by the Workers' Compensation Laws of Michigan. Any employee involved in a work-related accident or injury must report that accident or injury to their Department Head/Elected Official and the Administration Office as soon as possible after the mishap and fill out the proper reporting forms. Failure to properly report an injury may disqualify an employee for benefits under Workers' Compensation Insurance.

Full-time employees covered under this Manual (non-union) who have been employed for one (1) year or more sustaining an occupational injury for which compensation is paid by the Worker's Compensation Insurance carrier shall receive, from the Employer, a wage payment equal to the difference between the

compensation benefits and the employee's regular net bi-weekly salary for a period not to exceed six (6) calendar months, less Employer tax withholdings on file. The Employer payment noted above shall be by supplemental check to the employee. An employee receiving Workers' Compensation payments shall not earn vacation and/or paid time off (PTO) credit while on Worker's Compensation nor shall the employee be eligible to receive holiday or funeral pay. With the exception of retirement applied to wages paid by the Employer, all other fringe benefits shall cease while on Workers' Compensation. In the event a full-time employee is off work and is being compensated under the Workers' Compensation Law for an on-the-job injury or illness, the Employer will continue to pay the premiums on health, dental, vision, and life insurance, where applicable for eligible employees for a maximum of six (6) months from the date of the injury, and this time shall count toward FMLA. Thereafter, the employee may make arrangements to pay the premiums to continue those insurances provided that the insurance carrier permits the same. The above benefit is supplemental in nature only and is not intended to supersede or adjust any primary coverage.

SECTION SIX

PAID TIME OFF AND LEAVES OF ABSENCE

6.1 Vacation Days

A. Vacation for Full-Time Employees hired before January 1, 2026

Full-time employees shall earn vacation as hereinafter set forth:

Upon Hire	40 hours
1 year of service	40 hours
2 years – 5 years of service	80 hours
6 years – 11 years of service	120 hours
12 years – 19 years of service	160 hours
20 + years of service	200 hours

Vacation time shall be earned on a pro-rata basis for Employer-compensated hours.

Vacations must be scheduled in advance with the Department Head/Elected Official. Department Head/Elected Official retains the right to approve and deny, in whole or in part, vacation requests, and may reschedule vacations dependent upon the department's operational needs. Seniority preference may be given in cases of conflicting vacation dates, provided the employee submits a timely request for vacation leave.

Annually, earned vacation time must not exceed the maximum hours listed above on the employee's anniversary date.

- Less than 11 years of service: Time exceeding the maximum hours listed above on the employee's anniversary date will be considered lost time. For example: An employee's earned vacation time is 160 hours. The employee has a balance remaining of 180 hours on their anniversary date. The employee will lose 20 hours of vacation on their anniversary date.
- 11 – 14 years of service: Time exceeding the maximum hours listed above will be paid to the employee up to a maximum of 40 hours. Any remaining hours will be lost.
- 15+ years of service: Time exceeding the maximum hours listed above will be paid to the employee up to a maximum of 80 hours. Any remaining hours will be lost.

Based upon the written recommendation of the Department Head/Elected Official, the County Administrator may issue to newly hired employees vacation days available for the employee's immediate use.

Department Heads earn vacation days under the same terms and conditions as full-time employees. Vacation days are scheduled at their own discretion based on operational needs. Those Department Head's who work under the jurisdiction of the County Administrator must report their time off to the County Administrator in advance.

Employees receiving disability benefits under Section 5.4 and/or receiving workers compensation benefits under Section 5.5 shall not accrue vacation time.

Contingent upon meeting the stipulations in Section 9 of this Manual, employees with one (1) year or more of full-time service shall be paid for any unused vacation time upon separation of employment.

B. Vacation for Full-Time Employees hired on or after January 1, 2026

Full-time employees shall be entitled to paid vacations as hereinafter set forth:

Upon Hire	40 hours
1 year of service	40 hours
2 years – 5 years of service	80 hours
6 years – 11 years of service	120 hours
12 years – 19 years of service	160 hours
20 + years of service	200 hours

Vacation time shall be given in a lump sum each year on the employee's anniversary (most recent full-time date of hire) and is reflective of continuous full-time years of service with the County.

Vacations must be scheduled in advance with the Department Head/Elected Official. Department Head/Elected Official retains the right to approve and deny, in whole or in part, vacation requests, and may reschedule vacations dependent upon the department's operational needs. Seniority preference may be given in cases of conflicting vacation dates, provided the employee submits a timely request for vacation leave.

Vacation pay shall be computed on the basis of the employee's hourly rate (range and step) at the time they take the vacation.

Based upon the written recommendation of the Department Head/Elected Official, the County Administrator may issue newly hired employees vacation days available for the employee's immediate use.

Vacation for Department Heads

Department Heads receive vacation days under the same terms and conditions as full-time employees. Vacation days are scheduled at their own discretion based on operational needs. Those Department Heads who work under the jurisdiction of the County Administrator must report their time off to the County Administrator in advance.

Vacation Carryover and Payout

- Less than 11 years of service: Employees may carry over 24 hours from one year to the next on their anniversary date. Any vacation that exceeds this amount on the last day of their anniversary year will be lost.

Example: An employee received 80 hours on their 08/01/26 anniversary for their 5th year of service. On 07/31/27, the employee has 26 hours of vacation hours remaining. On 08/01/27, their 6th anniversary, this employee will carry over 24 hours and lose 2 hours.

- 11 – 14 years of service: Employees may carry over 24 hours from one year to the next on their anniversary date. Time exceeding will be paid to the employee up to a maximum of 40 hours. Any remaining hours will be lost.
- 15+ years of service: Employees may carry over 24 hours from one year to the next on their anniversary date. Time exceeding will be paid to the employee up to a maximum of 80 hours. Any remaining hours will be lost.

Contingent upon meeting the stipulations in Section 9 of this Manual, employees with one (1) year or more of full-time service shall be paid for any unused vacation time upon separation of employment.

6.2 Paid Time Off (PTO) for Full-Time Employees

The Employer provides Paid Time Off (PTO) to full-time employees that can be used for personal, family, or health-related needs, as well as for emergencies or other time off requirements. PTO satisfies the requirements under the Michigan Earned Sick Time Act (ESTA).

Department Heads receive PTO under the same terms and conditions as full-time employees. PTO is scheduled at their own discretion based on operational needs. Those Department Heads who work under the jurisdiction of the County Administrator must report their time off to the County Administrator in advance.

A. Benefit Year

Eligible full-time employees will receive PTO each benefit year. In reference to PTO, “benefit year” means the first day of the pay period of the first pay date through the last day of the pay period of the last pay date occurring within the calendar year.

B. Distribution, Carry-Over, and Payout of PTO

Employees hired as full-time shall receive PTO under the following conditions and qualifications when implemented by the Employer:

- I. Frontloading: Full-time employees shall receive seventy-two (72) PTO hours per benefit year, which will appear on the first pay date of each year.
- II. New Hires: Newly hired employees will receive a pro-rated bank of PTO hours based on the remaining pay dates in the current benefit year.
- III. Carry-over: Employees may carry over a maximum of twenty-four (24) hours from one benefit year to the next. Any PTO that exceeds this amount on the last day of the benefit year will be lost time.

Example: The last pay date in the 2026 benefit year is December 23, 2026, which is for the period of December 7 – December 20, 2026. Employees must have twenty-four (24) PTO hours or less by the end of the day on December 20, 2026, or hours in excess will be lost.

- IV. Fringe Benefits: After an employee has exhausted their PTO benefits, if any unpaid leave is granted, it shall be without accumulation of any fringe benefits except as may be required by FMLA for health insurance.
- V. Separation of Employment: Contingent upon meeting the stipulations in Section 9 of this manual, employees with more than one (1) year of full-time service shall be paid for any unused PTO, pro-rated based on pay dates worked in the same benefit year, upon separation of employment.

C. Notification and Documentation

- I. Notice When PTO is Foreseeable: An employee wanting to use PTO for personal reasons must schedule it in advance with their Department Head/Elected Official. When the use of PTO is foreseeable, advance notice need not exceed seven (7) calendar days before the date the PTO is to begin. The Department Head/Elected Official retains the right to approve and disapprove, in whole or in part, PTO requests, and may reschedule PTO dependent upon the department's operational needs.
- II. Notice When PTO is Not Foreseeable: When use of PTO is not foreseeable or an emergency exists, the employee shall notify their immediate supervisor as soon as possible or within one (1) hour, whichever is less. Employees are permitted to provide notice after the employee is aware of the need for such use, depending on the unique facts and circumstances of the situation, so long as such notice is given as soon as practicable.
- III. Supporting Documentation. When using PTO for ESTA-related matters, employees are responsible for providing sufficient information to their Department Head to determine whether the leave meets the eligible uses. If the Employer is still unsure whether the leave request meets the eligible uses under the ESTA, the Employer is permitted to ask additional questions regarding the nature of the leave. For PTO taken for more than three (3) consecutive days, the Employer may require reasonable documentation that the leave has been used for a permissible purpose under the ESTA. Upon request, the employee must provide this documentation in not more than fifteen (15) days after the Employer's request.

D. PTO Usage

In addition to personal reasons, PTO may be granted in accordance with the ESTA as detailed under Section 6.3 D.

PTO will not be granted for absences due to weather conditions or transportation problems unless approved by the Department Head/Elected Official. See Closing of County Facilities Policy for specific details.

E. Definitions

- I. **Family Member**: A family member, as defined under the ESTA, includes:
 - Biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or child to whom the employee stands in loco parentis.
 - Biological parent, foster parent, stepparent, adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
 - Grandparents, grandchildren, biological, foster and adopted siblings, or any other individual related by blood.
- II. **Domestic partner**: A domestic partner, as defined under the ESTA means an adult in a committed relationship with another adult, including both same-sex and different-sex relationships.
- III. **Committed relationship**: A committed relationship, as defined under the ESTA, means one in which the employee and another individual share responsibility for a significant measure of each other's common welfare, such as any relationship between individuals of the same or different sex that is granted legal recognition by a state, political subdivision, or the District of Columbia as a marriage or analogous relationship, including, but not limited to, a civil union.

F. Fit For Duty

In the event of a dispute involving an employee's physical or mental ability to perform their job or to return to work after a leave of absence of any kind or where the Employer has reason to believe an employee is abusing PTO, the employee may be required to submit a return to work signed by their doctor indicating they may return to work with or without restrictions or the employee may be required to be evaluated by a medical doctor of the Employer's choosing, at the Employer's expense, to determine if the employee is fit for duty.

6.3 Earned Sick Time (ESTA) for Part-Time Employees

The Employer provides earned sick time (Sick Time) under the ESTA to eligible, part-time, temporary, and seasonal employees that can be used for family or health-related needs, as well as for emergencies, or other time off requirements. Student employees/interns, individuals employed in accordance with the Youth Employee Standards Act, and volunteers as defined under Section 2 of the Manual are not considered employees for purposes of the ESTA.

A. Benefit Year

Eligible part-time employees will begin to accrue Sick Time under the ESTA at the beginning of each benefit year as defined under Section 6.2 A.

B. Distribution, Carry-Over, and Payout of ESTA

Employees hired as part-time shall receive Sick Time under the following conditions and qualifications when implemented by the Employer:

- I. Accrual: Part-time employees shall accrue one (1) hour of Sick Time for every thirty (30) hours worked and are entitled to use no more than seventy-two (72) hours of Sick Time per benefit year.
- II. New Hires: ESTA is earned beginning their date of hire, but the time will not be available to use until after ninety (90) days of employment.
- III. Carry-Over: Employees shall be allowed to carry over up to seventy-two (72) hours from one (1) benefit year to the next. Any Sick Time that exceeds this amount on the last day of the benefit year will be lost.

NOTE: It is possible to have a Sick Time balance greater than seventy-two (72) hours any given benefit year. However, employees are not entitled to use more than seventy-two (72) hours per benefit year.
- IV. Payout: Payout of Sick Time is not permitted for any reason.

C. Notification and Documentation

- I. Notice When Sick Time is Foreseeable: When use of Sick Time is foreseeable, an employee must give their Department Head/Elected Official advance notice not to exceed seven (7) days before the date the Sick Time is to begin. The Department Head/Elected Official retains the right to approve or disapprove, in whole or in part, Sick Time requests, and may reschedule Sick Time dependent upon the department's operational needs.
- II. Notice When Sick Time is Not Foreseeable: When use of Sick Time is not foreseeable or an emergency exists, the employee shall notify their immediate supervisor as soon as possible or within one (1) hour, whichever is less. Employees are permitted to provide notice after the employee is aware of the need for such use depending on the unique facts and circumstances of the situation so long as such notice is given as soon as practicable.
- III. Supporting Documentation: Employees are responsible for providing sufficient information to their immediate supervisor to determine whether the leave request meets the eligible uses. If the Employer is still unsure whether the leave request meets the eligible uses under the ESTA, the Employer is permitted to ask additional questions regarding the nature of the leave. For Sick Time taken for more than three (3) consecutive days, the Employer may require reasonable documentation that the leave has been used for a permissible purpose under the ESTA. Upon request, the employee must provide this documentation in not more than fifteen (15) days after the Employer's request.

D. ESTA Usage

In accordance with the ESTA, Sick Time may be granted for the following reasons:

- I. Mental or Physical Illness and Care: The employee's or the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee's or the employee's family member's mental or physical illness, injury, or health condition; or preventative medical care for the employee or the employee's family member.

- II. Domestic Violence: If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- III. Child-Care Related Matters: For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child.
- IV. Public Health Related Closures: For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it is determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, regardless of whether the employee or family member has actually contracted the communicable disease.

E. Definitions

The terms "family member," "domestic partner," and "committed relationship" as used in the Manual are defined under Section 6.2 E.

F. Fit for Duty

See Section 6.2 F.

6.4 Holidays

Newaygo County observes the following holidays. All offices will close except those required by law to remain open. Full-time employees shall only receive eight (8) hours of holiday pay if they work the day before and the day after a holiday unless excused by their Department Head/Elected Official.

The recognized holidays are:

1. New Year's Day	6. Independence Day	10. Thanksgiving Day
2. Martin Luther King Day	7. Labor Day	11. Day After Thanksgiving
3. President's Day	8. Columbus Day	12. Day Before Christmas
4. Good Friday	9. Veterans Day	13. Christmas Day
5. Memorial Day		

If the holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. If the holiday falls on a Sunday, the following Monday will be recognized as the holiday. Clarifications will be made by the County Administrator. If regularly scheduled to work, all full-time employees shall receive eight (8) hours holiday pay at their straight-time hourly rate for each of the above holidays. The above eight (8) hours shall be reduced accordingly in the event the Employer reduces the forty (40) hour work.

Employees receiving disability benefits under Section 5.4 and/or receiving workers' compensation benefits under Section 5.5 shall not receive holiday pay.

6.5 Funeral Pay

Funeral pay will be extended to full-time employees as follows:

A. Immediate Family

Five (5) days without the loss of pay or accumulated time off shall be granted beginning the date of death until the day after the funeral for the following family members:

- legal spouse
- child
- current stepchildren

Three (3) days without loss of pay or accumulated time off shall be granted beginning the date of death until the day after the funeral for the following family members:

- father/mother
- brother/sister
- current step-parents
- current step-siblings
- current son-in-law / current daughter-in-law

An additional two (2) days may be granted upon the death of an immediate family member, and if taken, will be charged against earned PTO or vacation time.

B. Other Relatives

Three (3) days without loss of pay or accumulated time off shall be granted beginning the date of death until the day after the funeral for the following relatives:

- mother-in-law (current spouse)
- father-in-law (current spouse)
- grandparents
- current spouse's grandparents
- grandchildren
- current spouse's grandchildren

One (1) day, the date of the funeral, shall be granted without loss of pay and accumulated time off for the following relatives of the employee:

- aunt/uncle
- nephew/niece
- sister-in-law / brother-in-law

The Department Head/Elected Official is to be notified immediately of a death in the family and the extent of the expected absence.

6.6 Personal Leaves

A. Personal Leave for Reasons Other than Illness or FMLA

All employees who have completed six (6) months of employment may request an unpaid personal leave of absence for a period not to exceed thirty (30) days in any one (1) calendar year. All requests must be in writing, must give the reason for the request, must give the expected duration of the leave, and must be approved by the County Administrator and the employee's Department Head/Elected Official. Request can be for more than thirty (30) days, if approved by the Board of Commissioners. A personal leave of absence may be granted to attend an educational institute, or for other reasons deemed appropriate by the County Administrator and employee's Department Head/Elected Official. All personal leaves of absence shall be without pay and benefits after the employee has exhausted their paid time off (PTO), vacation, and compensatory time. Holidays will not be payable that may fall during an employee's paid or unpaid leave of absence. If an employee wishes to continue health insurance, they may apply through COBRA.

When a leave of absence is granted for more than thirty (30) calendar days, for any reason, the time of the leave shall be used to adjust the employee's anniversary date for determining benefits such as longevity, vacation, retirement, etc. The County does not guarantee that the employee will be reinstated in their former position or to the same pay grade and pay step level when they are ready to return to work. That decision will be at the discretion of the Department Head/Elected Official.

B. Personal Leave under FMLA

An employee who has completed twelve (12) months of employment and worked at least one thousand two hundred fifty (1250) hours for the Employer in the past twelve (12) months may request an unpaid leave of absence for a period not to exceed twelve (12) work weeks during any twelve (12) month period for one or more of the following reasons:

- For the birth and care of an employee's newborn child or upon placement of a child with the employee for adoption or foster care.
- In order to care for the employee's spouse, son, daughter, or parent with a serious health condition
- To take medical leave when the employee is unable to work because of a serious health condition
- For any qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation

An employee who has completed twelve (12) months of employment and worked at least one thousand two hundred fifty (1250) hours for the Employer in the past twelve (12) months may request an unpaid leave of absence for a period not to exceed twenty-six (26) work weeks in a single twelve (12) month period to care for a service member as follows:

- An eligible employee who is the spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

The Employer requires employees to exhaust all accrued paid leave prior to an unpaid leave of absence. Reference the FMLA Policy for specific details.

6.7 Military Reserve or National Guard Leave of Absence

Upon presentation of official orders requiring training, a full-time employee who has completed their introductory period and is a member of an armed forces reserve unit or National Guard will be granted a leave of absence to engage in annual training. Upon presentation by a full-time employee of compensation records identifying the date of and payment made for the training program, the County shall pay the difference between the compensation received for the training and the net compensation that would have been received had the full-time employee worked as scheduled for up to ten (10) working days annually. The compensation paid from the Employer shall be in a supplemental check. In the event that the annual training required for an employee exceeds the ten (10) days specified above, the additional days shall be granted as a leave of absence without pay (or charged against the employee's accumulated vacation leave, if requested by the employee).

6.8 Jury Duty

Full-time employees required to serve on jury duty shall be compensated for their regularly scheduled hours while on jury duty at their regular straight time rate, provided the employee:

- Notifies their Supervisor as soon as possible after they receive notice of jury duty,
- Submits to the County their compensation received for jury duty,
- Furnishes satisfactory evidence that he/she reported for or performed jury duty on the day(s) for which he/she claims such payment,
- Comes to work before jury duty if there is time in their regular work schedule, and
- Returns to work after being excused from jury duty if there is time left in their normal work schedule.

Hours paid while on jury duty shall not be used to compute overtime. All benefits shall not continue when the employee is on jury duty for thirty (30) consecutive days.

SECTION SEVEN
OTHER FRINGE BENEFITS

7.1 **Longevity Pay**

Full-time employees shall receive an annual longevity payment as follows:

Service	Amount
After 5 years of continuous full-time service	\$200
After 8 years of continuous full-time service	\$300
After 11 years of continuous full-time service	\$400
After 14 years of continuous full-time service	\$500
After 17 years of continuous full-time service	\$600
After 20 years of continuous full-time service	\$800

Said annual payment shall be paid in a lump sum on the employee's anniversary date.

In lieu of longevity, Department Heads/Elected Officials in the active service of the Employer shall receive an annual deferred compensation (457 Plan) dollar-for-dollar Employer match, capped as follows:

Continuous years of Full-Time Service	Annual Amount
0 – 4 years	\$250
5 – 9 years	\$500
10 – 14 years	\$750
Over 15 years	\$1,000

7.2 **Tuition Reimbursement**

Full-time employees covered by this Manual are eligible for financial assistance for costs for college or university courses taken in a technical, undergraduate, or graduate program after one (1) complete year of full-time County employment. Reimbursement includes tuition, registration, books, lab fees, etc. The County shall reimburse fifty percent (50%) of costs if:

- Recommended by the employee's Department Head/Elected Official and approved by the County Administrator prior to enrollment in the course; and
- The course taken meets one of the following criteria:
 - It is directly job-related, as determined by the Department Head/Elected Official;
 - It is in preparation of a job-related promotion;
 - It is a required or elective subject mandatory to obtain a diploma, certificate, or undergraduate degree in preparation for advancement to a higher classification in County employment.
- Under special circumstances, a Department Head/Elected Official may authorize an employee to attend classes during normal working hours. However, it is the responsibility of both the employee and the Department Head/Elected Official to ensure the employee makes up all lost work time.

- Prior to being reimbursed for tuition expenses, the employee must present to the County Administrator a receipt for payment and proof of a grade of B (or its equivalent) or higher.
- Employees eligible for education compensation under the Veterans G. I. Bill, government-sponsored programs, or any other scholarships will have to exhaust their other benefits prior to being eligible for County education benefits.
- Reimbursement is subject to and conditioned upon money being appropriated in the employee's department budget for this specific purpose.
- Reimbursement is only for true out-of-pocket costs to the employee and is subject to all IRS-required tax withholding.

7.3 Deferred Compensation Programs

Newaygo County offers a 457 Deferred Compensation Plan, which is a voluntary supplemental retirement savings program that allows employees to make contributions on a pre-tax basis. Federal, and in most cases, state income taxes are deferred until the employee's assets are withdrawn. These contributions may be payroll-deductible in accordance with the IRS laws and regulations, have annual contribution caps, and can stop and start at anytime. Additional information explaining the deferred compensation plan is available through the Administration Office.

SECTION EIGHT

WORKING CONDITIONS AND REPORTING REQUIREMENTS

8.1 Work Week

Unless determined differently by the County Administrator and Elected Official, the work week shall normally consist of five (5) eight (8) hour days or forty (40) hours per week. However, nothing contained herein shall constitute a guarantee of forty (40) hours per week.

8.2 Working Hours

Normal County work hours shall extend from 8:00 a.m. to 5:00 p.m. daily, unless otherwise authorized by the County Administrator and Elected Official.

8.3 Lunch Break

Each employee shall normally be allowed a one (1) hour unpaid break for lunch. The specific lunch break will be scheduled by the employee's Department Head/Elected Official so that offices will remain open during all working hours where possible.

8.4 Rest Breaks

Paid rest breaks are generally allowed twice a day, based on an eight (8) hour workday; with one in the first four (4) hours of the workday and one in the last four (4) hours of the workday. Employees working four (4) hours or less per day are not entitled to rest breaks, unless authorized by the employee's Department Head/Elected Official. Each rest break period is not to exceed fifteen (15) minutes and will be scheduled by the employee's Department Head/Elected Official. They do not accumulate if not taken.

SECTION NINE
LEAVING EMPLOYMENT

9.1 Termination of Employment

Employment with the County of Newaygo is deemed to be ended under any of the following circumstances:

- The employee is terminated or laid off
- The employee has been on an approved leave of absence for a period exceeding twelve (12) months or the length of their employment at the time the leave began, whichever is less.
- The employee fails to report for work when expected or after an approved leave of absence or after being released to work from a medical leave unless the reason for such failure to report for work is for a satisfactory reason within the sole discretion of the Department Head/Elected Official.

When employment is terminated, the employee will not receive payment for accrued paid time off (PTO) and vacation time unless waived by the County Administrator in writing. An employee is entitled to payment of accumulated compensatory time. Insurance coverage cancels on the date of termination. Employees may apply for medical insurance through COBRA continuation. Retirement benefits are subject to the vesting provisions of the individual plan in which the employee is enrolled.

9.2 Retirement

Retirement for full-time employees shall be defined as the separation of service with twenty-five (25) full-time years of service and fifty-five (55) years of age, or ten (10) full-time years of service and sixty (60) years of age, and be immediately eligible to receive retirement benefits.

Retirement for Department Head/Elected Officials shall be defined as the separation of service with twenty-five (25) full-time years of service and fifty (50) years of age or twenty (20) full-time years of service and fifty-five (55) years of age or ten (10) full-time years of service and sixty (60) years of age and immediately eligible to receive retirement benefits.

9.3 Resignation

Should an employee decide to leave employment (resign or quit), a minimum of two (2) weeks' notice in writing must be given to the employee's Department Head/Elected Official, if an employee is to receive accrued vacation and paid time off (PTO). A copy of the written notice will be forwarded to the Administration Office. Failure to provide two (2) weeks' notice will result in loss of accrued vacation and PTO unless waived by the County Administrator in writing. Departing employees must return to Newaygo County any County property they may have, including keys, equipment, and/or supplies prior to their resignation date.