

*"Menominee – Where the best of Michigan Begins"*

## MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse  
839 10<sup>th</sup> Avenue  
Menominee, MI 49858*

*Brian R. Bousley – County Administrator  
Sherry DuPont – Administrative Assistant  
Telephone: (906) 863-7779 or 863-9648  
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### MENOMINEE COUNTY PERSONNEL COMMITTEE

~A QUORUM OF THE BOARD MAYBE PRESENT~

**DATE:** September 2, 2015  
**TIME:** 8:30 AM  
**PLACE:** Menominee County Administration Office

#### \*\*\*\*\*AGENDA\*\*\*\*\*

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Minutes
6. Public Comment (limited to 5 minutes on agenda items only)
7. Business
  - a. Airport Personnel, vacation discussion
  - b. Elected Official Pay Scales
8. Public Comment
9. Commissioner Comment (limited to 5 minutes)
10. Adjournment

*Charlie Meintz – Chairperson*

*Larry Schei – Vice Chairperson*

*Doug Krienke James Furlong Chris Plutchak Bernie Lang Gerald Piche Jan Hafeman John Nelson*

Menominee County Personnel Committee  
Minutes of Meeting  
July 31, 2015

\*\*\*\*\*DRAFT\*\*\*\*\*

The Personnel Committee met on July 31, 2015 at 8:30 AM at the Menominee County Courthouse, Administrative Office – moved to Courtroom B ~ 2<sup>nd</sup> floor.

Present at the meeting were Coms. Lang, Piche, Williams, Furlong and Brian Bousley & Sherry DuPont. Other members of the public.

**Call Meeting to order:** Chairperson Furlong called the meeting to order at 8:30 AM.

**Pledge of Allegiance:** The Pledge of Allegiance was recited

**Roll Call:** Roll call was taken; all Personnel Committee Commissioners are present.

**Agenda** was approved by Com. Williams and supported by Com. Lang to approve the agenda as written. Motion approved 4/0.

**Previous Meeting minutes:** Previous minutes from 3/6/2015 were approved. Moved by Com. Piche and seconded by Com. Williams 4/0.

**Public Comment:** None

**Business:**

- a. **County Treasurer DMG wage and Classification – All Treasurer office positions:** Diane: I feel with all the changes that have been done with extra work in my office that the girls haven't been compensated the way they should. We had a DMG a while back and it didn't look like the person who did it didn't do anything we ended up not paying for that DMG because it was done so poorly. Nothing was done after that, we never resubmitted it. So I asked Brian if we could put it back through with this new company, and that's what we did. The fact that Kim has half of the GL now, I know there was some adjustment made, but if you look at her position and the clerk's acct's payable person, they pretty much do the same thing and Kim is a grade 8 and Jessie is a grade 10. They do pretty much the same thing. In fact, Kim having more experience with GL things, many times she has to answer questions and fix things to get things figured out correctly. Julie is doing all of the PA stuff which has never been addressed since we started doing it in 1999. We get \$175 for every forfeiture that we do. We end up with \$45,000 in revenues each year. Julie does all of the title searches on them. Furlong: How does one get to be a grade 8 and the other a grade 10? (Marc corrected, it's a grade 9). Diane: It's a job that was created when Jodie was there, some of the responsibilities went to Kim when Jodie left, but when Jessie came into the job, it was never re-evaluated to remove those duties. I'm not saying Jessie doesn't deserve that, it's hard to have one person doing equal work, if not more, and getting less. Furlong: If we were to recommend a DMG study for the Treasurer's office, how would we go about doing that? Bousley: Diane filled out the paperwork, we sent it in to this new company MGT, they evaluate everything and it comes back us, we bring it back to the personnel committee. The personnel committee reviews it, if the personnel committee accepts it, we move it to the board. It's a 15 page questionnaire, basically filling in all of the duties they do in their job. That gets compared to the current job description and they come back with a determination and recommendation. Lang: How often can a Department head request a classification for their employees? Bousley: I don't know that answer. It's at our discretion. Lang: we've been down this road quite a few times before and it can get ugly. Bousley: You have a third party doing the DMG it keeps the "I like you; you get a raise; I don't like you; out of the equation. Lang: And you have to adhere to the study, you can't be making an exception. Furlong: This new co. they don't come here and see what every employee does. They rely on the 15 page questionnaire and they will place a point value on the job duties and come up with a wage classification. Can't the department head pad it a little bit and say they're doing more than what they really do? Piche: The request is to get the DMG study going for all of the

Treasurer's office positions. To me that would be the correct way to go. Lang: It was explained to me a while back, these job studies are designed to measure the complexity of the job, not the amount of work the person has to do. Example given, if it was your job to raise the flag every morning, and take it down every evening. Now we ask you to raise the flag in the back and take it down too. That's not a change in complexity, so that wouldn't justify an increase in evaluation. Furlong: I realize jobs have changed and people are taking over different jobs; unless the person is doing something that needs additional training or a different level of expertise...Diane: which in this case it has in both positions. Details on title searches for the PA. It's detailed work and nothing has ever been compensated for that. It's the same thing with Kim. Furlong: And when the airport comes into play, they'll be doing additional duties. Bousley: The DMG could always come back recommending it stay the same grade, increase or lower. That's what can happen. Williams moves to allow the DMG study for the County Treasurer's office positions; Lang supports. All Commissioners concur.

- b. **County Clerk DMG wage and classification – Records & Payroll Clerk and Circuit/Family Ct. Clerk:** Marc Kleiman: Basically the same thing. There are four positions in my office but only two I feel need to be re-evaluated. The payroll position and our Circuit Court clerk position. Things have changed, we just want to have them looked at. Lang moves, Piche supports to approve allowing the Clerk's office to re-evaluate two positions within his office. All Commissioners concur.
- c. **Elected official salary discussion:** Bousley: Currently the undersheriff makes more than the sheriff. Furlong: How does that happen? Bousley: Sometimes the board voted to not give the elected officials an increase in pay when the other employees did. And with the DMG (dept. head pay scale) move for the undersheriff, that also moved his pay up. Furlong: what does the undersheriff make right now? DuPont: Assuming a 2% increase for next years budget, the Sheriff is at \$64,199 and the undersheriff is at \$64,896. Furlong: This is a discrepancy, but I really don't know how to handle it. The Department heads really shouldn't be making less than their subordinates; that's common sense. Lang: Are the Sheriff and undersheriff included in the classification study? Bousley: The undersheriff is. We do have job descriptions for the elected officials, but the salaries are set by the board. Sheriff Marks: Over time when the employees got their union raises and the elected officials salaries were frozen, this caused the issue. For me it's not how much money goes into my bank acct. but it's my successor, the future of the department. In my department, with some of the officers working overtime, many of the officer exceed my salary. No one wants to give up money and benefits to go into a "higher" position. Right now, my undersheriff is not inclined to take the sheriff position and give up what he currently has. Williams: Why can't we do a DMG study for the Sheriff position? Kleiman: The original DMG that was done in 2001 included the elected officials. It placed them into the DMG payscale, though the board didn't adopt that, they kept the EO's separate from the other employees. DuPont: And their pay did coincide with the other employees within the payscales at that time. They just didn't take the Grade/step within their title. Furlong: I wonder if we can have the top person in the office, paid not less than 3% of the highest paid subordinate. Lang: We're looking at three times when there was no pay increase for the elected officials. Furlong: Brian to explore the 2 or 3% above the top paid employee, under the Dept. head. I don't want to recommend some sort of action until I know what the effect of this will be. I'd suggest to work together with the department heads to come up with a solution. All commissioners agree.
- d. **Prosecuting Attorney – Budget request – One part time "Secretary/Computer operator" position to a full time position.** Dan Hass: History of my office: Myself, Chief Asst. Bill Merkel, we "had" two full time legal secretaries, and 1 full time investigator, who deals with paternities and child support orders, etc. Approx. 5 years ago when the county board was in a very cutting mode and claiming that we were in such financial dire straits, that positions had to be cut; I had a pending retirement in my office and as a pre-empted strike to save the other FT positions in my office; and to work with the county board, believing that we were in dire financial straits, I made the decision to change one full time legal secretary position, to part time. In retrospect, it was probably a mistake on my part. It may have saved a full time job in my office, but what I've see over the years, other than the sheriff dept., no other departments took any action to reduce staff. Other departments maintained, some grew. By me making that move, I saved the county half the salary and fringe benefits. What I've learned is that my office cannot operate efficiently at the current staffing level. I'm asking the board to reinstate what was there for years and elevate the part time position to a full time position. I'm just asking to be restored back to the efficiency level that we were at approx. four years ago. Approx. 65 to \$80,000 of my budget is reimbursed annually through the 4D funding and the crime victim rights compensation grant. That will continue even if the position is elevated to full time. Furlong: are we getting any complaints about the lack of getting the work done in a timely manner? Hass: at times, yes. I would say we're understaffed by at least one half time staff attorney and one half time legal secretary positions. It's caused a great burden on the current staff I have. I'm very thankful that they've been able to deal with it. Furlong: I am very familiar with everything that happened at the

time when you gave up that half time employee. Taking your word for it, that the case load is the same or more as back then, I don't have a problem recommending to the Finance Committee that the position be upgraded to a full time position. Motion to recommend to the finance committee that the part time position in the PA's office be moved to a full time position. Williams moves, Lang supports.

- e. **Friend of the Court – Budget request – Add one full time “Case worker” position:** Jodie Barrette: My request is coming from the management analysis study done in 2012 by the state court administrators. Their recommendation indicated that our office has the lowest staffing level of comparable counties. We have a much higher than average number of cases per full time employee. Right now we have a part time person helping us through manpower that helps with a file project and backing up our secretary. This position as a caseworker will fall under the 4D reimbursements which is 66%. Our current support collections are going down. We need to work more on the cases that aren't paying support. Adding this position will help with the collections also. Lang: will the manpower position be eliminated? Barrette: Yes. Williams: It seems to me having a full time case worker who knows their job and knows what they're doing would be much more efficient than having a part time person from manpower who may not. Piche: I'm assuming the caseworkers have to take time off for seminars for training. Barrette: Yes, every year we go for training. The Secretary doesn't always have to go, but the caseworkers do. Piche: We have a new person in as dept. head, I would think that we hold off. Williams: I think the other way. The fact that there is compensation back from the state, I would be more inclined to go with another employee. Furlong: I think, right now, the manpower position is needed. In my mind, even if you added another caseworker, the part time person will still be needed to finish the file project. I've been on the CB for over six years. Budget and dept. head requests, there's always justification, and it seems there's always going to be a “savings”, but we never see the savings in black and white. At this time, I agree with Jerry, to hold off on this position until you get more familiar with your position and maybe come back with where the savings will be. Barrette: I think Renee would have asked for it, but we were in a hiring freeze when the study was done. This is coming from the state court. They're saying, comparatively we're down. It's not going to get any better. We have people getting divorced every day and parties having children, it's nonstop. Furlong: What have we got, a split consensus? All commissioners agree. Furlong: I would think we should forward back to the finance committee to make the recommendation. If it's budget-able to keep in the budget, if not, then remove from the budget.
- f. **Sheriff Dept. – Budget request – Move one part time corrections officer to full time; and add one full time corrections officer (security) to replace two part time positions.** Sheriff Marks: We used to operate the jail with six part time positions. In the last year or two, it's been a hard go to make that work. Last year we did a hiring process...Had two applicants. Went through the testing and one qualified. The board said neither one was qualified. That was sobering. What's happening is, we get a part time person in, train them and then we lose them to a full time position somewhere else. I like part timers. But right now we're having a tough time. The jail is on mandatory overtime. We are maintaining the jail, but it's challenging. What I'm asking for is, we have a trained part timer working for us right now; he has a passion for corrections. I would like to move him to full time. I have money in the PT budget, but I'm not using it. Instead I'm burning it on overtime. I would like to go back to part time in the future. Right now, if you can't get the applicants, you can't hire. Furlong: Why are we so short handed in the jail? Sheriff: Traditionally we relied on filling the four part time positions in the jail; due to people quitting. Furlong: We have a full staff in the corrections dept. Sheriff: We run 12 hr. shifts. Night shift we try to maintain our three man minimum. Day shift we go up to four, because those same deputies go into the courthouse, when court's in session. Furlong: Have the twelve hour shifts created a scheduling problem? Sheriff: Yes. Furlong: Is the twelve hr. shift contractual? Sheriff: Yes. The manning level is very difficult to deal with. A few weeks ago we agreed to try something else to man the 12 hr. shifts. We have gaps, and we're doing the best that we can. The 12 hr. shifts are in the contract. Furlong: What does the union contract say? Bousley: Basically it says, if the shifts need to be changed, it has to be agreed upon between the union and the sheriff. The sheriff does have the right to petition for different types of shifts if that becomes a problem. Furlong: To me the problem started to multiply when you went to 12 hour shifts. It's great for the employee and I give them all credit for doing it. To me what you're asking for is for the County to sustain the 12 hr. shifts. That means the taxpayer has to put out more money to sustain the “comfort zone” for the employees. Sheriff: The twelve hour shift has been here since before me. Road Patrol has wanted to go to 12's and I've resisted it. We struggle on a regular basis with filling shifts. Bousley: The additional person would be for Courthouse Security in the vestibule. Sheriff: I'm required to provide courtroom security. Courthouse security you have two options. You can outsource it to “rent a cop”, what is their training level? Is it consistent? I would rather source one of my well trained deputies to be at that front door to screen their purses and personal belongings before entering the courthouse. Furlong: As far as the corrections officer position, I would recommend opposing the

full time corrections officer. But the security for the Courthouse. I think to be proactive to move toward that goal would benefit the county. Lang: I agree. Piche: It doesn't seem like you're in disagreement. Sheriff it sounds like you're willing to make some changes. Williams: It sounds to me like you're on board with changing the two part time to a full time for security purposes. But you're not willing to change the pt. to full time. Furlong: I recommend we take the four part time positions and make one full time and one part time. Lang: is that going to compromise your ability to schedule? Sheriff: It will help me out. Whatever it takes, I'll make it work. Lang/Williams move/support to take the two part time positions and make one full time. And leave the part time corrections alone for now.

- g. **Sheriff Dept. – Animal control enforcement; personnel or contract discussion** ~ We have a local ordinance from May 11, 1981 which has not been updated since. In Jan. 1997 based on having a lot of animal troubles in the county; Sheriff Unger created a job description within the sheriff dept. It's called a CSA Corrections/Security/Civil process/Animal control. What we do right now is have him investigate animal abuse cases in Menominee County. I do not have him out driving around waiting for a call. He's needed here. His job is a corrections deputy first. We have no program, no revenue and no budget. I have no budget for animal control. The vehicle was purchased from a 2% grant. The county should be taking in up to 90,000/year for licenses and kennels, and that's not happening now. This dept. could be supported with funds from licensing/kennel fees. Piche: Has there been some success with the vets. helping out with the licenses? Diane: Yes. We started some clinics to make people aware that they need a license for their dogs. Sheriff: Diane asked for a program for tracking the licenses. This program will help with billing. Lang: Perhaps we should approach the city of Menominee and ask them to share in the process of animal control. Sheriff: Our ordinance needs to be updated. Brian and I can work on that. Just understand there is a potential revenue stream that we can continue to develop. The software program is about \$5,000 and maintenance each year is about \$630/yr. Williams: the current rules are not being enforced and need to be. Sheriff: this has to be an effort of the whole county. The city can vote to abolish their ordinance, then we become responsible. Furlong: Currently the sheriff dept. has no authority to pick up animals within the city. I'm opposed to the county funding the whole program. I'm not ready to recommend an animal control position or contract position until we have some paths. We're in the beginning stages of gathering these facts and I think we should wait till these facts come out first. Lang: If we don't include the city of Menominee, we're defeating the purpose because the majority of the problems come from the city of Menominee. Jerry: We are all saying the same thing. I found it interesting when I read the ordinance. We don't have the right to provide services within the City of Menominee. They have their own ordinance. Sheriff: The City manager and Chief of police are willing to start talking. Furlong: I'd like to table this until we get more information back from the City. Williams: Who picks these animals up if the Animal control officer is elsewhere? Get a few people contracted and pay them on a per diem basis. Sheriff: Revenue is there, we need to get enforcement going. It's got to be across the board for all involved to enforce the laws. Diane: I brought up the cat idea at one of our conferences. Different counties tried to license cats, but there was literally so much controversy it failed. All commissioners agree to table this item until more information can be obtained.

**Public Comment:** Sheriff: Informational issue: Brian and I went to a meeting yesterday. There has been a bill passed (5929), the Gov. signed it. Community Corrections work van program has been taken away. Funding has been eliminated from the state. (As of Oct. 1, 2015) We are looking at a database to take over the billing ourselves. Looking at taking our work van supervisor, a retired undersheriff, he makes \$10/hr. and looking at putting him in some type of part time position. We work all over the county with the prisoners. Can we self-fund it? I believe we can. I don't feel that we want to let this go. We own the van and the trailer. The state owns the tools. I don't think the state will take those back, they're all older tools. Diane: Sorry to hear the work van won't be funded, I use them all the time for the foreclosure properties. The cost is very reasonable. Kleiman: I agree with the work van program. When I was a probation officer, I utilized the work van program. I think it's an excellent program. Lang: Does that mean that Becky McIntyre's position has been eliminated? Furlong: I believe so. Diane: I just want to say this was a very beneficial meeting.

**Commissioner Comment:** Furlong: keep in mind this committee can only make recommendations. All still needs to go to the full board for approval. I appreciate the department heads for coming and stating their cases. Williams: The state is making all the mandates, with no funding, it just means we've got more to do.

**Adjourn:** Moved by Com. Piche supported by Com. Furlong to adjourn the meeting at 10:48 A.M. Motion approved 4/0.

# EMPLOYMENT AGREEMENT

A staff Maintenance - Lineman, hereafter referred to as the Employee, and the Twin County Airport Commission, hereafter referred to as the Employer, do hereby enter into the following Employment Agreement.

Employee and Twin County Airport Commission agree that the employment contract entered into by both parties on October 1, 2007 is hereby terminated and replaced by this agreement. Employee is now considered an At Will Employee.

## PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment, and to acknowledge the importance of mutual understanding and respect between the Employee and Employer.

### ARTICLE ONE: Sources of Employer Authority -

(A.) Section Six (6) of the Twin County Airport Agreement states: The management of the airport by the Airport Commission shall include authority to control the day to day operations of said airport; to hire and fix salaries and wages of airport employees; to establish the terms and conditions of employment of airport employees; and to make expenditures for airport purposes within the budget provided by respective county boards.

(B.) The Employer adopted a set of Work Rules and Policies on July 17, 2012, and a Wage and Schedule of Benefits on December 18, 2012.

(C.) Menominee County and Marinette County have provided ancillary administrative support for all employees since 1975, including: payment of wages, access to the Michigan Employee Retirement System, (MERS) and an array of benefits that shall remain in place. All costs incurred have been borne by Employer funds through its budget process.

a. For clarity, the following description outlines the MERS account that this agreement affords access to:

MERS – Airport Employees

Pursuant to the rules of the Municipal Employees Retirement System (MERS), full-time airport employees shall be covered by such retirement system under the following plan:

Benefit Multiplier: B-3 2.25% Multiplier (80% Max)

Normal Retirement Age: 60

Vesting: 10 years

Early Retirement (Unreduced): 55/25

Early Retirement (Reduced): 50/25 or 55/15

Final Average Compensation: 3 Years

Member Contribution: 0%

Act 88: Yes (Adopted 10/28/1983)

(D.) Employer BY-LAWS that codify responsibility to determine staffing levels, an annual review of wage levels and job descriptions, and a staff appraisal process.

#### ARTICLE TWO: Wage Schedule -

(A.) According to Employer BY-LAWS, Employees shall be appraised annually, and wages shall be reviewed annually.

(B.) A full time Maintenance - Lineman is authorized to work 40 hours per week. Recognizing previous experience and levels of competency needed to fulfill job expectations, the current full time Employee is placed at Pay Grade Nine (specific details outlined below), plus the aforementioned Schedule of Benefits, and MERS retirement. Note: The hourly wage referenced in the Wage and Schedule of Benefits document is superseded with this agreement.

#### ARTICLE THREE: Duration -

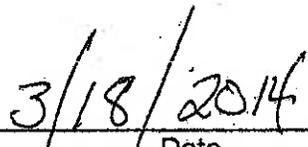
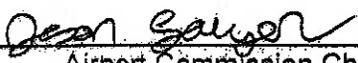
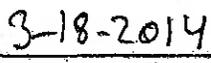
This Agreement shall be made retroactive to January 1, 2014, at Grade Nine, Step Two, \$18.20 per hour, effective through December 31, 2014.

Beginning on January 1, 2015, Grade Nine will remain in effect, and advance to Step Three, \$18.91 per hour, effective through December 31, 2015.

Beginning on January 1, 2016, Grade Nine will remain in effect, and

advance to Step Four, \$19.61 per hour, effective through December 31, 2016.

Beginning January 1, 2017, Employee hourly wage will increase 2% annually or as negotiated by Employee and Twin County Airport Commission.

|   |  |
|---|--|
| <br>Employee Signature             | <br>Date |
| <br>Airport Commission Chairperson | <br>Date |

*Approved by the  
Airport Com.  
12/18/12*

December 18, 2012

**Current Wage and Schedule of Benefits -Maintenance / Lineman**

Hourly Wage: \$ 15.44 Will increase to \$15.75 on 01/01/13 - (2% - Appendix A - Teamsters Agreement)

Retirement: Is fully funded;

Insurance: as of 04/01/13 -\$15,158, annually. 20% covered by employee - \$3,031.60 annually.

Life Insurance: \$10,000

**Holidays Recognized: Section 1.**

- |                   |                            |
|-------------------|----------------------------|
| New Year's Day,   | Thanksgiving,              |
| Good Friday,      | Friday after Thanksgiving, |
| Memorial Day,     | Christmas Eve,             |
| Independence Day, | Christmas,                 |
| Labor Day,        | New Year's Eve,            |
| Veteran's Day     |                            |

Section 2. Dates Observed: Said holidays will be observed on the nationally designated date, except as provided in this section. Any of the stated holidays falling on a Saturday shall be observed on the proceeding Friday. Any of the holidays falling on a Sunday shall be observed on the following Monday.

Section 3. Holiday Pay: Regular full-time employees who are eligible for holiday pay shall be paid eight (8) hours for the holiday at their current straight time rate of pay. Regular part-time employees who are eligible for holiday pay shall be paid pro rata for the holiday based upon hours they are regularly scheduled to work and at their current straight time rate of pay.

Section 4. Pay for Worked Holidays: All regular full-time and regular part time employees working any of the designated holidays shall be paid at the rate of time and one-half (1-1/2) their regular rate of pay for all hours worked on such holiday, plus the holiday pay provided in Section 3, above. Employees who are called in to work a holiday will be guaranteed not less than two (2) hours of holiday pay.

Section 5. Eligibility: To be eligible for the above-mentioned holidays, employees shall work their scheduled day before and scheduled day after such holidays, and, if scheduled, the holiday or be on an approved leave. Employees on such layoff or unpaid leave will not be eligible for holiday pay.

## **Vacations:**

**Section 1. Eligibility:** Vacation leave with pay will be granted to all permanent full-time and regular part-time employees who have completed one (1) year of service; said vacation to be credited to the employee on each anniversary date of employment.

**Section 2. Benefit:** A. Vacation with pay will be granted on the following schedule: 1 year - Six (6) days of vacation; 2 years - Twelve (12) days of vacation; 3 years and after - Add one (1) day for each year of service up to a maximum of thirty (30) days.

B. Regular part-time employees shall receive pro rata vacation based upon the hours they are regularly scheduled to work under the applicable schedule.

**Section 3. Payment:** Vacation pay shall be paid at the employee's regular rate of pay.

**Section 4. Accumulations:** Unused vacation during an anniversary year may be carried to the succeeding year, not to exceed a maximum of thirty (30) days of accumulation. Any unused days in excess of that amount shall be lost if not taken.

**Section 5. Vacation Use:** Vacations may be taken in hourly increments with the prior approval of the Employer and the Employer shall be the sole arbiter of the personnel needs of the department.

**Section 6. Vacation Scheduling:** All vacation time off must be scheduled with Department Head as far in advance as possible. As far as possible, vacations shall be granted at the times most desirable by employees, but the final right to allot vacation periods is reserved exclusively by the Employer in order to assure the orderly operation of the Twin County Airport.

### **Section 7. Payment Upon Separation:**

A. Regular employees after completing one (1) year or more of uninterrupted service, and is in good standing, shall be paid their prorated unused accumulated vacation upon termination based on their anniversary date in case of the following separation from employment:

1. Upon retirement or resignation.
2. Upon a person's death, payment shall be made to the employee's beneficiaries.
3. Upon being indefinitely laid off, provided the employee may be allowed to retain the vacation credit for up to six (6) months. In a layoff situation, if the credit is paid out after the initial layoff date, it will be at the employee's rate at the time of layoff. Once there has been a vacation payoff, there shall be no restoration of that vacation credit upon return to the work force.

B. All vacations leave credits shall be cancelled and shall not be reinstated or paid for upon separation of an employee with less than one (1) year continuous service.

**Sick Leave: Section 1. A. Accumulation:** Covered, full-time employees shall accumulate one (1) day of sick leave for each month of his / her continuous employment for the employee's personal illness or injury incurred off the job, except no more than one hundred twenty (120) work days of paid sick leave shall be accumulated at any time. Regular part time employees shall accumulate sick leave on a pro rata based on the number of hours they are regularly scheduled to work.

**B. Payment Upon Separation:** Regular employees shall receive one-half (1/2) of all unused sick leave earned up to the maximum of forty-five (45) days of sick leave in the case of the following separations from employment:

1. Upon retirement or resignation;
2. Upon an employee's death, payment shall be made to the employee's beneficiary.

Regular employees shall receive one quarter (1/4) of all unused accrued sick leave up to a maximum of twenty-two and one-half (22-1/2) days of sick leave in the case of separations from employment upon an employee's discharge.

**C. Sick Leave Use:** Sick leave days may be utilized for the following:

1. An employee's own personal illness or injury.
2. Up to fifteen (15) leave days per year may be used to care for an employee's immediate family, where the employee's attendance is essential for their immediate family members.

**D. Notification:** An employee utilizing sick leave shall inform the Department Head of the fact and the reason therefore by calling within one (1) hour of when his/her scheduled work day begins. Failure to provide such notification will disqualify the employee from use of sick leave and may result in disciplinary action.

**E. Return Date:** If the employee is aware of the anticipated duration of his/her leave and, in the event, in cases in which the leave shall exceed three (3) working days, the employee shall advise his/her immediate supervisor of his/her anticipated date of return.

**F. Illness at Work:** Employees who report to work and thereafter become ill shall be paid for those hours worked, plus may, if requested, be paid for sick leave at their regular straight time rate for the remainder of their regularly scheduled shift.

**G. Illness While on Vacation:** Employee shall be allowed to use sick leave, if he/she becomes ill while on vacation and provided that said illness exceeds three (3) days and is verified by a medical doctor.

**H. Verification:** The Department Head may verify the nature and extent of an illness or injury for which sick leave is used. A doctor's certificate may be requested for an illness of injury

extending over a five (5) day period, or at the request of the Employer when the Employer has a reasonable basis to believe there is abuse of sick leave.

- I. Sick Leave Not Available: Under no circumstances shall sick leave benefits be available:
1. For days of absence other than regularly scheduled work days of the employee.
  2. For periods where an employee is laid off or during an approved unpaid leave of absence.
  3. Prior to an employee being credited with sick leave.

**Funeral Leave:** Funeral leave will be granted in the event of a death in the immediate family as follows: three (3) days funeral leave will be granted in the case of the death of the spouse, mother, father, child, grandchildren, step father, step mother, step son, step daughter, sister, brother, mother-in-law, father-in-law, son-in-law, and daughter-in-law. One (1) day funeral leave will be granted in the case of death of grandmother, grandfather, and step grandparent of the employee.

However, an additional four (4) days funeral leave are available to the employee, provided the additional days are transferred from the employee's accumulated sick leave. Should an employee have no accumulated leave available, he/she may be granted up to three (3) days unpaid leave.

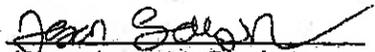
**Family Leave:** Up to 15 days from Sick Leave bank.

**Longevity:** After completing three (3) years of service each full-time employee shall receive annually as of December 1st of each year longevity pay of one hundred (\$100.00) plus fifty dollars (\$50.00) for each additional year completed over and above three (3) years. Maximum of \$1,000.

**FICA: and FICA Medicare:**

**Workers Compensation:**

Twin County Airport Commission: Adoption Date: 12/18/2012

  
Jason Lauzer, Chairperson

SECTION 15

PERSONAL LEAVE

The intent of the personal Leave policy is to allow employees the ability to take time from their employment during a year.

It is further understood that an employee, whenever possible, will attempt to schedule personal leave time in advance with the department head so normal operations will not be affected.

**Vacation Eligibility:** Vacation leave with pay will be granted to all permanent full-time and regular part-time employees who have completed one (1) year of service; said vacation to be credited to the employee on each anniversary date of County employment.

**Vacation Benefit:** The vacation benefit will follow the Collective Bargaining Agreement of the Menominee County Courthouse Employees Association in all aspects including but not limited to: amount earned, payment, accumulations, use, scheduling, payment upon separation, etc.

**Sick Leave:** Sick leave benefits shall follow the Collective Bargaining Agreement of the Menominee County Courthouse Employees Association in all aspects including but not limited to: accumulation, use, payment upon separation, notification, verification, etc.

**Personal Days:** as per the Collective Bargaining Agreement of the Menominee County Courthouse Employees.

SECTION 16

FUNERAL LEAVE

Funeral leave will be granted in the event of a death in the immediate family as follows: three (3) days funeral leave will be granted in the case of the death of the spouse, mother, father, child, grandchildren, step-father, step-mother, step-son, step daughter, sister, brother, mother-in-law, father-in-law, son-in-law, and daughter-in-law of the employee. One (1) day funeral leave will be granted in the case of death of grandmother, grandfather, or step grandparent of the employee.

Funeral leave will not extend more than three (3) consecutive working days; provisions for taking such funeral leave must be approved by the Department Head.

SECTION 17

MILITARY RESERVE TRAINING LEAVES

Upon presentation of official orders requiring training, a full time employee who 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 regular full time employee of compensation records identifying the date of and payment made for

**ARTICLE 14**  
**HOLIDAYS**

**SECTION 1. Holidays Recognized.** The following holidays are recognized by the Employer:

|                  |                           |
|------------------|---------------------------|
| New Year's Day   | Friday after Thanksgiving |
| Good Friday      | Thanksgiving              |
| Memorial Day     | Christmas Eve             |
| Independence Day | Christmas                 |
| Labor Day        | New Year's Eve            |
| Veteran's Day    |                           |

**SECTION 2. Dates Observed.** Said holidays will be observed on the nationally designated date, except as provided in this section. Any of the stated holidays falling on a Saturday shall be observed on the proceeding Friday. Any of the holidays falling on a Sunday shall be observed on the following Monday.

**SECTION 3. Holiday Pay.** Regular full-time employees who are eligible for holiday pay shall be paid eight (8) hours for the holiday at their current straight time rate of pay. Regular part-time employees who are eligible for holiday pay shall be paid pro rata for the holiday based upon the hours they are regularly scheduled to work and at their current straight time rate of pay.

**SECTION 4. Pay for Worked Holidays.** All regular full-time and regular part-time employees working any of the designated holidays shall be paid at the rate of time and one-half (1-1/2) their regular rate of pay for all hours worked on such holiday, plus the holiday pay provided in Section 3 above. Employees who are called in to work a holiday will be guaranteed not less than two (2) hours of holiday pay.

**SECTION 5. Eligibility.** To be eligible for the above-mentioned holidays, employees shall work their scheduled day before and scheduled day after such holidays, and, if scheduled, the holiday or be on an approved leave. Employees on layoff or unpaid leave will not be eligible for holiday pay.

**ARTICLE 15**  
**VACATIONS**

**SECTION 1. Vacation Eligibility.** Vacation leave with pay will be granted to all permanent full-time and regular part-time employees who have completed one (1) year of service; said vacation to be credited to the employee on each anniversary date of County employment.

**SECTION 2. Vacation Benefit.**

A. Vacation with pay will be granted on the following schedule:

|                   |    |  |
|-------------------|----|--|
| 1 Year            | -- | Six (6) days of vacation   |
| 2 Years           | -- | Twelve (12) days of vacation   |
| 3 Years and after | -- | Add one (1) day for each year of service up to a maximum of thirty (30) days |

- B. Regular part-time employees shall receive pro rata vacation based upon the hours they are regularly scheduled to work under the applicable schedule.

**SECTION 3. Payment.** Vacation pay shall be paid at the employee's regular rate of pay.

**SECTION 4. Accumulations.** Unused vacation during an anniversary year may be carried to the succeeding year, not to exceed a maximum of thirty (30) days of accumulation. Any unused days in excess of that amount shall be lost if not taken.

**SECTION 5. Vacation Use.** Vacations may be taken in hourly increments with the prior approval of the Employer and the Employer shall be the sole arbiter of the personnel needs of the department.

**SECTION 6. Vacation Scheduling.** All vacation time off must be scheduled with the Department Head as far in advance as possible. As far as possible, vacations shall be granted at the times most desired by employees, but the final right to allot vacation periods is reserved exclusively to the Employer in order to assure the orderly operation of the County.

**SECTION 7. Payment Upon Separation.**

- A. Regular employees after completing one (1) year or more of uninterrupted service, and is in good standing, shall be paid for their prorated unused accumulated vacation upon termination based on their anniversary date in case of the following separations from employment:
1. Upon retirement or resignation of a bargaining unit member;
  2. Upon a bargaining unit member's death, payment shall be made to the employee's beneficiaries;
  3. Upon being indefinitely laid off, provided the employee may be allowed to retain the vacation credit for up to six (6) months. In a layoff situation, if the credit is paid out after the initial layoff date, it will be at the employee's rate at the time of the layoff. Once there has been a vacation payoff, there shall be no restoration of that vacation credit upon return to the work force.
- B. All vacation leave credits shall be canceled and shall not be reinstated or paid for upon any separation of an employee with less than one (1) year continuous service.

**ARTICLE 16**  
**HOURS OF WORK, OVERTIME AND PREMIUM PAY**

**SECTION 1. Standard Work Week.** The standard week for computing pay will begin at 12:00 Midnight Saturday and extend until Saturday Midnight seven (7) days hence.

# Admin Office Memo

**Date:** September 12, 2014  
**To:** Elected Officials; Jessy White; Joann Klumb  
**Cc:** Brian Bousley  
**From:** Sherry DuPont  
**RE:** Board actions – 9.9.2014

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The Menominee County Board of Commissioners, during their September 9, 2014 meeting:

1. Approved a 2% increase of the annual salaries for the following County Elected Officials, commencing January 1, 2015. (Current salaries are: Clerk/ROD: \$54,847, Treasurer: \$52,107, Sheriff: \$61,706, Prosecuting Attorney: \$91,870).
2. Approved payment in the amount of \$165,470 before Sept. 30th, 2014 to MERS for 100% funding in division 15 (Buildings and Grounds Superintendent). Payment to be taken from the "Unfunded MERS Liability" Account #101-103-718.01.
3. Approved approve payment in the amount of \$223,242 before Sept. 30, 2014 to MERS for 100% funding in division 02 (Sheriff Non-Union). Payment to be taken from the "Unfunded MERS Liability" Acct #101-103-718.01.
4. Approved payment in the amount of \$5,543.46 to MAC for the 2015 County Membership Dues. Payment to be taken from account #101-103-802.00 (Memberships/subscriptions).

Thank you!  
Sherry