

SIGNATURE COPY
_____, 2018

AGREEMENT

Between

COUNTY OF INGHAM

and

MICHIGAN NURSES ASSOCIATION

NURSE PRACTITIONERS/CLINIC NURSES UNIT

April 10, 2018 through December 31, 2020

ARTICLE INDEX

ARTICLE 1	
PARTIES	1
ARTICLE 2	
RECOGNITION	1
Section 1. <u>Nurse Practitioners/Clinic Nurses Unit Recognition</u>	1
Section 2. <u>Other Agreements</u>	1
Section 3. <u>Terminology</u>	1
Section 4. <u>Notification</u>	1
ARTICLE 3	
MANAGEMENT RIGHTS	2
Section 1. <u>Manage Its Affairs</u>	2
Section 2. <u>Rights</u>	2
Section 3. <u>Rules and Regulations</u>	2
Section 4. <u>Constitutional and Statutory Rights</u>	2
Section 5. <u>Tests, Exams, Vaccinations, Prophylaxis, Medication, Treatment</u>	2
ARTICLE 4	
ASSOCIATION SECURITY AND CHECKOFF	3
Section 1.	3
Section 2.	3
Section 3. <u>Open Shop</u>	3
Section 4. <u>Notice of New Hires</u>	4
Section 5. <u>Conditional Reopener</u>	4
ARTICLE 5	
PROFESSIONAL NEGOTIATION PROCEDURE	4
Section 1. <u>Meetings</u>	4
Section 2. <u>Representatives</u>	4
Section 3. <u>Application of Agreement</u>	4
Section 4. <u>Negotiations or Special Conferences</u>	4
ARTICLE 6	
REPRESENTATION	5
Section 1. <u>Grievance Representation</u>	5
Section 2. <u>Negotiating Committee</u>	5
Section 3. <u>Professional Negotiations</u>	5
Section 4. <u>Time Off with Pay</u>	5
Section 5. <u>Facility Access</u>	5

Section 6. <u>Correspondence</u>	6
Section 7. <u>County Information</u>	6
 ARTICLE 7	
GRIEVANCE PROCEDURE.....	6
Section 1. <u>Statement of Purpose</u>	6
Section 2. <u>Definitions</u>	6
Section 3. <u>Steps in the Grievance Procedure</u>	6
Section 4. <u>Time Limits</u>	8
Section 5. <u>Election of Remedies</u>	9
Section 6. <u>Expedited Grievances</u>	9
Section 7. <u>Witnesses</u>	9
Section 8. <u>Private Health Insurance Requests</u>	9
 ARTICLE 8	
MAINTENANCE OF DISCIPLINE.....	10
Section 1. <u>Rules of Professional Conduct</u>	10
Section 2. <u>Corrective Discipline</u>	10
Section 3. <u>Just Cause</u>	10
Section 4. <u>Disciplinary Action</u>	10
Section 5. <u>Drug Testing and Disclosure of Prescription Drugs</u>	10
Section 6. <u>Disclosure of Criminal Record</u>	10
Section 7. <u>Personnel Files</u>	11
Section 8. <u>Grievances</u>	11
Section 9. <u>Prior Record</u>	11
 ARTICLE 9	
SPECIAL CONFERENCES.....	11
Section 1. <u>Purposes and Procedures</u>	11
Section 2. <u>Lost Time</u>	12
Section 3. <u>Answers</u>	12
 ARTICLE 10	
SALARIES.....	12
Section 1. <u>Salaries</u>	12
Section 2. <u>Credit for Experience</u>	12
Section 3. <u>Temporary Assignment to a Higher, Equal, or Lower Pay Grade</u>	12
Section 4. <u>Temporary Transfer/Assignment</u>	13
Section 5. <u>Hours of Work</u>	13
Section 6. <u>Work Schedules</u>	14
Section 7. <u>Staffing for Coverage for Other Than Hours Normally Worked</u>	15
Section 8. <u>Premium For Other Than Hours Normally Worked</u>	15
Section 9. <u>Call-In Pay</u>	15

Section 10. <u>“On-Call” Bonus</u>	15
Section 11. <u>Work Breaks</u>	15
Section 12. <u>Overtime</u>	15
Section 13. <u>Adjustments to the Normal Work Day</u>	16
Section 14. <u>Retroactivity</u>	16
Section 15. <u>Inclement Weather Closing</u>	16
ARTICLE 11	
VOTING.....	16
ARTICLE 12	
DEFINITION OF EMPLOYEES.....	16
Section 1. <u>Full-Time Employees</u>	16
Section 2. <u>Part-Time Employees</u>	17
Section 3. <u>Special Part-Time Employees</u>	17
Section 4. <u>Probationary Employees</u>	17
Section 5. <u>Temporary Employees</u>	18
Section 6. <u>Substitute Employees</u>	18
Section 7. <u>Contracted Benefits</u>	19
ARTICLE 13	
PROMOTIONS, DEMOTIONS AND TRANSFERS.....	19
Section 1. <u>Promotion</u>	19
Section 2. <u>Demotion</u>	19
Section 3. <u>Transfers</u>	19
Section 4. <u>Trial Period When Voluntarily Transferred or Promoted</u>	19
ARTICLE 14	
VACATIONS.....	20
Section 1. <u>Vacation Schedule</u>	20
Section 2. <u>Use of Vacation in First Year</u>	20
Section 3. <u>Vacation Leave to Supplement Sickness</u>	20
Section 4. <u>Scheduling of Vacation Leave</u>	21
Section 5. <u>Use of Compensatory Time</u>	21
Section 6. <u>Records of Vacation Eligibility</u>	21
Section 7. <u>Accumulation of Vacation Days</u>	21
Section 8. <u>Payment of Vacation Hours</u>	21
Section 9. <u>Vacation Bonus Hours</u>	21
Section 10. <u>Illness While on Vacation</u>	21
Section 11. <u>Cancellation of Vacation Time</u>	21
Section 12. <u>Proration</u>	21

ARTICLE 15	
HOLIDAYS	22
Section 1. <u>Pay for Holidays</u>	22
Section 2. <u>Vacation</u>	22
Section 3. <u>Holiday Eligibility</u>	22
Section 4. <u>Observance of Holidays</u>	22
Section 5. <u>Additional Preceding Day Off</u>	23
Section 6. <u>Work on Holidays</u>	23
ARTICLE 16	
HEALTH, DENTAL AND VISION INSURANCE	23
Section 1. <u>Hospitalization Insurance Coverage</u>	23
Section 2. <u>When Coverage Begins</u>	25
Section 3. <u>Authorized Payroll Deductions</u>	25
Section 4. <u>Substitution of Carrier</u>	25
Section 5. <u>Continued Coverage</u>	25
Section 6. <u>Waiver</u>	25
Section 7. <u>Dual Coverage</u>	25
Section 8. <u>Alternative Plans</u>	25
Section 9. <u>Other Qualified Adult (Resolution #08-042)</u>	25
Section 10. <u>Health Care Cost Containment</u>	26
Section 13. <u>Dental Insurance</u>	27
Section 14. <u>Vision Insurance</u>	28
ARTICLE 17	
RETIREMENT PLAN	28
Section 1. <u>MERS Plan</u>	28
Section 2. <u>Retirees' Life Insurance</u>	29
Section 3. <u>Hospitalization Insurance</u>	29
Section 4.	30
Section 5. <u>Retiree's Dental and Vision Coverage</u>	30
Section 6. <u>Substitution of Carrier</u>	30
ARTICLE 18	
FINANCIAL INSTITUTION	30
ARTICLE 19	
TRAVEL ALLOWANCE.....	30
Section 1. <u>Travel Allowance</u>	30
Section 2. <u>Automobile Insurance</u>	31

ARTICLE 20	
SICK LEAVE	31
Section 1. <u>Sick Leave Period Yearly Accumulation</u>	31
Section 2. <u>Maximum Accumulation</u>	31
Section 3. <u>Part-Time Employees</u>	31
Section 4. <u>Use of Sick Leave</u>	32
Section 5. <u>Sick Leave Increments</u>	32
Section 6. <u>Illness in the Immediate Household</u>	32
Section 7. <u>When Medical Statement is Required</u>	32
Section 8. <u>Resignation or Dismissal</u>	32
Section 9. <u>Retirement</u>	32
Section 10. <u>Short-Term Disability</u>	32
Section 11. <u>Annual Cash-Out Option</u>	33
Section 12. <u>Sick Time Donation</u>	33
Section 13. <u>Medical Dispute</u>	34
 ARTICLE 21	
FUNERAL LEAVE	34
Section 1. <u>Immediate Family</u>	34
Section 2. <u>Other Members of an Employee’s Family</u>	34
Section 3. <u>Additional Time</u>	35
Section 4. <u>Appropriate Verification</u>	35
 ARTICLE 22	
UNPAID LEAVES OF ABSENCE	35
Section 1. <u>Medical Disability Leave of Absence</u>	35
Section 2. <u>Child Care Leave</u>	36
Section 3. <u>Military Leave of Absence</u>	36
Section 4. <u>Military Reserve Leave of Absence</u>	36
Section 5. <u>Leave for Association Business</u>	37
Section 6. <u>Personal Leave</u>	37
Section 7. <u>Educational Leave</u>	37
Section 8. <u>Seniority and Fringe Benefits</u>	37
 ARTICLE 23	
INSURANCE.....	38
Section 1. <u>Life Insurance</u>	38
Section 2. <u>Part-Time Employees</u>	38
Section 3. <u>Professional Liability Insurance</u>	38
Section 4. <u>Workers’ Compensation</u>	38

ARTICLE 24	
I.R.S. SECTION 125.....	39
Section 1. <u>I.R.S. Section 125</u>	39
ARTICLE 25	
LAYOFF AND RESIGNATION.....	40
Section 1. <u>Notice</u>	40
Section 2. <u>Grant Positions</u>	40
Section 3. <u>Hour Reductions</u>	40
Section 4. <u>Layoff and Recall</u>	40
Section 5. <u>Seniority for Layoff and Bumping</u>	42
Section 6. <u>Notice of Layoff and Recall</u>	42
Section 7. <u>Voluntary Layoffs</u>	42
Section 8. <u>Bumping Limitations</u>	43
ARTICLE 26	
EDUCATIONAL REIMBURSEMENT.....	43
Section 1. <u>Reimbursement Policy</u>	43
Section 2. <u>Procedure</u>	43
ARTICLE 27	
JURY DUTY.....	44
Section 1. <u>Notification</u>	44
Section 2. <u>Pay Supplement</u>	44
Section 3. <u>Time Worked</u>	44
Section 4. <u>Other Judicial Proceedings</u>	44
ARTICLE 28	
PROFESSIONAL MEETINGS.....	44
Section 1. <u>Attendance Encouraged</u>	44
Section 2. <u>Requests</u>	44
Section 3. <u>Time Off</u>	44
ARTICLE 29	
PROFESSIONAL TRAINING.....	45
Section 1. <u>Training</u>	45
Section 2. <u>Training Pay</u>	45
Section 3. <u>Specialized Training Requests</u>	45
Section 4. <u>Professional Licenses</u>	45
Section 5. <u>Code of Ethics</u>	45
Section 6. <u>Compliance with Departmental Policy and Procedure</u>	45
Section 7. <u>Provider Enrollment, Credentialing and Duty to Report</u>	45

ARTICLE 30	
WITHHOLDING OF PROFESSIONAL SERVICES	46
Section 1. <u>Patients</u>	46
Section 2. <u>No Strike</u>	46
Section 3. <u>Disciplinary Action</u>	46
Section 4. <u>No Lockout</u>	46
ARTICLE 31	
NONDISCRIMINATION.....	47
Section 1. <u>Employer’s Pledge</u>	47
Section 2. <u>Association’s Pledge</u>	47
Section 3. <u>Gender</u>	47
Section 4.	47
ARTICLE 32	
HEALTH AND SAFETY	47
Section 1. <u>Health and Safety Committee</u>	47
ARTICLE 33	
VALIDITY OF AGREEMENT	47
Section 1. <u>Holding of Invalidity</u>	47
Section 2. <u>Catch Line Not Part of Section</u>	47
ARTICLE 34	
USE OF FACILITIES	48
Section 1. <u>Use of Facilities</u>	48
Section 2. <u>Bulletin Boards</u>	48
Section 3. <u>Health Department Equipment</u>	48
ARTICLE 35	
SALARY SCHEDULE.....	48
Section 1. <u>Basis for Rate of Pay</u>	48
Section 2. <u>Original Appointments</u>	48
Section 3. <u>New Employees</u>	48
Section 4. <u>Educational Bonus</u>	48
Section 5. <u>Merit Increases</u>	49
Section 6. <u>Classifications</u>	49
Section 7. <u>Salary Schedules</u>	49
Section 8. <u>Promotions and Reclassifications</u>	50
Section 9. <u>Overpayments</u>	50

ARTICLE 36	
PAST PRACTICES	51
Section 1. <u>Past Practices</u>	51
ARTICLE 37	
SERVICE/SENIORITY	51
Section 1. <u>Definition</u>	51
Section 2. <u>Seniority List</u>	52
Section 3. <u>Loss of Seniority/Employment</u>	52
ARTICLE 38	
JOB DESCRIPTIONS	52
Section 1. <u>Job Descriptions</u>	52
ARTICLE 39	
RECLASSIFICATIONS	52
Section 1.	52
ARTICLE 40	
TERM OF AGREEMENT	52
Section 1. <u>Duration</u>	52
Section 2. <u>Extension of Agreement</u>	53
Section 3. <u>Binding Effect</u>	53
Section 4.	53
APPENDICES:	
Appendix A – Confidentiality Agreement	54
Appendix B – Lateral Transfer Request Form	55

ARTICLE 1 PARTIES

This Agreement made this 10th day of April, 2018, between the COUNTY OF INGHAM and INGHAM COUNTY HEALTH DEPARTMENT (hereinafter referred to as the “County”, the “Employer” or the “Department”) and the MICHIGAN NURSES ASSOCIATION (hereinafter referred to as the “Association”, “MNA” or the “Union”) hereby agree as follows:

ARTICLE 2 RECOGNITION

Section 1. Nurse Practitioners/Clinic Nurses Unit Recognition. Ingham County hereby recognizes that Michigan Nurses Association, in the unit described below, is the exclusive representative for the purpose of collective bargaining and that pursuant to Sections 11 and 12 of Act 336 of the Public Acts of 1947, as amended, the said Association is the exclusive representative of all the employees of such unit for the purposes of collective bargaining with respect to pay, wages, hours of employment and other conditions of employment.

Nurse Practitioners/Clinic Nurses Unit

All Health Center Nurses, Immunization Nurses, BCCCP Nurses, Nurse Assessors, Charge Nurses, Disease Control Nurses, , BCCCP Nurse Case Managers, Electronic Health Records Nurses/Trainers, PCMH Coordinators, Quality Improvement Coordinators, Immunization Clinic Supervisors and Nurse Practitioner/Providers employed by the Ingham County Health Department. Excluding Director of Nurses, Public Health Nurses currently represented by the Ingham County Employees’ Association (i.e., PHNI & II, Nurse Case Managers, Medical Services Coordinators, and Senior Public Health Nurses), and other Health Department Employees and Supervising Nurses.

Section 2. Other Agreements. The Employer agrees that during the life of this Agreement, it will not enter into any verbal or written agreement with employees individually or collectively which conflicts with or are contrary to the terms of this Agreement without negotiating with the Association.

Section 3. Terminology. Wherever the terms “Health Officer” or “Department Head” are used, they shall refer to the Health Officer of the Ingham County Health Department. Wherever the terms “nurse”, “registered professional nurse” or “employee” are used, they shall refer to a member of the Nurse Practitioners/Clinic Nurses unit. “Facility” shall refer to the Ingham County Health Department. “Department” shall refer to the Ingham County Health Department. “Association” or “Union” shall refer to the MNA. “County” shall refer to the County of Ingham.

Section 4. Notification. When the Department seeks funding for a new specialized nursing classification, it shall advise the Union thirty (30) days prior to posting.

ARTICLE 3

MANAGEMENT RIGHTS

Section 1. Manage Its Affairs. The unit recognizes that the County and Department reserve and retain, solely and exclusively, all rights to manage and direct their work force and to manage and operate their affairs.

Section 2. Rights. All rights, functions, powers, and authority which the County and Department have not specifically abridged, delegated or modified by this Agreement are recognized by the unit as being retained by the County and Department. Such rights, functions, power and authority which are specifically abridged, delegated or modified by this Agreement are specifically recognized by the County and Department to be limited by all of the provisions of this Agreement.

Section 3. Rules and Regulations. The Department and/or the County shall have the right to amend, supplement, or add to its official departmental rules and regulations during the term of this Agreement, provided, however, the Department and/or the County shall notify the Association of any such amendments, supplements or additions fifteen (15) days in advance of their effective date.

Copies of all new rules or rule changes shall be given to the Unit President fifteen (15) days prior to their effective date unless health reasons necessitate immediate implementation, in which case notice will be given as soon as the Department and/or County has knowledge of the proposed change. Said rules shall be transmitted to the Human Resources Department for its review. If there is concern regarding the fairness of the rule or rule change, the MNA may request a special conference between the MNA, a representative of the Human Resources Department, and the Health Officer or his/her representative, to discuss the reasonableness of the rule. The Chairperson of the County Services Committee may attend if he or she wishes. In no case will a rule change or new rule become subject to the grievance procedure unless that rule violates a provision of the collective bargaining agreement.

Section 4. Constitutional and Statutory Rights. Neither the constitutional or the statutory rights, duties and obligations of the Employer shall in any way whatsoever be abridged.

Section 5. Tests, Exams, Vaccinations, Prophylaxis, Medication, Treatment. Management has the right to require, where there exists a rational public health reason relating to the position, medical tests, examinations, vaccinations, prophylaxis for a communicable disease, medication and other medical treatment or services to ensure the safety of staff, patients or the community as a whole as determined by the Medical Director, Community Health Care Services, Medical Director, Public Health Services or Health Officer.

ARTICLE 4

ASSOCIATION SECURITY AND CHECKOFF

Section 1. The Employer will not discriminate against any employee because the employee voluntarily chooses to be a member of the Association or to otherwise financially support the Association nor will the Employer discriminate against any employee who voluntarily chooses not to be a member of, or not to financially support, the Association.

Section 2. Upon completion of thirty (30) days of employment, membership in the Association or compliance with payment of representation fees shall be completely voluntary. If an employee voluntarily elects submit a check off authorization deduction form, the Employer agrees to deduct Association dues or Association service fees to become effective the second payday of the month.

Section 3. Open Shop. The Employer agrees to deduct dues or fees from the salary of each individual employee in the bargaining unit who voluntarily becomes a member of the Association or who voluntarily authorizes the payment of representations fees, the Association's dues, subject to all of the following conditions:

- A. The Association shall obtain from those employees who voluntarily agree to become members or voluntarily agree to remit representation fees from each of its members a completed authorization form which shall conform to the respective state and federal law(s) concerning that subject, or any interpretation(s) thereof.
- B. All Checkoff authorization forms shall be filed with the Employer's Human Resources Director, who may return any incomplete or incorrectly completed form to the Association's Treasurer, and no checkoff shall be made until such deficiency is corrected.
- C. The Employer shall only checkoff obligations which come due at the time of checkoff, and will make checkoff deductions only if the employee has enough pay due to cover such obligation. If an employee withdraws his/her check-off authorization form, no deduction shall be made commencing the pay-period in which the form was withdrawn. The Employer is not responsible for refund to the employee if he/she has duplicated a checkoff deduction by direct payment to the Association.
- D. The Employer's remittance shall be deemed correct if the Association does not give written notice to the Human Resources Director within two (2) calendar weeks after remittance is transmitted of its belief, with reason(s) stated therefore, that the remittance is incorrect.
- E. The Association shall provide at least thirty (30) days written notice to the Human Resources Director of the amount of Association dues and/or service fees and/or initiation fee to be deducted from the wages of employees in accordance with this Article. Any changes in the amounts determined will

also be provided to the Human Resources Director at least thirty (30) days prior to its implementation. New checkoff authorization forms shall be submitted to the Employer in the event that an increase in the Association dues or service fee is made.

- F. The Association agrees to defend, indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of its deduction from an employee's pay of Association dues, service fees and/or initiation fee, or in reliance upon any list, notice, certification or authorization furnished under this Article, including the termination of employment as provided under the Agency Shop provision. The Association assumes full responsibility for the disposition of the deductions so made once they have been sent to the Association.

Section 4. Notice of New Hires. The Employer will provide an Association Representative the opportunity to meet with new employees at the weekly orientation session. The Association shall be responsible to provide the necessary information at orientation.

Section 5. Conditional Reopener. The Parties agree that should the Right to Work legislation be overturned through the courts or modified by the State of Michigan, the parties agree to meet and bargain over amendment of this section of the Collective Bargaining Agreement.

ARTICLE 5 PROFESSIONAL NEGOTIATION PROCEDURE

Section 1. Meetings. The parties will cooperate in arranging meetings, furnishing necessary information and otherwise constructively considering and resolving any matters of common interest.

Section 2. Representatives. In any negotiations described in this Article, neither party shall have any control over the selection of the negotiation representatives of the other party, and each party may select its representatives from within or outside the area. It is recognized that no final agreement between the parties may be executed without ratification by a majority of the membership of the Association with the approval of the Michigan Nurses Association, and approval by a majority of the Ingham County Board of Commissioners. The parties mutually pledge that representatives selected by each shall have the necessary power and authority to make proposals, consider proposals and make concessions in the course of negotiations, subject only to ratification approval as noted above.

Section 3. Application of Agreement. Any agreements negotiated shall apply to all members of the bargaining unit unless otherwise specified and shall be reduced to writing and signed by the authorized representatives of the department, the Association and the Ingham County Board of Commissioners.

Section 4. Negotiations or Special Conferences. The Employer agrees that Association members, engaged during their work shift in negotiations or Special Conferences on behalf of the Association with the Employer, during the term of this Agreement, shall be entitled to reasonable

release time as needed without loss of salary. The number of Association members to be present at said meetings or negotiations are hereafter specified.

ARTICLE 6 REPRESENTATION

Section 1. Grievance Representation. Employees in each of the units shall be represented by a steward and alternate steward, respectively. The steward and alternate steward will be a member of the bargaining unit and their selection will be determined by the bargaining unit members. The Employer will recognize the steward and alternate steward as representatives of the Association in the administration of provisions of this Agreement and the grievance procedure. The Association will keep the Employer informed, in writing, of the name of the steward and alternate steward for the unit.

A steward shall act in a representative capacity for the purpose of processing grievances for the employees in his/her unit.

Section 2. Negotiating Committee.

Nurse Practitioners/Clinic Nurses Unit. The bargaining committee of the Association's Nurse Practitioners/Clinic Nurses Unit will include not more than three (3) bargaining unit members and two (2) alternate members employed by the Employer.

Section 3. Professional Negotiations. Contract negotiation meetings between the parties may be held at times during the scheduled working hours of the Association's negotiating members. Up to two (2) employee members of the bargaining committee for the unit will be paid by the Employer for time spent in negotiation with the Employer, but only for the straight time hours they would otherwise have worked on the regular work schedule. For the purpose of computing overtime, time spent in negotiations shall be considered as hours worked to the extent of the regularly scheduled hours which otherwise would have been worked by the negotiating committee members.

Section 4. Time Off with Pay. Reasonable arrangements will be made to allow Grievance Representatives time off with pay, with prior permission of their supervisor, during their regular working hours for the purpose of investigating grievances and to attend grievance meetings. Grievance Representatives shall have access to office premises for the purpose of investigation and adjusting any complaints and grievances by arranging with the respective division heads to visit such premises during regular working hours, but in no event shall the steward interfere with the maintenance or discipline of the regular work being carried on in the department. The office premises may be used for grievance interviews. Grievance Representatives shall investigate and present the grievances to the Health Officer through the grievance procedure. In the event the steward is absent, an alternate steward may perform his/her functions, provided they have conformed with the above requirements in notifying the Health Officer, giving him/her reasonable time to adjust for their absences during such periods which they are investigating or processing grievance procedures.

Section 5. Facility Access. Representatives of the Association, after first notifying the Health Officer or his/her designated representative, may visit the areas of the Facility where the

registered professional nurses they represent are located for the purpose of representing such nurses in accordance with this Agreement, provided that such visits occur at reasonable intervals during working hours and they do not interfere with the normal operations of the Facility.

Section 6. Correspondence. A copy of all correspondence from the MNA Labor Representative or from his/her office, addressed to any elected official, the Health Officer, or Health Department Managers, shall be sent to the County Attorney or the Human Resources Director. A copy of all correspondence from the County Attorney or his/her office addressed to any MNA Executive Board Members, Officers, or Nurse Practitioners/Clinic Nurses unit steward shall be sent to the MNA Labor Representative.

Section 7. County Information. The County Human Resources Director shall forward copies of the County Services Committee Agendas and those portions of the Agenda Packets that relate to the CHN Nurse Practitioners/Clinic Nurses unit to the MNA. The Health Officer agrees to provide the MNA with a copy of the Department's annual budget request, as submitted to the County Controller and the final budget approved by the Board of Commissioners if such information is not posted in the County website.

ARTICLE 7 GRIEVANCE PROCEDURE

Section 1. Statement of Purpose. The parties intend that the grievance procedure shall serve as a means for the peaceful settlement of disputes as they arise.

The Parties seek to secure, at the earliest level possible, equitable solutions to complaints or grievances of nurses or groups of nurses. Both parties agree that proceedings under this Article shall be kept as informal and confidential as may be appropriate.

Section 2. Definitions. "Grievance" shall mean a complaint by a nurse or a group of nurses based upon an event, condition or circumstance under which a nurse works, allegedly caused by a violation, misinterpretation or discriminatory application of any provision of this Agreement. Any grievance filed shall refer to the specific contract provision or provisions alleged to have been violated, and it shall adequately set forth the facts pertaining to the alleged violation. It is the intent of this section that the nurse or nurses filing a grievance would apprise the Employer of the facts of the grievance.

Section 3. Steps in the Grievance Procedure.

Step 1. An employee with a grievance shall first discuss it with his/her immediate supervisor within eight (8) days of the date of occurrence or the date the employee should have known of the occurrence or the alleged violation. The discussion may also include the Association departmental representative. The immediate supervisor shall furnish an oral answer within five (5) days of the receipt of the grievance.

Step 2. If the answer of the Supervisor received in Step 1 is not satisfactory to the employee, **employee** shall, within five (5) days of receipt of the answer in Step 1, submit the grievance in writing to the Health Officer. The written grievance shall be dated and signed by the grieving employee or employees. However, in the case of a group grievance, the grievance may be signed by

the Union Steward and at least one (1) affected employee. The employee shall furnish a copy of the grievance to the Union. A copy of the answer shall be furnished to the Union departmental representative. The Health Officer shall give a written answer within five (5) days of receipt of the grievance.

Step 3. If the answer of the Health Officer received in Step 2 is not satisfactory to the employee, the Union departmental representative, within five (5) days thereafter, shall submit notice of appeal to the Human Resources Director.

Step 3A. The Human Resources Director, Health Officer, affected employee and Union representative shall meet within seven (7) work days after the submission of the grievance under Step 3. The Human Resources Director shall give a written answer within five (5) work days following the meeting. If this answer is not satisfactory to the employee or the Health Officer, it shall be submitted within five (5) work days after receipt of the answer to Step 4.

Step 4. The County Services Committee shall meet to discuss the grievance at the next regularly scheduled committee meeting, provided that said grievance is received by the Human Resources Director in writing at least five (5) work days prior to the next meeting. The County Human Resources Director shall notify the Union and the aggrieved employee in writing at least four (4) days prior to the meeting. At this meeting, the County Services Committee will review the facts as they relate to the interpretation and application of this Agreement. The County Services Committee shall reply with its decision, in writing, no later than five (5) days following said meeting. If the decision of the County Services Committee is unsatisfactory to the Union, said dispute may be submitted within fifteen (15) days for arbitration in accordance with the procedures and rules of the American Arbitration Association.

Step 5. Arbitration.

1. Appeal to the Arbitrator. Any grievance which is not resolved at Step 4 of the grievance procedure may be submitted to arbitration, if the case is the type on which an arbitrator is empowered to rule. Arbitration shall be invoked by written notice to the Employer or the Association provided said written notice is submitted within fifteen (15) days after receipt of the answer in Step 4.

2. Selection of the Arbitrator. If a timely request for arbitration is filed by the Union, the parties to this Agreement may select, by mutual agreement, one (1) arbitrator who shall decide the matter. In the event the Employer and the Union are unable to agree on an impartial arbitrator, the arbitrator will be selected from a list of arbitrators submitted by the American Arbitration Association consistent with such Association's normal procedures. All arbitration proceedings will be conducted in accordance with the rules and procedures of the American Arbitration Association.

For grievances involving discharge, layoff, or other issues mutually agreed upon, an arbitrator shall be deemed unavailable under this section if the arbitrator cannot schedule a hearing within sixty (60) days upon being notified; and as to all other issues, when the arbitrator cannot schedule a hearing within one hundred eighty (180) days from notification. These limitations may be waived by written mutual agreement of the parties.

3. Powers of the Arbitrator. The arbitrator shall be empowered to investigate, hear and decide a grievance as heretofore defined in Article 7, Section 2, subject to the limitations stated below. The arbitrator shall have full discretion to uphold, rescind or modify disciplinary measures imposed by the Employer. The arbitrator shall have no power to:

- A. Add to, subtract from or otherwise modify any of the provisions of this agreement;
- B. Establish or modify any salary rate or plan.

In the event a case is appealed to an arbitrator and he/she finds that he/she has no power to rule on the case, the matter shall be referred back to the parties without decision or recommendation.

At the arbitration hearing, each party shall have the option of presenting witnesses and documents and such witnesses may be cross-examined by the arbitrator or party opposing. At least two (2) weeks prior to the hearing, copies of documents and names of witnesses which will be submitted by the parties must be given to the opposing party.

4. Arbitrator's Decision. There shall be no appeal from an arbitrator's decision, if made in accordance with his/her jurisdiction and authority under this Agreement. It shall be final and binding on the Association, on all bargaining unit employees and on the Employer.

5. Fees and Expenses. The fees and expenses of the Arbitrator shall be paid by the non-prevailing party. If there is a dispute as to who has prevailed, the arbitrator shall allocate the arbitrator's fees. All other expenses related to the arbitration process, including any expenses incurred by calling witnesses, shall be borne by the party incurring such expense.

Section 4. Time Limits.

- A. For the purpose of the grievance procedure, a "day" shall mean any day Monday through Friday, and shall not include the day in which a grievance is presented or appealed by the Union or Employer or is answered by the Employer or any recognized holidays.
- B. Any time limit in the grievance procedure may be extended by mutual agreement of the parties.
- C. A grievance presented at any step shall be dated and signed by the Union representative or employee presenting it; any answer given by the Employer to the Union representative or employee shall be dated and signed by the Employer.
- D. Any grievance not answered within the time limits by the Employer shall advance to the next Step.
- E. Any grievance not appealed by the employee or Union within the time limits shall be deemed settled on the basis of the Employer's last answer.

- F. All dispositions of written grievances shall be made in writing and one (1) copy sent to the Human Resources Director and one (1) copy sent to the President of the Unit.

Section 5. Election of Remedies. When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure for a Veteran's Preference Hearing pursuant to Act 305 of the Public Acts of 1897, et seq., or any federal law pertaining thereto, and/or Civil Rights matters pursuant to Act 453 of the Public Acts of 1976, or any federal law pertaining thereto, in addition to the grievance procedure provided under this contract, and the employee elects to utilize the statutory or administrative remedy, the Union and affected employee shall not process the complaint through any grievance procedure provided for in this contract.

If an employee elects to use the grievance procedure provided for under this contract and subsequently elects to utilize either of the above-stated statutory remedies, then the grievance shall be deemed to have been withdrawn and the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited. This provision shall not be interpreted to prohibit an employee from availing themselves of remedies provided under the Michigan Worker's Compensation Act or bringing a charge with the Equal Employment Opportunity Commission while pursuing a grievance.

Section 6. Expedited Grievances. Grievances may be filed at Step 3A in cases involving loss of pay. Disciplinary actions resulting in a grievance will be filed in accordance with Article 8, Section 8.

Section 7. Witnesses. The Employer agrees to provide reasonable release time for employees from their regular work hours to serve as witnesses at a grievance hearing, provided the Employer receives a written request for the release of time at least one (1) week prior to the hearing.

Section 8. Private Health Information Requests. The Union and Employer recognize that the Health Insurance Portability and Accountability Act of 1996 (HIPAA) Privacy Rule (Standards for Privacy of Individually Identifiable Health Information) establishes requirements for organizations whose relationship with covered entities may require sharing of private health information. If the Union requests private health information to investigate or prosecute a grievance, or for other legitimate purposes at law, the Union agrees that it will first execute such releases agreements and/or assurances required by law including, but not limited to, provisions that the Union will use the information only for limited purposes, will safeguard the information from misuse, and will assist the Employer comply with certain of its duties under the Privacy Rule. In order to comply with the Privacy Rule, the parties hereby agree to utilize the Confidentiality Agreement in Appendix A for private health information requests.

ARTICLE 8 MAINTENANCE OF DISCIPLINE

Section 1. Rules of Professional Conduct. Each nurse will abide by the rules of professional conduct for the smooth operation of the Department and care of patients.

Section 2. Corrective Discipline. Discipline for regular full-time and part-time employees will be of a corrective nature rather than punitive, except that nothing in this section shall prevent the Employer from taking immediate and appropriate disciplinary action should it be required by the circumstances.

Section 3. Just Cause. Individual discipline penalties, including discharge, for regular full-time and part-time employees shall be for just cause and may become a subject for the grievance procedure heretofore specified. However, probationary, substitute and temporary employees may be terminated with or without cause and without recourse to the grievance procedure.

Section 4. Disciplinary Action. When disciplinary action is imposed, a bargaining unit employee may have a representative present if he/she desires. The Employer shall inform said employee of his/her right to have said representative present. If a bargaining unit employee is disciplined by discharge or time off, the Association representative shall be notified of the same in writing and shall be supplied with a general and brief explanation of the reasons therefore. In the event the Association representative is present when the discipline is imposed, a brief explanation need not be supplied. It is the intent of the parties hereto that the supplying of a brief explanation and not the details for the discipline imposed is to adhere to the disciplined employee's desire not to communicate the reasons thereof.

Section 5. Drug Testing and Disclosure of Prescription Drugs. The Department may implement rules and requirements relating to reasonable suspicion drug testing and requiring employees in safety sensitive positions to disclose prescription drugs where there is a reasonable suspicion that said drug may be affecting the employee's performance of the essential functions of the employee's position. The Parties agree that if an employee who has not engaged in attendant workplace misconduct voluntarily self-reports a drug or alcohol problem prior to a request for a drug test, the employee will be permitted to seek treatment. However, where an employee has engaged in workplace misconduct or where the employee has not timely self-reported, the employee will be subject to discipline.

Section 6. Disclosure of Criminal Record. All employees shall fully disclose to their supervisor any criminal felony or work related misdemeanor convictions. Any employees that work directly with minors or who will have access to minor's records that are convicted of a felony or misdemeanor, including expressly any law relating to drugs or other controlled substances, or are charged with a felony, or are placed on the CPS Central Registry as a perpetrator, shall notify in writing their supervisor immediately, and in all cases, no later than five (5) days after such conviction, charge, or placement on the CPS Central Registry. An employee must disclose to the Employer any conviction resulting from such pending charges as described in this Section. However, as required by Federal regulation, employees working with minors must disclose any arrests or charges related to child sexual abuse, child abuse, or child neglect and the disposition of such arrest or charges, and may also be required to certify that no case of child abuse or neglect has

been substantiated against them. In every case, employees in positions that work directly with minors or who will have access to minor's records, shall undergo the background checks, and, if they have not resided or lived in Michigan for each of the previous ten (10) years, they must also sign a waiver attesting to the fact that they have not been convicted of a felony or identified as a perpetrator. The Employer may, at its cost, conduct a criminal history search periodically on all employees when required to insure compliance with grants, licensing requirements, and performance standards.

Section 7. Personnel Files. Upon request, a portion of the employee's official personnel file may be reviewed in the County Human Resources Department once each year. Items that may be available are as follows:

- A. Employment Application
- B. Personnel Action Requests Forms
- C. Letters Communicating Disciplinary Action
- D. Completed Performance Evaluation Forms

Such requests will be made in advance so as not to interfere with the orderly conduct of business in the Human Resources Department.

Section 8. Grievances. Any disciplinary action resulting in a grievance shall begin at Step 2 of the Grievance Procedure (Article 7). Grievances shall be submitted within seven (7) days of the date of said disciplinary action.

Section 9. Prior Record. The Employer shall not use an employee's prior record of disciplinary action which is more than twenty-four (24) months old in imposing any form of discipline. The discipline shall be permanently removed from the employee's record by request of the employee after twenty-four (24) months.

ARTICLE 9 SPECIAL CONFERENCES

Section 1. Purposes and Procedures. Special conferences for the improvement of professional working relations, health, safety and nursing standards will be arranged between the President of the bargaining unit and the Health Officer upon request of either party. Such meetings shall be between no more than four (4) employees of the Facility who are members of the Association and no more than two (2) non-employee representatives for the Association and the Health Officer and/or other representatives of the Employer. Arrangements for such special conferences are to be made in advance and an agenda of the matters to be taken up at the meeting shall be presented in writing prior to the conference. Matters to be discussed at special conferences shall be limited to those items stated in the agenda. Said conference(s) shall be held at mutually agreeable time(s). Special conferences shall be scheduled within ten (10) days after the request is made.

Section 2. Lost Time. Members of the Association shall lose neither time nor pay for reasonable time spent in such special conferences.

Section 3. Answers. An answer from the County and/or Association shall be made within ten (10) days concerning the matters discussed at the special conference.

ARTICLE 10 SALARIES

Section 1. Salaries. Salaries for full-time and part-time nurses shall be paid in accordance with the Salary Schedule. **All employees will be paid by direct deposit or by payroll debit card in accordance with the requirements of MCL 408.476.**

Section 2. Credit for Experience.

Nurse Practitioners/Clinic Nurses Unit. When it is determined appropriate by the Health Officer or his/her designee to grant credit for prior nursing experience in the Nurse Practitioners/Clinic Nurses Unit, if such credit is granted, it shall be granted according to the following schedule:

<u>Experience</u>	<u>Salary Step Credit</u>
First year of nursing experience	None
Two years general nursing experience	Step 2
Two years of identical nursing experience elsewhere	Step 3
Three years general clinical experience	Step 3
Three years of identical nursing experience elsewhere	Step 4

--The maximum credit to be given would be Step 4 of the salary grade;

--Part-time employment shall be computed on a pro-rata basis;

--Past experience more than five (5) years prior to date of hire shall not be credited;

--Documentation of prior nursing experience shall be the responsibility of the applicant to supply to the Department. Verification of the experience shall be the responsibility of the Department.

All prospective new hires shall be informed of Article 10, Section 2, prior to accepting employment and will sign and complete a form acceptable to both the Union and Employer noting that the information was provided prior to being hired.

Section 3. Temporary Assignment to a Higher, Equal or Lower Pay Grade. Any full-time nurse who, upon the request of the Employer in writing, is temporarily assigned to perform a majority of his/her duties and responsibilities in a position of a higher salary grade for more than three (3) consecutive work days shall be paid at the lower rate in the higher grade which is at least five percent (5%) above his/her current rate, except in the event that Step 1 of the new salary grade is ten percent (10%) above the current wage, said employee shall be placed in Step 1 of the new salary

grade. If there is no step in the new salary grade that is between five (5%) and ten percent (10%) higher than his/her regular rate, said employee shall receive an increase of seven and one-half percent (7.5%). An employee so assigned shall advance within that grade on the same basis as other employees within the grade.

Due to the lack of consecutive day scheduling of part-time nurses, any part-time nurse who, upon the request of the Employer in writing, is temporarily assigned to perform a majority of his/her duties and responsibilities in a position of a higher salary grade for more than three (3) consecutively scheduled work days, within one (1) pay period, shall be paid at the lower rate in the higher grade which is at least five percent (5%) above his/her current rate except in the event that Step 1 of the new salary grade is ten percent (10%) above the current wage, said employee shall be placed in Step 1 of the new salary grade. If there is no Step 1 in the new salary grade that is between five (5%) and ten percent (10%) higher than his/her current rate, said employee shall receive an increase of seven and one-half percent (7.5%). An employee so assigned shall advance within that grade on the same basis as other employees within the grade.

A nurse may be temporarily assigned to the work of any position in the same or lower salary grade and shall not suffer any loss of pay during the period of the temporary assignment.

Employees in this Bargaining Unit will not be temporarily placed in a managerial position, except in an emergency condition, without prior approval of the Health Officer or his/her designee.

Section 4. Temporary Transfer/Assignment. The Employer agrees that in the event a clinic or unit is in need of additional employee(s) for a limited period of time (not to exceed the period set forth in Article 12, Section 5), and a Nurse Practitioners/Clinic Nurses bargaining unit person is to be used, when a temporary employee or substitute is not used, the temporary transfer/assignment shall be accomplished as follows:

- A. The Employer shall determine the clinic and classification that will be used to supply the needed person power.
- B. The Employer shall seek qualified volunteer(s) within the clinic to be assigned to the clinic in need of temporary assistance.
- C. In the event there are not enough capable volunteers the Employer shall assign any employee who is capable of performing the work from the designated classification.
- D. No employee shall be temporarily assigned a job without first receiving the appropriate orientation as determined by the Employer.
- E. If it is determined that the assignment will exceed six months or the period of the leave or absence necessitating the assignment, whichever is greater, the position will be posted and awarded according to Article 13 Promotions and Transfers.

Section 5. Hours of Work. The normal hours of work for all full-time employees shall be eight (8) hours of work per day, Monday through Friday, and up to sixty consecutive minutes per day

for an unpaid lunch. The normal hours of work for all part-time employees shall be a minimum of four (4) consecutive hours of work per day, Monday through Friday, and up to sixty minutes per day for an unpaid lunch. Any definition of an employee's normal hours stated in this Agreement shall not constitute a guarantee by the Department of any number of hours per workday or per workweek. The Department specifically reserves the right to reduce the normal workweek or workday for any or all employees whenever operating conditions require such a change. This section shall not be interpreted to limit the Department from implementing, either uniformly or as to certain of the Department's operations/clinics, a modified schedule (including, but not limited to, 10 hour days and/or regularly scheduled evening or weekend hours) for all positions except Nurse Practitioners.

Section 6. Work Schedules. Department work schedules for employees shall be prepared and posted at least thirty (30) calendar days prior to the schedule's effective date and shall cover at least a four (4) week work period. These shall specify the times at which the scheduled employees begin and end each workday and shall specify the normal days off. The work schedule will not be modified, except to provide coverage for a vacancy or an employee on an approved leave, or in the case of an unanticipated health emergency. Except as provided in Sections 9 and 10 of this Article, employees shall not be called back to work after completing their initial regular scheduled consecutive hours of work. Employees will not be involuntarily, regularly scheduled more than five (5) consecutive days without receiving overtime pay.

- A. For all positions except Nurse Practitioners, if the Department implements ten hour days, either uniformly or as to certain of the Department's operations/clinics:
 - 1. Article 10, Section 6 will not apply as to the Department's selection of unit members assigned 10 hour days who are scheduled to work either after 5 p.m. or scheduled to work on Saturdays;
 - 2. Unit members assigned 10 hour days scheduled to work either after 5 p.m. or on Saturdays will not be entitled to, nor eligible for premium pay as set forth in Article 10, Section 8.

- B. For all positions except Nurse Practitioners, If the Department implements regularly scheduled evening or weekend hours either uniformly or as to certain of the Department's operations/clinics – but which is not part of a 10 hour shift:
 - 1. The Department retains discretion to make assignments based upon program/clinic needs. In making such assignments, the Department will first seek volunteers. However, where possible, if the nurses have the qualifications and present ability to satisfactorily perform the position, the Department will make assignments of non-volunteers based upon inverse seniority
 - 2. Unit members scheduled to work either after 5 p.m. will remain eligible for premium pay as set forth in Article 10, Section 8; and,
 - 3. Unit members scheduled to work on Saturdays will remain eligible for premium pay as set forth in Article 10, Section 8.

Section 7. Staffing for Coverage for Other Than Hours Normally Worked. When staffing is needed for scheduled coverage after 5:00 p.m. and up to 10:00 p.m., or on weekends 8:00 a.m. to 5:00 p.m., the Employer shall first seek volunteers from the employees within the affected classification and clinic. If additional employees are needed those with least seniority in the affected classification and clinic will be assigned to do the required work. If it is necessary to establish additional hours, after 10:00 p.m. or on weekends other than 8:00 a.m. to 5:00 p.m., the Employer and Association will meet for the negotiation of same addressing the issues normally associated with shift operations.

Section 8. Premium For Other Than Hours Normally Worked. For all employees except Nurse Practitioners, a premium of \$2.00 above straight-time rates shall be paid for all hours scheduled and worked after 5:00 p.m. or on weekends or holidays.

Section 9. Call-In Pay. An employee who is called for work by the Employer at a time other than their regular schedule, shall be entitled to be paid a minimum of three (3) hours at their regular rate. Additionally, when an employee is called for work by the Employer at a time other than their regular schedule with less than twenty-four (24) hours advance notice, employee shall be paid for traveling time to and from home. This Section shall not apply to employees on on-call status.

Section 10. "On-Call" Bonus. Effective upon ratification of this Agreement, Nurse Practitioners and nurses assigned to the Communicable Disease Unit on "on-call" status shall receive and will be paid an "on-call" bonus equal to:

Ratification Date – December 31, 2013 -	\$3.23
January 1, 2014 – December 31, 2014 -	\$3.23

per hour for weekdays (Monday through Friday) and for weekends and holidays. (Weekends are defined as beginning at 5:00 p.m. on Friday and running through 7:59 a.m. on Monday.) "On-call" bonus hours shall not be included in calculating overtime, and the "on-call" bonus shall be paid quarterly. "On-call" status bonus shall include work related telephone calls.

Section 11. Work Breaks. Each employee shall be allowed to have two (2) work breaks during the work day. No more than one (1) work break may be taken before lunch. No more than one (1) work break may be taken after lunch on any one day. The duration of said break shall not exceed fifteen (15) minutes in length. Work breaks do not accumulate if not taken.

Section 12. Overtime.

- A. For employees in the Nurse Practitioners/Clinic Nurses Unit, overtime is that time worked beyond forty hours in a week that is authorized by the employee's supervisor to be worked. This subsection may be modified to pay overtime for time worked in excess of eighty (80) hours in a pay period to accommodate adjustments to the normal work day as provided in Section 13 below when agreed by the Health Officer and the affected employees.
- B. An employee shall be compensated within ninety (90) days for specific overtime worked at the rate of time and one-half, be it in money or in time off

as agreed between the employee and the Health Officer. However, if the budgetary circumstances of the Department require, the employee shall have to take time off. Complete records of overtime shall be reported each payroll period to the Payroll Department. Any compensatory hours accumulated beyond eighty (80) hours shall be paid off monetarily subsequent to December 31 of each year.

- C. Employees shall be paid at the rate of one and one-half time their base rate, excluding all premium or bonus rates, for all approved overtime hours.

Section 13. Adjustments to the Normal Work Day. An employee who requests adjustments to the normal work day must seek the approval of their immediate supervisor. The immediate supervisor must ensure that the adjustment will not disrupt the services provided by the unit. If the altered workday presents any problem to the delivery of service or it is deemed in the department's best interest as determined by the supervisor, the immediate supervisor has the authority to terminate any agreement/assignment for an altered workday. An adjustment made in the workday of an employee may include a shortening of the lunch period from the standard sixty (60) minutes to no less than thirty (30) minutes. It is necessary that all adjustments to the workday be reflected on the employee's time card.

Section 14. Retroactivity. Employees who voluntarily or involuntarily terminate their employment, except laid off employees, and employees that have retired and are immediately eligible for MERS benefits, will not receive salary or any other benefits retroactive if terminating before the ratification of this Agreement by the parties.

Section 15. Inclement Weather Closing. Where, because of inclement weather or other act of God, the entire Health Department is closed by the Controller and/or Board of Commissioner Chair, employees will be paid for their regularly scheduled hours without requirement to utilize annual leave. If less than the full Health Department is closed, employees who do not redeploy will be permitted to utilize compensatory, personal or vacation time in lieu of regular pay if compensation is desired.

ARTICLE 11 VOTING

Employees working an eight (8) hour day on the date of an election are allowed one (1) hour off from their normal duties for the purpose of casting their vote in all State and National elections, with prior approval of the immediate supervisor.

ARTICLE 12 DEFINITION OF EMPLOYEES

Section 1. Full-Time Employees. Employees permanently scheduled to work forty (40) hours per week shall be considered full-time employees. A full-time employee shall be entitled to the benefits enumerated in this Agreement, except where otherwise stated.

Section 2. Part-Time Employees. Employees who are permanently scheduled to work less than full-time but at least half-time (20 hours per week or 40 hours a pay period) shall be classified as permanent part-time employees. They shall:

- A. be paid for hours worked at the regular rate of his/her classification;
- B. receive overtime on the same basis as full-time employees, as provided in Article 10, Section 12;
- C. receive retirement benefits, where eligible, on a prorated basis in proportion to their work schedule;
- D. employees permanently scheduled to work between 20 and 29 hours weekly shall receive vacation, vacation bonus, sick leave and holiday pay at one-half rate. They shall also be eligible to receive single-subscriber health insurance paid by the County;
- E. employees permanently scheduled to work between 30 and 39 hours weekly shall receive vacation, vacation bonus, sick leave and holiday pay on a prorated basis. Such employees shall also be eligible to receive two (2) person health insurance coverage paid by the County;
- F. receive dental insurance and vision, as provided in Article 16.

Section 3. Special Part-Time Employees. An employee regularly scheduled to work less than 20 hours per week shall be considered a special part-time employee. Such employees shall be eligible for compensation by wages only. They shall not receive any benefits or compensation beyond wages paid for hours worked, unless State or Federal law or County resolution mandates to the contrary.

Section 4. Probationary Employees. An employee's probationary period shall end after the employee has worked 180 days in a single position. If an employee transfers to a new position, a new probationary period shall begin and the employee's probationary period shall end after the employee has worked 180 days in the new position.

- A. The probationary period may be extended once for not more than thirty (30) working days provided that an evaluation of the employee's performance is made within five (5) months of employment. Employees who have passed the sixth month probationary period, and any applicable 30 day extension do not lose rights as a unit member if they transfer or are promoted to or permanently reassigned to another position within the bargaining unit.
- B. Probationary employees shall be provided with proper orientation of their duties and responsibilities. The responsibility for said orientation rests with the Department and the nurses may participate. The Department agrees to implement a formal orientation program.

- C. The Association cannot represent said employees for discipline and discharge and probationary employees will not have recourse through the grievance procedure.

Section 5. Temporary/Seasonal Employees.

- A. An employee who is hired for a period of less than 1,508 hours (full-time status), 1,170 hours (3/4 time status), and/or 780 hours (part-time status) in a 12 month period in the same position in the same department will be considered a temporary employee and shall not attain seniority in the bargaining unit and shall be compensated by wages only, and shall not be covered by the provisions of this Agreement. Temporary employees shall be scheduled to work 29 hours or less per week.

Should the employee work a total of 1,508 hours (full-time status), 1,170 hours (3/4 time status), and/or 780 hours (part-time status) in a 12 month period in the same position in the same department, the employee shall be eligible for fringe benefits afforded to regular employees after said applicable number of hours, and shall acquire seniority dated back six (6) months from the date he or she completed the applicable number of hours.

- B. An employee who is hired for a position for a period of six (6) months or less, and that time period begins each calendar year in approximately the same part of the year, such as summer or winter, will be considered a “seasonal employee” and shall not attain seniority in the bargaining unit and shall be compensated by wages only, and shall not be covered by the provisions of this Agreement. A seasonal employee may be scheduled on a full-time or part-time basis, but must not work in excess of six (6) months per year in a county position.

Should the employee work in excess of 6 months in a 12 month period in the same position in the same department, the employee shall be eligible for fringe benefits afforded to regular employees after said applicable number of hours, and shall acquire seniority dated back six (6) months from the date he or she completed the applicable number of hours.

- C. Wages for temporary or seasonal employees shall not exceed a rate of ten percent (10%) above the beginning salary rate for that position. If a temporary or seasonal employee is eventually hired into a posted regular position, the normal hiring procedures will be followed to determine the regular compensation rate.

Section 6. Substitute Employees. An employee who is hired to replace an employee on a leave of absence or on workers’ compensation, shall be considered a substitute employee and shall not attain seniority in the Unit and shall be compensated by wages only. These employees may be retained for the duration of the regular employees’ absence.

Such wages shall not exceed a rate of ten percent (10%) above the beginning salary rate for that position. If a substitute employee is eventually hired into a regular position, the normal hiring procedures will be followed to determine the regular compensation rate.

Section 7. Contracted Benefits. Notwithstanding the above provisions, no benefits shall be afforded to any employee when the County's contractual arrangement with a third party for said benefits does not cover said employee.

ARTICLE 13 PROMOTIONS, DEMOTIONS AND TRANSFERS

Section 1. Promotion. Employees who meet qualifications will be considered for promotion if they apply at the Human Resources Department for an available position. In order to assure employees an opportunity to apply for an existing vacancy, the County job posting list will be posted on the bulletin board for five (5) days.

Section 2. Demotion. A nurse shall only be demoted for just cause. The demotion may become subject to the grievance procedure.

Section 3. Transfers. In the event of job vacancies or newly created positions within the bargaining unit, employees in the unit will be considered for a transfer within the Health Department. Employees who desire to transfer from one clinic to another, one program to another, one division to another, must do so by providing a written Lateral Transfer Request Form (Appendix B) to the Health Officer within the time limits specified. Lateral transfers shall be awarded before new employees are hired within the Ingham County Health Department or promotions occur. Vacancies will be posted on the bulletin board for five (5) business days. A copy of the job postings, applicants for transfer, and the employee selected shall be provided the Association.

For any employee who transfers between bargaining units within the County and/or Courts, such employee's length of uninterrupted service with the County and/or Courts, prior to the transfer, shall be utilized for the purpose of calculating fringe benefit accrual but not for the purpose of calculating seniority within the unit the employee transfers into.

For any employee who voluntarily moves to a lower paying position, the employee shall be placed at the first step in the lower paying position that provides at least a 5% reduction. If a lower step reflecting at least a 5% reduction does not exist then the employee will move to the first step that provides a reduction in the lower paying position's salary scale. In no event will the new salary be less than the minimum of the new salary grade.

Section 4. Trial Period When Voluntarily Transferred or Promoted. Any employee who bids for a promotion and who is promoted or voluntarily transfers to another position within the bargaining unit shall have up to a 30 calendar days in which the employee may return to the former position as a matter of right. Thereafter, an employee may elect to return to the former position, or as such position is reconstituted by the Department for an additional 30 calendar day if the position is still open.

The Department, within its discretion, may within 30 calendar days demote/return an employee voluntarily transferred or promoted to his/her previous or reconstituted position after meeting and consulting with the employee. Any scheduled work day missed by the employee shall extend the period for like amount of time.

ARTICLE 14 VACATIONS

Section 1. Vacation Schedule. All employees, except special part-time, temporary and seasonal employees, hired prior to December 4, 2013, shall earn vacation credits according to the following schedule:

Years of Service	Per Fully Compensated Payroll Period	Year
1	3.384 hours	88
2	3.693 hours	96
3	4.000 hours	104
4 through 8	4.923 hours	128
9	5.231 hours	136
10 through 14	5.846 hours	152
15 through 19	6.492 hours	168
20 and over	6.769 hours	176

Employees, except special part time, temporary and seasonal employees, hired on or after December 4, 2013, shall earn vacation credits according to the following schedule:

<u>Continuous Service</u>	<u>Hours Earned Each Fully Compensated Payroll Period</u>
One Year	2.769 hours (72)
Two Years	3.076 hours (80)
Three Years	3.384 hours (88)
Four through Eight Years	4.307 hours (112)
Nine Years	4.615 hours (120)
Ten through Fourteen Years	5.230 hours (136)
Fifteen through Nineteen Years	5.846 hours (152)
Twenty Years and over of uninterrupted employment	6.769 hours (176)

Section 2. Use of Vacation in First Year. Vacation hours may not be used before they are earned as set forth above. In no case shall any vacation time be used during the first six (6) months of employment with the County.

Section 3. Vacation Leave to Supplement Sickness. Absence on account of sickness, illness or disability in excess of that hereinafter authorized for such purpose, may; at the request of the employee and with the approval of the Supervisor, be charged against vacation allowance.

Section 4. Scheduling of Vacation Leave. The County shall keep a record of vacation credit, and shall schedule vacation leaves to accord with operating requirements and, insofar as possible, with the written request of the employee, and upon the approval of the employee's immediate supervisor.

Section 5. Use of Compensatory Time. Nurses who accumulate compensatory time off from work may use such time as additional vacation time or time off.

Section 6. Records of Vacation Eligibility. Records of employee vacation eligibility and vacation hours used shall be available to the employee for inspection.

Section 7. Accumulation of Vacation Days. Vacation hours may only be accumulated to a maximum of three hundred sixty (360) hours.

Section 8. Payment of Vacation Hours. Vacation hours earned in accordance with provisions of this Article will be paid to employees who have completed six (6) months of continuous regular County service upon their retirement, or, upon resignation if two weeks prior written notice is given to the Department by the employee.

Section 9. Vacation Bonus Hours. Effective in December of each calendar year during the term of this Agreement, each eligible employee will be credited with twenty-eight (28) hours of vacation bonus in accordance with Article 12, Section 2d to be used during the following calendar year. Any portion of the vacation bonus hours not taken by the end of the last pay period of the calendar year will be lost. This vacation bonus will not accumulate nor will it be paid upon termination. Employees (other than an employee who retires and is immediately eligible for retirement benefits) who do not remain employed for all 12 months in any year shall have any vacation bonus paid deducted from their last paycheck, pro-rata based upon the total number of months worked.

Section 10. Illness While on Vacation. If while an employee is on vacation and is stricken ill, the days the employee was ill shall be charged from accumulated sick leave days and the corresponding previously charged vacation days shall be reinstated and credited back.

Section 11. Cancellation of Vacation Time. Vacation time may only be canceled due to an emergency impacting the operations of the Health Department. Any reasonable documented expenses incurred by the employee as a direct result of the cancellation will be reimbursed by the Employer, up to a maximum of \$250.00.

Section 12. Proration. The accrual rates in this Article are based upon a full-time employee being on the active payroll and compensated for all of the payroll period. Being on the active payroll and compensated means receiving wages, or on paid leave, such as paid sick leave, holidays, vacation, compensatory leave, county paid military leave, or paid union leave. An employee shall not be considered on the active payroll and being compensated when they are on unpaid leaves, workers compensation, disability leave, unpaid FMLA, or layoff. Accruals shall be prorated if a full time employee is on the active payroll and compensated less than eighty (80) hours in a payroll period. Accruals for three-quarter time employee shall be prorated if the three-quarter time employee is on the active payroll and compensated less than sixty (60) hours in a payroll period, Accruals

provided in for part-time employee shall be prorated if the part-time employee is on the active payroll and compensated less than forty (40) hours in a payroll, Proration under this section will be calculated based on the ratio of time compensated versus the applicable normal full payroll amount (80, 60, or 40 hours).

ARTICLE 15 HOLIDAYS

The following holidays are recognized by the Employer:

New Year's Eve Day & New Year's Day	
Martin Luther King Day	Labor Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day
Memorial Day	Friday following Thanksgiving Day
Independence Day	Christmas Eve Day & Christmas Day

Section 1. Pay for Holidays. Each full-time nurse will be paid for these holidays by having the salary continued as if the time were worked.

Section 2. Vacation. When a holiday falls within a nurse's vacation period and he/she is absent from work because of his/her vacation, he/she will not be charged for that day as vacation.

Section 3. Holiday Eligibility. Employee eligibility for holiday pay is subject to all the following conditions and qualifications:

- A. An employee who agrees to work on a holiday but fails to report for work shall not be entitled to holiday pay, unless a valid excuse is presented;
- B. The employee must work her scheduled hours or be on an approved paid leave on the Department's last scheduled day before and her scheduled hours on the Department's first scheduled day after the holiday;
- C. The employee must not be on an leave of absence, including either the scheduled day before or the scheduled day after the recognized holiday, or disciplinary suspension (unless subsequently overturned); and
- D. Employees who are on a sick leave or layoff which commenced seven calendar days prior to or following a recognized holiday will be paid for the holiday involved.

Section 4. Observance of Holidays. When a holiday falls on a Saturday, the preceding Friday shall be observed as the legal holiday, and when the holiday falls on Sunday, the following Monday shall be observed as the legal holiday.

Martin Luther King Day and Presidents' Day shall be observed on the same dates as required by the State and Federal governments.

Section 5. Additional Preceding Day Off. Employees shall be entitled to the preceding day off with pay, whenever Christmas and New Year's Day falls on Tuesday, Wednesday, Thursday, or Friday. Those who are required to work shall be paid in accordance with Section 6.

Section 6. Work on Holidays. Those nurses who are required to work on one of the days designated as a holiday shall be paid at 1.5 times their regular straight time hourly rate for the hours actually worked in addition to holiday pay as set forth in Article 12, Section 1 and 2..

ARTICLE 16 HEALTH, DENTAL AND VISION INSURANCE

The parties recognize that this Article is subject to the requirements of the federal Patient Protection and Affordable Care Act (P.L. 111-148), the Health Care and Education Reconciliation Act of 2010 (P.L. 111-152), and the Michigan Publicly Funded Health Insurance Contribution Act, 2011 Public Act 152, as amended (MCL 15.561 et seq.).

The medical coverage plan may be modified to comply with federal law and if the County Board of Commissioners, for subsequent plan years commencing 2019, implements, in its discretion and pursuant to 2011 PA 152, either a hard cap election or employee contributions necessary to meet the requirement that the Employer pay no more than 80% of the total annual costs of all of the medical benefit plans election, bargaining unit employees will be required to make contributions under the election made by the Board of Commissioners.

Section 1. Health Insurance.

- A. Effective January 1, 2018, the Employer will offer the following health insurance programs for eligible full-time employees and legal dependents.

Option 1: PHP Plus High Option Plan: L0000280 - Class 1030

Option 2: PHP Standard Option Plan: L0000280 - Class 1010

The out-of-network costs for the Standard Plan shall be fully covered through the Employer's premium contribution.

Prescription drug coverage will be provided by the Employer through Physicians Health Plan using CVS/Caremark as the Pharmacy Benefit Manager.

Drug Plan: Prescription drug co-pays for Generic drugs are \$5.00. The co-pays for Preferred Brand drugs will be \$30.00. Non-Preferred co-pays will be \$60.00. Maximum out-of-pocket expenses for drugs for each health care plan participant will be \$1,200.00 per year. Coverage for mail order will also be provided, and a 90-day supply of any properly prescribed drug will only be

available through mail order. Mail order (90 day supply) Generic co-pays will be \$10.00. Mail order (90 day supply) Preferred co-pays will be \$60.00. Mail order (90 day supply) Non-Preferred co-pays will be \$120.00. The formulary shall be subject to periodic review and revision. There are specific medications and medication classes that are subject to prior authorization requirements, prior notification requirements, daily and period quantity limits by CVS/Caremark. Appeals and override processes may be available for unusual or unique situations.

Option 3: PHP Base Plan: L0000280 - Class 1J00

Prescription drug coverage will be provided by the Employer through Physicians Health Plan using CVS/Caremark as the Pharmacy Benefit Manager.

Employee/patient pays the total costs of medications until the plan deductible has been satisfied. At that point Generics will be dispensed with a \$10.00 co-pay (or actual cost), Tier Two medications with a \$25.00 co-pay (or actual cost), and Tier three medications with a \$50.00 co-pay (or actual cost). Three month supplies of properly prescribed drugs may be obtained via mail only with the following co-pays: Generic \$20.00 or actual cost, Tier 2 \$50.00 or actual cost, and Tier 3 \$100.00 or actual cost. These costs are not changed if the member reaches the maximum out of pocket costs for the plan year.

B. Premiums. Effective January 1, 2018, the Employer agrees to pay the full premium for eligible full-time employees for hospitalization coverage outlined in Section A above, up to the following amounts:

Full Family	=	\$965.25
2-Person	=	\$859.99
Single	=	\$410.74
Retirees	=	\$416.24

Any costs incurred for health claims assessments under 2011 Public Act 142, being MCL 550.1733 *et seq*, will be shared 50/50 by the Employer and the employees.

These benchmarks may be adjusted annually as recommended by the Ingham Health Coalition and approved by the Ingham County Board of Commissioners, but shall be increased no less than two percent (2%). Increases in premium costs exceeding the benchmark will be shared 50/50 by the Employer and the employees with the employees' payment made through payroll deduction under the Section 125 Plan.

The parties will retain the Health Care Coalition which will continue to meet on ways to reduce health care costs and to avoid and reduce potential co-pays of both the Employer and the employees. The Employer will provide the Association and the Coalition new health care premium rates as soon as they are available.

Section 2. An employee shall become covered upon completion of the required forms and upon his/her acceptance by the carrier as a participant. The Employer shall pay the entire premium cost for full family coverage for each eligible full-time employee, except as otherwise provided hereunder. (See Section 1, effective December 31, 1991 and Section 8 of this Article.) Payroll deductions will be made for any additional cost as provided under this Article.

Section 3. The Employer reserves the right to substitute another carrier, provided the fundamental provisions of the above coverage will not be changed.

Section 4. In the event that a non-probationary employee is laid off, he/she may retain medical coverage as provided by COBRA, providing he/she pays the full premium cost of the insurance. Provided further, that such payment is authorized by the insurance carrier.

Section 5. Waiver. An employee who is eligible for medical/ hospitalization insurance via another source and who executes an affidavit to that effect may elect not to be covered by the medical insurance provided under this Article. The decision to waive coverage shall be made once per calendar year. A waiver agreement drafted by the Employer shall be executed by the employee. In the event the employee elects to forego medical insurance, the Employer shall pay an amount based upon the coverage to which the employee is otherwise eligible at the time of election (full family, two persons, or single subscriber) directly to the employee as taxable compensation. The amounts payable, based on the applicable coverage, shall be as follows:

Full Family	=	\$ 244.77 if participating prior to 1/1/2007
2-Person	=	\$ 217.86 if participating prior to 1/1/2007
Single	=	\$ 128.65 if participating prior to 1/1/2007
New enrollment on or after 1/1/2007	=	\$ 128.65

These waiver amounts will be adjusted annually the same percentage as the benchmarks increase. Employees losing medical coverage from another source shall notify the County Financial Services Department in time so that the employee and dependents, where appropriate, can be re-enrolled in a health care plan beginning the first day of the month following the loss of alternate coverage.

Section 6. Dual Coverage. In the event two married individuals are both employees of the County, or any of the Courts of Ingham County, the payment provisions in lieu of health insurance coverage as stated under Section 6 shall be mandatory. Those employees shall not be permitted to have double health insurance coverage from the same or different options noted in this Article. They are entitled to two individual single plans with the County as required under ACA or they can choose 2-person coverage. Employees losing medical coverage from their spouse shall notify the County Financial Services Department in time so that the employee may re-enroll in a health care plan beginning the first day of the month following the loss of alternate coverage. For employees

participating in the waiver plan prior to January 1, 2007, the spouse receiving the waiver payment will receive \$128.65 per month as taxable compensation. For newly formed couples either through marriage or new employment on or about January 1, 2007, there will be no eligibility for health waiver payments.

Section 7. Newly hired full-time employees shall receive single subscriber coverage only for the first ninety (90) calendar days of their employment. Additional coverage may be obtained if the employee so desires. In that event, the employee, through payroll deduction, shall be responsible for the difference. Upon completion of the first ninety (90) calendar days of employment, each full-time employee will be eligible for full family coverage. Dependents will be covered the first of the month following the employee's completion of the first ninety (90) calendar days of employment.

Section 8. Effective the first of the month following 30 days after execution of the contract by all the parties in 2003, retirees eligible for retiree health and hospitalization coverage may also enroll at the retirees' cost in dental and vision coverages offered to active employees, provided they enroll for such coverages upon retirement. Retirees that enroll in dental and vision coverage and subsequently drop coverages, may not re-enroll.

Section 9. Unless prohibited by law, certain individuals who satisfy the requirements of Resolution #08-042 will be provided health insurance pursuant to the benefit eligibility requirements of the County, health care providers and IRS regulations. Such provision of healthcare benefits are subject to elimination or modification by the County to the extent permitted by law. If such provisions of health care benefits are no longer permitted by law, the requirements of Resolution #08-042 shall still be used to determine eligibility for other benefits as referenced in other Articles of this Agreement.

Section 10. Health Care Cost Coalition. The Employer and the Association recognize the rapidly escalating health care costs, including the cost of medically unnecessary services and inappropriate treatment, have a detrimental impact on the health benefit program. The parties hereby establish a joint coalition for the purpose of investigating health care cost containment issues which shall continue during the term of this Agreement, including medical, dental and optical insurance; health insurance waivers; and health flexible benefit programs, health savings account plans, and similar programs. The Coalition shall be subject to the following provisions:

- A. The Coalition shall be comprised of representatives from the Employer and each bargaining unit who agree to participate.
- B. The Association representatives shall be granted time off with pay as is reasonably necessary to meet.
- C. The Coalition shall meet at the mutually agreed upon times agreed to by the Employer and the bargaining unit Coalition representatives. Minutes of each meeting shall be taken.
- D. Any tentatively agreed healthcare plan changes by the Coalition will be presented to the Employer and each bargaining unit for ratification pursuant to each party's normal ratification procedure.

Section 11. The Employer and the Association agree to negotiate on the addition of alternate health plans should the Employer so request of the Association. However, such plans cannot be implemented without the mutual agreement of the parties.

In the event health insurance cost containment measures are identified following the date of ratification of this agreement, then the bargaining unit agrees to negotiate those measures so identified in good faith.

Section 12. It is the intent of the parties to this Agreement to implement the recommendations of the Ingham County Health Care Coalition for the 2018 health care options as approved by the Ingham County Board of Commissioners in Resolution # 17-404, including maintenance of the HRA plan, the comprehensive healthcare management program, and the use of the previous year's savings from the self-insured portion of the plan as a one-time reduction in the 2018 employee premium cost share. It is the intent of the parties to this Agreement to continue the recommendations of the Ingham County Health Care Coalition for the 2015 in Resolution # 14-436 of the 50% of any net savings in health care costs to reduce employee premium cost share beginning in 2016, being applied to all employee groups that agree to implement the comprehensive healthcare management program.

Section 13. Dental Insurance. The County shall provide dental insurance for full-time, ¾ time and part-time employees and their dependents as follows:

	<u>Employee or Insurance Pays</u>	<u>Patient Pays</u>
Class I Benefits	100%	-0-
Cleaning		
X-Ray		
6 Month checkups		
Radiographs		
Basic Restoration		
Periodontics		
Endodontics		
Basic filings		
Crowns		
Class II Benefits	75%	25%
Major Restorative		
Oral Surgery		
Bridges		

Payment under this provision is limited to One Thousand Dollars (\$1000) maximum per person, per contract year for Class I and Class II Benefits. Coverage shall be effective at the beginning of the seventh (7th) full month of continuous service after a new employee's date of hire.

- A. Probationary, special part-time and temporary employees are not eligible for coverage.
- B. Dental insurance coverage shall commence the first of the month after completion of the probationary period.

Section 14. Vision Insurance. Unit members will be afforded the same vision insurance plan as managerial and confidential employees, being Vision Service Plan B. Eyes exams will be provided every 12 months with a \$10.00 copay at participating providers. Frames and lenses will be provided every 24 months (\$115.00 retail allowance) with a \$25.00 copay. Lenses may also be obtained at 12 months if there is a medial/optical need. In lieu of the lens and frame benefits, contact lenses may be substituted.

ARTICLE 17 RETIREMENT PLAN

Section 1. MERS Plan. The Employer offers the Municipal Employees Retirement System Benefit Plan B-3 to eligible employees hired on or before December 4, 2013. The Employer shall abide by the terms and conditions of the program with the Municipal Employees Retirement System. The entire bargaining unit must participate with the same percentage contribution of 13.07% for this Plan, and the Employee's wages shall be reduced accordingly through payroll withholding deduction.

- A. **MERS "P" Program.** To the extent the Employer is determined to be eligible, the Employer will provide as soon as feasible, a MERS "P" Program subject to and contingent upon MERS' authorization. The entire bargaining unit must participate the same percentage contribution. Employee's wages shall be reduced accordingly.

- B. **MERS Benefit Program E-2 and F-55 with a Required Period of Credited Service of 15 Years.** The Employer agrees to provide the MERS Benefit Program E-2 and MERS F-55 Waiver with fifteen (15) years of service, effective July 1, 1995, providing the employees pay the total cost through payroll deduction.

- C. For employees hired on or after December 4, 2013, the Employer shall offer a MERS Hybrid Plan. The Plan will consist of a Defined Benefit (DB) component with a 1.25% Benefit Multiplier and a Defined Contribution (DC) component. The County and the Employee will contribute to the Defined Contribution (DC) component of the Plan. The County will match the Employee's contribution in an amount up to 1% of the employee's payroll for the cost of the Defined Benefit (DB) component of the Plan. Employees will be allowed to make additional contributions as allowed under the Plan, MERS regulations, and any applicable laws. Employees will be 100% vested for Employer contributions to the DC component of the Plan after five (5) years of service. Full-time employees hired before adoption of the Plan may convert to the Hybrid Plan at their option in accordance with the terms of the Plan and MERS Uniform Hybrid Program Resolution as adopted by the County Board of Commissioners. MERS required employee contributions will be set at the MERS minimum.

Section 2. Retirees' Life Insurance. Full-time employees who retire during the period of this Agreement and are immediately eligible for retirement benefits as provided in the above plan, shall be provided with \$2,000.00 life insurance coverage, payable to their beneficiary at the time of their death, and the total cost of this coverage shall be borne by the Employer.

Section 3. Health Insurance.

- A. Employees who have retired since January 1, 1971, and are immediately eligible for retirement benefits as provided in the above plan, shall be provided single subscriber health care coverage supplementing Medicare.
- B. Employees who retire after January 1, 1992, and are immediately eligible for retirement benefits shall be provided single subscriber health care coverage. Retirees shall receive the same health coverage options as active employees, if available, with a benchmark as set forth in Article 16, including the increase in the benchmark as set forth in Article 16. Increases in premium costs which exceed the benchmark will be shared 50/50 by the Employer and the retiree on a monthly basis. Retirees can pay for their spouse's coverage under the conditions established by the County. If a coverage is no longer available, the retiree must select from what is available and pay the difference in cost, if any.
- C. In the event a retiree wishes to cover his or her spouse he/she may do so by prepaying the County the difference between the applicable two-person rate and the appropriate benchmark amount.
- D. For employees who retire after December 4, 2013, once the retiree becomes Medicare eligible age, he/she must apply for Medicare. Coverage may be supplemented with the Wraparound Plan determined by the employer. The Employer may change the Wraparound Plan with prior written notice to the retiree.
- E. Employees hired on or after December 4, 2013, shall receive retiree health insurance as follows:

After 10 years of service	50% of the Employer's contribution for active employee single coverage
After 15 years of service	75% of the Employer's contribution for active employee single coverage
20 years of service or more	100% of the Employer's contribution for active employee single coverage

The Employer's contribution shall be capped at the above percentage amount of the existing contribution for current employees for single health care coverage. Employees shall not be eligible until they reach 60 years of age.

Section 4. Notwithstanding any contrary provision contained in this Article, the obligation of the Employer to pay for and provide retiree health insurance shall cease in the event that comparable health insurance is available to the retiree through another Employer or source, such as his/her spouse's Employer. Further, there shall be a requirement to coordinate with other available health insurances, Medicare, Medicaid, Federal insurance or any other health insurance which may be available in part or in total to the retired employee. All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.

Retirees losing medical coverage from another source shall notify the County Financial Services Department in time so that retiree can be re-enrolled the first of the month following their loss of alternate coverage.

The retiree shall apply for Medicare, Medicaid or similar Federal program benefits as soon as he/she is eligible. As of said date, all benefits payable by the County shall be reduced by an amount equal to Federal benefits pertaining at that time and shall be supplemented to such coverage. In the event the name of any of the Federal coverages/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.

Section 5. Retiree's Dental and Vision Coverages. Employees who retire after January 1, 2006, and who are immediately eligible for retirement benefits shall be eligible to continue to participate in the County Dental and Vision coverages provided to active unit employees, as such coverages may be modified from time to time and only to the extent that such benefits are provided to active unit employees. Retiree's shall only be eligible to participate in such coverages if the retiree commences such coverage within 30 days of his/her retirement and the retiree remains continuously insured under such coverage(s) after retirement. Any break in coverage will disqualify the retiree from thereafter participating in the County Dental and Vision coverages provided to active unit employees. Eligible retiree's electing to continue to participate in the County Dental and Vision coverages must pay the full cost of such coverages. A failure to timely remit payment for such coverage, pursuant to the County's policies or practices then in place, will result in the employee coverage being cancelled.

Section 6. Substitution of Carrier. The County reserves the right to substitute another carrier, provided the fundamental provisions of the above coverage will not be changed.

ARTICLE 18 FINANCIAL INSTITUTION

The Employer will, during the life of this Agreement, cooperate with the employee's financial institution program for the benefit of participating nurses.

ARTICLE 19 TRAVEL ALLOWANCE

Section 1. Travel Allowance. The following schedule of mileage allowance shall apply to employees required to drive their own vehicle in the course of their employment.

- A. The County shall use the Internal Revenue Service Standard mileage rate of the first fifteen thousand (15,000) miles, for the simplified method of computing deductible costs in operating passenger automobiles for business purposes for employees as established by Revenue Procedure 80-7 and updates thereof. Any changes in the standard IRS mileage reimbursement rate, either upward or downward, shall be effective prospectively only from and after the first full calendar month after the IRS announces such a change in writing.
- B. Changes in the mileage rate shall become effective from and after the first full reimbursement month subsequent to the IRS publication of any revised rate.
- C. Miles shall always be computed on the basis of the shortest distance between the point of departure and destination. Computation shall be according to the duly adopted County Travel Policy, as clarified by the Department as to “field employees.”
- D. There shall be an explanation given on all claims made to the Board of Commissioners for reimbursement of expenses for all trips.

Section 2. Automobile Insurance. Employees who use their vehicles as a requirement of their job may be reimbursed to a maximum of Ninety Dollars (\$90.00) for additional automobile insurance charges they may pay as the result of the vehicle being used in the conduct of their job.

This payment will be made by December 15th of the contract year, providing that prior to December 1st the employee shall submit proof of the additional automobile insurance and payment of same.

ARTICLE 20 SICK LEAVE

Section 1. Sick Leave Period Yearly Accumulation. All permanent, full-time employees, hired prior to December 4, 2013, shall receive four and one-half (4 ½) hours of paid sick leave credit for each fully compensated pay period of eighty (80) compensated hours and pro-rata increments thereof. Permanent full-time employees hired on or after December 4, 2013, shall receive 3.69 hours of paid sick leave for each fully compensated pay period of eighty (80) compensated hours and pro-rata increments thereof until such employee reach his/her ten year anniversary date, and thereafter such employee will receive four and one-half (4 1/2) hours of paid sick leave for each fully compensated pay period of eighty (80) compensated hours and pro-rata increments thereof.

Section 2. Maximum Accumulation. Sick leave credits not used may be accumulated up to a maximum of 1,920 hours for permanent, full-time employees hired prior to December 4, 2013 and 1280 hours for permanent, full-time employees hired on or after December 4, 2013.

Section 3. Part-Time Employees. Permanent part-time employees shall receive sick leave credits as follows:

- A. Employees permanently scheduled to work 20-29 hours weekly shall receive sick leave at one-half rate.
- B. Employees permanently scheduled to work between 30-39 hours weekly shall receive sick leave on a prorated basis.

Section 4. Use of Sick Leave. Sick leave may be used, with approval of the employee's immediate supervisor, in cases of injury, illness or contagious infection of the employee. Sick leave may also be used with the approval of the employee's immediate supervisor for doctor and dentist appointments of the employee.

Section 5. Sick Leave Increments. Sick leave shall be used in increments of one-half (½) hour or more.

Section 6. Illness in the Immediate Household. A cumulative maximum of forty (40) hours of sick leave credit per contract year may be used for the illness of a spouse, minor dependent child or step-child, or parent of the employee. This time shall be counted for FMLA leave in the event it qualifies. Medical verification may be required by the Employer.

Section 7. When Medical Statement is Required. The Health Officer may require proof of illness, injury, contagious infection or medical treatment when he/she deems it appropriate. An employee absent for any of the above reasons must inform his/her immediate supervisor at least one hour prior to the employee's scheduled starting time in order to be paid for the absence as sick leave. Sick leave time shall be taken in increments of no less than one-half (½) hour.

Section 8. Resignation or Dismissal. Upon resignation or dismissal from County service, all sick leave credits shall be canceled and shall not be reinstated or paid for.

Section 9. Retirement or Death. One-half (1/2) of unused sick leave credits for an employee hired before December 4, 2013, shall be paid, upon retirement of an employee or upon his/her death, to his/her beneficiaries, at a rate of one-half (1/2) the current annual pay to a maximum payment, equivalent to six hundred forty (640) hours pay. Employees hired on or after December 4, 2013, shall receive payout upon retirement of an employee or upon his/her death, to his/her beneficiaries at the rate of 25% the current annual pay to a maximum payment, equivalent to 320 hours pay.

Section 10. Short-Term Disability. The County shall provide full-time employees short term disability coverage at the County's cost which shall provide as follows:

- A. Upon proper determination of disability by the carrier due to a non-work related illness or injury, the County will provide fifty percent (50%) of the employee's gross salary to a maximum of \$300 per week for a maximum of one hundred four (104) weeks. To be eligible for disability insurance, the employee must apply for such insurance when first eligible and not later than 180 days after the injury occurrence. A failure to apply within 180 days after the injury/occurrence may result in an employee being determined to be

ineligible under the terms of the plan.

- B. The short-term disability plan shall not commence until the completion of a ninety (90) calendar day waiting period.

Effective July 1, 1997, the disability payment shall not commence until the completion of twelve (12) calendar weeks elimination period after sustaining a non-work related illness or injury.

- C. The employee may use sick time accumulations during the ninety (90) calendar day waiting period and also may use vacation and compensatory time accumulations. If the employee's total accumulations exceed ninety (90) calendar days, the short-term disability coverage may commence at the beginning of the week following exhaustion of their accumulations.

Effective July 1, 1997, the employee may use sick time accumulations during the twelve (12) weeks elimination period and also may use vacation and compensatory time accumulations. If the employee's total accumulations exceed twelve (12) calendar weeks, the short-term disability coverage may commence at the beginning of the week following exhaustion of their accumulations.

- D. Seniority shall accrue while an employee is on disability. Disability requirements will be determined by the carrier. Employees on disability can pay group rates for up to a maximum of fifty-two (52) weeks.
- E. Disability insurance is to be studied by the Health Care Coalition. A Nurse Practitioners/Clinic Nurses will become a member of that Committee.

Section 11. Annual Cash-Out Option. Upon execution of a written option, an employee shall be paid for one-half (1/2) of the balance of the sick leave credit to a maximum of forty (40) hours that was earned but unused during the twelve (12) month period commencing with the first pay period that ends in January of each year. Payment shall be at the base rate of compensation in place during December of the contract year prior to payment. The remainder of the employee's sick leave balance shall accumulate as set forth in Section 2 of this Article. The payment request shall be submitted on the designated form no later than May 15th, and payment thereafter shall be received no later than June 15th of each year. In the first year of the transition from the December pay date to the June pay date, the employees will be offered the opportunity to cash-out one-half (1/2) of the balance of sick leave credit earned but unused during the six (6) month period between second pay period of November 2017 and the first pay period in May 2018 for payment by June 15th 2018, not to exceed 20 hours. Upon notice of retirement during the first year of the transition, the retiring employee may receive an additional 20 hours of existing sick leave balance at straight time.

Section 12. Sick Time Donation. The County Services Committee of the Board of Commissioners may allow sick time donations, within its discretion. Any decision by the County Services Committee shall not be grievable.

If a request for donating sick time is approved by the County Services Committee, the following procedure will be followed:

- A. The maximum time an employee may donate shall be sixteen (16) hours to no more than two (2) persons in one (1) calendar year.
- B. The list of donating employees will be arranged in alphabetical order of “a” to “z” and “z” to “a” on an alternating basis for each separate donation.
- C. During the period in which the employee is receiving sick leave donations, he/she will not continue to receive sick and/or vacation accumulations.
- D. To be eligible to receive sick leave donations, an employee must use all of his/her accumulated vacation, comp time, sick time and personal leave.
- E. Notwithstanding the above, no employee shall be permitted to donate any accumulated sick time unless he/she has ten (10) or more days accumulated.

This Sick Leave Donation policy may be terminated by the County Services Committee, in its discretion, after the expiration of this contract.

Section 13. Medical Dispute. The Health Officer may require a physical or mental exam by a doctor, at the Employer’s expense, to determine the employee’s ability to perform his/her regular duties, if deemed appropriate. Forty-eight (48) hours prior to a requested mental exam, the President of the Unit and the Association’s Labor Representative shall be notified. The employee may obtain a second opinion at the employee’s expense, and in the event that there is a dispute between the Employer’s doctor and the employee’s doctor, both of these doctors shall select a third doctor, whose decision shall be final and binding on the parties. The expense for the third doctor’s opinion shall be split 50/50 by the Employer and the employee if not covered by the employee’s insurance.

ARTICLE 21 FUNERAL LEAVE

Section 1. Immediate Family. If a death occurs among a member of an employee’s immediate family, the employee will be excused from work up to a maximum of five (5) work days, three (3) of which will be with pay and, if necessary, two (2) additional work days to be charged against earned sick leave. Employees with a minimum accumulated sick leave balance of 200 hours shall have the option to use three (3) days of sick time prior to utilizing annual leave. Immediate family is defined as: spouse, Other Qualified Adult (as defined in Article 16) children, parents, father-in-law, mother-in-law, brother, sister, grandchildren, step-brothers and step-sisters.

Section 2. Other Members of an Employee’s Family. One (1) work day, the day of the funeral, is allowed in the case of the death of an uncle, aunt, nephew, or niece, and two (2) work days for brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandfather, grandmother, or step or foster children or step-parents to be charged against earned sick leave. Upon approval of the department head, one (1) additional work day may be granted, to be charged against sick leave.

Section 3. Additional Time. Any additional time must be charged against annual leave.

Section 4. Appropriate Verification. The employee may be required by the Department to provide appropriate verification to confirm his/her eligibility under the provisions of this Article.

ARTICLE 22 UNPAID LEAVES OF ABSENCE

Section 1. Medical Disability Leave of Absence.

- A. If an employee is medically disabled, including disabilities due to pregnancy or childbirth, such employee may be allowed a medical disability leave of absence under this section.
- B. To be eligible for a medical disability leave, the employee must first exhaust accumulated sick leave days and must provide medical evidence of disability and/or the Health Officer may require a medical examination to determine the employee's ability to perform his/her regular duties if he/she deems it appropriate. However, employees may be permitted to use their accumulated sick leave in four (4) hour increments in conjunction with a leave of absence provided such use is continuous from the date they commenced such leave and that in no case such use extends beyond ninety (90) calendar days.
- C. If an employee is then eligible for such disability for such a medical leave of absence, the employee will be granted a leave during the period of disability for up to ninety (90) calendar days without pay. The medical disability leave may then be extended for one (1) additional period of ninety (90) calendar days upon the employee providing additional proof of medical disability and/or upon medical exam if directed by the Health Officer.
- D. Employees shall be entitled to return to their prior positions in the event their return from a leave of absence is within the 90/180 day leave period for which they are granted leave. Should an employee's leave of absence extend beyond the 90/180 day unpaid leave period for which they are granted unpaid leave but is less than twelve (12) calendar months from the commencement of the total leave (inclusive of any paid annual leave and/or paid sick leave period) the employee shall be entitled to return to the next available vacant position for which they are qualified. Upon return from such a leave to a position other than to the identical position which the employee was employed prior to the leave, the employee will be on probation for a period of ninety (90) days. Upon completion of their probation the employee's seniority will be reinstated up to a maximum accumulation during such leave period of either one (1) year, or an amount equal to the employee's seniority with the County upon the commencement of such leave, whichever time period is less. The leave period includes the date the leave began through the date the employee returns to an available position which cannot exceed one (1) year.

E. Servicemember FMLA. The federal Family and Medical Leave Act (FMLA) now entitles eligible employees to take leave for a covered family member's service in the Armed Forces ("Servicemember FMLA"). This policy supplements the County FMLA policy and provides general notice of employee rights to such leave. Except as mentioned below, an employee's rights and obligations to Servicemember FMLA Leave are governed by our existing FMLA policy.

1. Employee Entitlement to Servicemember FMLA
Servicemember FMLA provides eligible employees unpaid leave for any one, or for a combination, of the following reasons:
 - a. A "qualifying exigency" arising out of a covered family member's active duty or call to active duty in the Armed Forces in support of a contingency plan; and/or
 - b. To care for a covered family member who has incurred an injury or illness in the line of duty while on active duty in the Armed Forces provided that such injury or illness may render the family member medically unfit to perform duties of the member's office, grade, rank or rating.
2. Duration of Servicemember FMLA. When Leave Is Due To A "Qualifying Exigency": An eligible employee may take up to 12 workweeks of leave during any 12-month period. When Leave Is To Care for an Injured or Ill Service Member: An eligible employee may take up to 26 workweeks of leave during a single 12-month period to care for the servicemember. Leave to care for an injured or ill servicemember, when combined with other FMLA-qualifying leave, may not exceed 26 weeks in a single 12-month period.
3. Servicemember FMLA runs concurrent with other leave entitlements provided under federal, state and local law.

Section 2. Child Care Leave. Upon the termination of the medical disability leave arising out of pregnancy, or the terminal illness of an employee's minor child, or upon the adoption by an employee of an infant child under one (1) year of age, an employee may request a ninety (90) day unpaid child care leave. This leave is contingent upon the approval of the Health Officer.

Section 3. Military Leave of Absence. The Health Department abides by the provisions of the Federal laws and State laws with respect to the re-employment rights of an employee, and to the grant of leaves of absence in accordance therewith.

Section 4. Military Reserve Leave of Absence. Upon presentation of official orders requiring military training, a regular full-time County employee who is a member of an armed forces reserve unit or National Guard may be granted a leave of absence of such time as is required to engage in an annual reserve training program. Upon presentation by the employee of appropriate compensation records identifying the dates of and payments made for the training program, the

County shall pay the difference between the compensation received for the reserve training and the compensation that would have been received had the employee worked as scheduled, for up to ten (10) working days annually. In the event that the annual reserve training program 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 desired by the employee.

Section 5. Leave for Association Business. A nurse who is elected by the Association for official Association business that will require absence from work shall be granted a leave of absence not to exceed one (1) year, without pay, and without loss of status for the duration of the assignment, provided such leave can be arranged without interference with the work of the Department. Benefits will not accumulate during said leave.

Section 6. Personal Leave. Personal leaves of absence without pay for reasons other than specifically provided elsewhere in this Agreement, but not for the purpose of seeking or securing work elsewhere, may be granted by the Health Officer upon written application by the employee.

- A. When a personal leave of absence under this provision is granted for a specific period of not more than ninety (90) days the individual shall be entitled, at the termination of such leave, to be reinstated at the time level and type of position the individual held at the time the leave was granted.
- B. When a personal leave is requested for a period of more than ninety (90) days, it shall require the approval of the County Services Committee, and if granted, the employee's position will not automatically be held open for him/her. He/she may be re-employed after return from leave, if and when employment is available at the same level and type of position and level in the unit at which there may then be an opening.
- C. The employee agrees when the leave is granted to keep the Health Department informed of any change in his/her status or conditions that caused the employee to request the leave.

Section 7. Educational Leave. Upon written application, a nurse may be granted a leave of absence without pay to pursue a full-time educational program in nursing or a related field for up to two (2) years without the loss of previously accrued benefits, if approved by the Health Officer and the County Services Committee. The employee shall not accrue benefits while on said leave.

Upon return from an educational leave of absence, the nurse may be re-employed if employment is available, at the same level, rate (subject to contract salary modifications made during the leave), and type of position previously held.

Section 8. Seniority and Fringe Benefits. Vacations, sick leave, and other fringe benefits which have been earned prior to the leave will be retained, but such benefits will not accumulate during leaves of absence. Seniority will continue to accumulate while an employee is on an authorized leave of absence up to a maximum accumulation during such leave period of either one (1) year, or an amount equal to the employee's seniority with the County upon the commencement of such leave, whichever time period is less.

ARTICLE 23 INSURANCE

Section 1. Life Insurance.

- A. Full-time employees shall be eligible for life insurance coverage in the amount of \$50,000.00, including double indemnity for accidental death. Part time/shared time and 3/4 time employees shall not be eligible for life insurance pursuant to this provision.
- B. Employees shall have the option to purchase, at their expense, through payroll deduction, additional life insurance coverage in amounts and for the costs as allowable and determined by the insurance carrier.
- C. Life insurance and Accidental Death and Dismemberment benefits will reduce pursuant to the terms of the Policy, at the age of 65 on a graduated basis.

Section 2. Part-Time Employees.

- A. Permanent part-time and 3/4 time employees shall be eligible for life insurance coverage in the amount of \$20,000.00, including double indemnity for accidental death.
- B. Employees shall have the option to purchase, at their expense, through payroll deduction, additional life insurance coverage in amounts and for the costs as allowable and determined by the insurance carrier.
- C. Life insurance and Accidental Death and Dismemberment benefits will reduce pursuant to the terms of the Policy, at the age of 65 on a graduated basis.

Section 3. Professional Liability Insurance. The Employer shall maintain the current level of professional liability insurance for the employees, which shall cover said employees during the course of their official duties. The Employer shall determine what type and amount of coverage it will afford to its employees. The Employer shall provide the Union notice of any changes in current coverage.

Section 4. Workers' Compensation.

- A. Pursuant to Michigan law, the County provides, at its sole expense, workers' compensation coverage for each employee covered by this Agreement.
- B. Use of Accumulated Sick Leave When on Workers' Compensation. Employees in the bargaining unit are permitted to use accumulated sick leave while on workers' compensation as provided below:

1. The maximum time an employee may use accumulated sick leave while on workers' compensation is twelve (12) weeks.
2. Employees shall not accumulate sick leave or vacation time while off work on workers' compensation. All other fringe benefits shall terminate after an employee is off on workers' compensation for ninety (90) days.
3. Employees who have accumulated 160 hours of sick leave and up to 400 hours are permitted to use their accumulated sick time as a supplement to workers' compensation so that they will receive approximately 80% of their normal straight time pay.
4. Employees who have 159 hours of accumulated sick leave or less shall not be entitled to utilize this section.
5. Employees who have accumulated sick leave of 401 hours or more may use their accumulated sick leave so as to receive 100% of their normal straight time pay.
6. The 80% and 100% wages noted above shall be gross wages minus normal tax deductions and other deductions.

EXAMPLE: If an employee's gross paycheck is \$150.00 and their net paycheck is \$100.00, and workers' compensation payments are \$60.00, the County's obligation is to pay \$20.00, provided the employee meets the above requirements.

ARTICLE 24

I.R.S. SECTION 125

Section 1. I.R.S. Section 125. The Employer will provide, upon the first open enrollment following ratification of this Agreement, I.R.S. Section 125 document(s) allowing employees who choose to participate, the ability to pay for employee contributions with pre-tax dollars for the following:

- A. Medical and hospitalization expenses.
- B. Dependent care programs.
- C. Employee payroll deductions for health care premiums.

The above requirement is subject to, and contingent upon, CPA's verification that the same is permissible and will not jeopardize County tax deductions and is authorized by the I.R.S.

ARTICLE 25 LAYOFF AND RESIGNATION

Section 1. Notice. At least two (2) calendar weeks prior written notice of termination of employment shall be given to the Employer by an employee.

Section 2. Grant Positions. Many of the positions of employment covered by this Agreement are funded by either a Federal Grant, reimbursement by the State of Michigan, or a special fund with the Health Department budget. In the event that the funds being currently provided are terminated, all the positions funded by that source would be eliminated and lay offs will occur as provided in Section 4 below. Laid off grant employees may exercise contract bumping rights as provided in this Article. However, employees may not bump into a grant position unless they meet all grant requirements. The MNA will be notified in writing prior to any termination or layoff.

Section 3. Hour Reductions. Within the sole discretion of the County, it may reduce the number of hours to be worked by the employees covered hereunder if the same is necessitated by a reduction of available funds in lieu of laying employees off. However, if the reduction is in excess of ten (10) days, the affected employees shall have the option of exercising their bumping rights under Article 25.

Section 4. Layoff and Recall. The following subsections apply to layoff and recall in the Nurse Practitioners/Clinic Nurses Unit:

- A. In the event a reduction in personnel and/or positions is necessary, as determined by the Ingham County Board of Commissioners, layoffs will be by classification within a clinic according to the employee's seniority. Employees with identical seniority dates will be laid off in order of numerical value of their social security number, a higher number having the greater seniority. Seniority for purposes of the initial layoff is defined as length of service the employee has in the classification being reduced.
- B. **Bumping.**
 - 1. An employee laid off under Section 2 or 4 of this Article may, in lieu of layoff, bump an employee within the same or a lower salary grade within the same bargaining unit under the conditions set forth under this Article, provided he/she is qualified for the position being sought, as determined by the Department, and that they notify the Department, in writing, of their intent to exercise such bumping rights within three (3) days of receipt of their layoff notice.
 - 2. Laid off employees may bump the least senior employee within their same salary grade within the same bargaining unit with less seniority with: (a) the same or lower status (i.e. full-time, part-time, special part-time); and (b) first within their own clinic and then in other clinics. Laid off employees may also bump the least senior employee with less seniority within the bargaining unit within a lower

classification with: (a) the same or lower status (i.e. full-time, part-time, special part-time); and (b) first within their own clinic, and then in other clinics. Employees bumping within their own salary grade shall retain their step level. Employees bumping into a lower classification shall be placed at the same step in the new position as they held in their previous position.

3. Notwithstanding any provisions in this section to the contrary, Nurse Assessors may not be bumped from their position by a senior employee from another classification.
4. All employees that bump into a different classification, or to a position within a different Department clinic from which the employee was laid off, shall serve a four (4) week probationary period during which the Employer shall determine, in its sole discretion, the employee's ability to perform in the classification or position that the employee was bumped to. In the event an employee is determined by the Employer to not be satisfactorily performing within such classification or position, the employee shall then be returned to layoff status. The Employer's decision as to performance during this probationary period shall be final and shall not be subject to the grievance procedure.

C. Recall.

1. When an opening occurs or when a new position is created in a classification from which employees have been laid off, or bumped, such laid off or bumped employees will be recalled to the classification in the order of their seniority, as defined in Section 5.
2. When an opening occurs in a different classification, or when a new position is created, in the same salary grade, or in a lower salary grade, in the Department, laid off employees within the bargaining unit may be recalled in order of their seniority, as defined in Section 5, provided they are qualified to perform the work, as determined by the Employer. Employees so recalled shall serve a probationary period in the new position as provided in Section 4-A(2)(d) above.
3. Any laid off employee failing to report for work within five (5) working days of the mailing of notice from the Department to her/his last known address, by certified mail, as recorded in the Employer's files, or by such other later date specified in the notice, shall lose her/his seniority and be considered to have voluntarily resigned their employment.
4. Employees on layoff shall notify the Human Resources Department of their current address and/or whereabouts within seventy-two (72) hours of layoff and immediately subsequent thereto of any changes in

address in order to afford the Human Resources Department the ability to notify said employee of recall. Failure to do so by the employee shall constitute a waiver by the employee of the employee's right to recall.

Section 5. Seniority for Layoff and Bumping.

- A. Nurse Practitioners/Clinic Nurses Unit. The following subsection applies to seniority for layoff, recall and bumping in the Nurse Practitioners/Clinic Nurses Unit:

Seniority, for the purpose of bumping to a different classification within the Nurse Practitioners/Clinic Nurses Unit, or for recall, is defined as an employee's continuous length of service in any classification(s) or Department(s) with Ingham County or any Ingham County Courts and within any represented or non-represented unit. Seniority for the initial layoff or bumping in the same classification shall be defined as an employee's time in that classification.

- B. Unused sick leave which was earned prior to the layoff will be retained. Unused vacation which was earned prior to the layoff may be either paid to the employee in a lump sum upon layoff, or, at the employee's option, may be used prior to receipt of unemployment. Vacations, sick leave, and other fringe benefits will not accumulate while an employee is on layoff up to a maximum period of either thirty (30) months, or a time period equal to the employee's seniority with the County upon commencement of such layoff, whichever time period is less; and thereafter, seniority shall be lost.

Section 6. Notice of Layoff and Recall.

- A. The laid off employee and the Unit President shall be given at least fifteen (15) working days' prior notice of the layoff. Notice will be given to the employee in writing or sent by certified mail to the employee's last known address in the personnel file. The requirements in this Section 6, A, shall not apply to employees being laid off due to being bumped. The Unit President shall be given copies of recall notices at the same time that the notice is mailed to the employee.
- B. A bumped employee shall have the same rights as the laid off employee and, seniority permitting, may bump a less senior employee as provided in this Article. Bumped employees must be given at least two and one-half (2 and ½) working days' notification that they shall be laid off through the bumping process prior to such layoff.

Section 7. Voluntary Layoffs. When faced with a layoff, the Employer shall, prior to the enactment of the above provisions, solicit voluntary layoffs by seniority from members of the bargaining unit employed in the classifications and clinic(s) subject to layoff. The Employer may, in its' discretion, solicit voluntary layoffs by seniority from members of the bargaining unit employed

in other clinics or classifications. In requesting such volunteers, the Employer shall state, with certainty at the time of solicitation, the length of such layoff. If an employee should volunteer for such layoff for the time specified by the Employer, and the layoffs should extend beyond the time period so specified, the employee(s) in question shall be recalled and, if necessary, layoff activities will proceed in the manner outlined above in this Article.

Section 8. Bumping Limitations. Full-time employees may bump less senior part-time employees, but part-time employees may not bump full-time employees. Further, employees cannot bump into a position that requires special training or qualifications unless they have the special training or qualifications.

The foregoing bumping procedure shall not be applicable to cases of temporary layoffs that do not exceed ten (10) working days.

ARTICLE 26 EDUCATIONAL REIMBURSEMENT

Section 1. Reimbursement Policy. The purpose of this policy is to establish a written, uniform policy and procedure throughout the County to handle requests for reimbursement for tuition, books, and related supplies. Ingham County has long maintained a tuition refund plan to allow eligible, interested employees financial support in encouraging them to participate in furthering their education outside of work hours. The County will reimburse an employee for tuition costs and other charges, subject to the availability of funds within the Department's budget. In order for an employee to be eligible for reimbursement, he/she must receive prior written approval from the Health Officer; take an eligible course(s) at a recognized school; and follow the application process that is outlined below. Part-time employees shall be eligible for fifty percent (50%) educational reimbursement.

Section 2. Procedure.

- A. The employee must complete the Tuition Reimbursement Request Form and secure approval from the Health Officer and Human Resources Director **PRIOR** to taking a course. It is recommended that the employee confer with the Health Officer regarding his/her educational plan. In order for a course to be eligible, the course must be taken at an approved school. The course must also be related to the employee's present position in the County or is a required course leading to a degree related to the employee's present position.

- B. **AFTER** the employee completes the course, he/she must complete the bottom half of the Tuition Reimbursement Request Form and have the Health Officer and the Human Resources Director approve payment. The reimbursement shall be limited to registration fees, tuition, and laboratory fees and books. Reimbursement requests must be supported by proof of completion with a passing mark and an itemized paid receipt. Under no circumstance will the County reimburse an employee for tuition paid by veterans' benefits, scholarships, student or other grant programs. The County's maximum reimbursement in those cases will be limited to the

difference between the total cost and the amount reimbursed from other sources. The completed Tuition Reimbursement Request Form must be signed by the Health Officer and Human Resources Director and forwarded to the Financial Services Department for payment.

- C. In the event the Human Resources Director does not approve the payment for courses taken or rejects payment for any reason, the employee may appeal his/her decision to the County Services Committee.
- D. This policy shall not effect or supersede previously approved policies with respect to the CETA program or other grant programs.

ARTICLE 27 JURY DUTY

Section 1. Notification. A nurse who is called for jury duty shall notify their immediate supervisor immediately upon receiving notice of such call.

Section 2. Pay Supplement. If a nurse serves on jury duty during days when he/she would normally be scheduled to work, the Employer will provide a jury duty pay supplement to make up the difference between the jury duty payment and his/her normal pay upon his/her presentation of a written statement of his/her jury duty earnings from a proper court official.

Section 3. Time Worked. Jury duty shall be considered as time worked.

Section 4. Other Judicial Proceedings. If a nurse is subpoenaed as a witness in a judicial proceeding for reasons arising out of his/her facility employment, he/she shall receive leave with pay for such attendance if it arises during a period when he/she is scheduled for work, less witness fees paid by the Court.

ARTICLE 28 PROFESSIONAL MEETINGS

Section 1. Attendance Encouraged. The Employer will encourage attendance by Nurses at professional meetings of professional associations or institutions, where attendance is likely to increase the competency of a nurse in his/her professional capacity.

Section 2. Requests. Nurses desiring to attend professional meetings shall submit prior requests to their immediate supervisor for his/her approval.

Section 3. Time Off. Nurses may be given time off, without loss of pay, to attend such professional meetings, and may, at the Employer's option, also be reimbursed for out-of-pocket expenses incurred in such attendance. Attendance at district, State or national nurses association conferences and/or conventions may be granted pursuant to this section.

ARTICLE 29

PROFESSIONAL TRAINING

Section 1. Training. The Employer supports the philosophy of continuing staff development and in-service training. In doing so, the Employer agrees to provide a continuing training program. The frequency and content of the training will be determined solely by the Department. Nurses are encouraged to make recommendations of training they feel would be beneficial in increasing their individual competence and work performance. Any such recommendations shall be considered by the Department before instituting such training.

Section 2. Training Pay. Nurses may attend the training sessions without pay. Those nurses required by the Employer to attend will be paid for such time as worked. Nurses that receive prior approval for compensation from the Department will be paid for training sessions that would otherwise be scheduled work hours. For any employee who attends a non-mandatory conference, training or workshop, etc., and who is voluntarily no longer employed by the County within six months of attending such conference, etc., the employee shall repay the County the costs paid by the County attributable to the conference, etc., by payroll deduction. Such compensated time will not be considered to be in excess of the intent of the nineteen (19) hour weekly concept of special part-time employment.

Section 3. Specialized Training Requests. Requests for specialized training shall be submitted in writing to the employee's supervisor. Copies of such requests shall be provided to the Union Steward.

Section 4. Professional Licenses. All registered nurses and nurse practitioners are accountable for their own professional licensure and must present verification of current licensure to their Supervisor.

Section 5. Code of Ethics. The Employer, without forfeiting any of its' rights under Art. 3 of this Agreement, recognizes that the Association and its members support the "American Nurses Association Code of Ethics" a copy of which is attached to this Agreement.

Section 6. Compliance with Departmental Policy and Procedure. The Ingham County Health Department is required to comply with various rules and regulations. These include but are not limited to Clinical Laboratory Improvement Amendments (CLIA) regulations, Occupational Safety and Health Administration (OSHA), Michigan Occupational Safety and Health Administration (MIOSHA), American Recovery and Reinvestment Act of 2009 (ARRA), Health Information Technology for Economic and Clinical Health Act (HITECH) and Health Insurance Portability and Accountability Act (HIPAA). Therefore, all staff will participate in any and all educational sessions, proficiency testing or other training sessions during work time and all necessary costs shall be paid by the Employer determined to be necessary by the Employer Executive Director for Community Health Care Services, Deputy Health Officer, Medical Director, Community Health Care Services, Medical Director, Public Health Services or Health Officer This does not include required credit or continuing education necessary to maintain licensure.

Section 7. Provider Enrollment, Credentialing and Duty to Report. In order for Ingham County Health Department to bill and receive payment for services with payors such as Medicare,

Medicaid and all other Employer participating health plan participants, providers must complete a provider registration form and also provide their existing Council for Affordable Quality Healthcare (CAQH) Universal Provider Datasource username and password so ICHD may maintain and update each provider account or each provider must provide the information in a timely manner required to create a new account for each provider.

Additionally, Ingham County is required to credential and insure licensed employees and as such, employees agree to the following:

- A. Each employee shall be responsible to report any and all felonies, misdemeanors, allegations, claims, and other offenses against the employee in a personal or professional capacity which may impact the employee's professional license and/or liability coverage under the Federal Tort Claims Act and private insurance or will inhibit the ability to carry out the employee's job duties.
- B. Employees will be disciplined based on the nature and extent of the findings and any impact to liability coverage under the Federal Tort Claim Act and private insurance in accordance with the discipline and grievance procedures outlined in the collective bargaining agreement.

ARTICLE 30 WITHHOLDING OF PROFESSIONAL SERVICES

Section 1. Patients. It is recognized that the needs for care and proper treatment of patients are of paramount importance and that there should be no interference with such care and treatment.

Section 2. No Strike. Adequate procedures exist under this Agreement for the equitable settlement of grievances. The Association and the members of the bargaining unit under this Agreement will not engage in or encourage any strike, sit-down, stay-in, slow-down, failure to report for duty, observance of picket line, willful absence from position or other similar action which would interfere with the treatment and welfare of the patients.

Section 3. Disciplinary Action. The Employer shall have the right to discipline or discharge any employee participating in any of the above stated interferences, and the Association agrees not to oppose such action. It is understood, however, that the Association shall have recourse through the grievance procedure as to matters of fact in the alleged actions of such employees.

Section 4. No Lockout. The Employer will not lock out any employees during the term of this Agreement.

ARTICLE 31 NONDISCRIMINATION

Section 1. Employer's Pledge. The Employer, while engaging in hiring, promoting, advancing, or assigning to jobs, or any other term or condition of employment agrees not to discriminate because of race, height, weight, age, color, national origin, religious affiliation, sex, sexual orientation, marital status, membership or activity on behalf of the Association, or participation in the grievance procedure.

Section 2. Association's Pledge. The Association agrees that, with regard to membership, representation or Association activity, it will not discriminate for any of the reasons set forth above.

Section 3. Gender. References to the feminine gender may refer to the masculine gender or vice versa.

Section 4. Nothing in this Agreement shall be construed to limit the Employers' ability to comply with State or Federal civil rights requirements, including compliance with any accommodations requirements under the Michigan Handicappers Act or the Americans With Disabilities Act; and/or any State or Federal judicial or administrative orders directing compliance with an applicable State or Federal civil rights law or regulation.

ARTICLE 32 HEALTH AND SAFETY

Section 1. Health and Safety Committee. The Employer and the Union agree to establish a Health and Safety Committee consisting of two (2) employees of the bargaining unit and two (2) representatives of the Employer. Any alleged health or safety problem shall be directed to the committee in writing. The recommendation of the majority vote of the committee shall be final and binding upon the Employer and the Union. However, if the parties cannot reach a majority decision, it shall not be subject to any grievance procedure provided for herein, but may be subject to State and Federal statutes.

ARTICLE 33 VALIDITY OF AGREEMENT

Section 1. Holding of Invalidity. If any Article or section of this Agreement should be held invalid by a Court of competent jurisdiction, the remainder of this Agreement shall not be affected thereby. In such event, the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article, section or provision held invalid.

Section 2. Catch Line Not Part of Section. The catch line heading of any section of the Agreement that follows the section number shall in no way be deemed to be a part of the section of the Agreement, or be used to construe the section more broadly or narrowly than the text of the section would indicate, but shall be deemed to be inserted for purposes of convenience to persons using the Agreement.

ARTICLE 34 USE OF FACILITIES

Section 1. Use of Facilities. The Association may use available rooms at the Facility for Association meetings for the unit's employees with the prior consent of the Employer.

Section 2. Bulletin Boards. The Association shall have the right to use designated bulletin boards to announce local, regional, national, or State meetings and to otherwise inform its members of matters of professional interest. Copies of proposed notices shall be given to and approved by the Health Officer in advance of posting.

Section 3. Health Department Equipment. The Association, upon making appropriate arrangements through the Health Officer, may use Health Department equipment for Association activities. The Association shall, upon billing by the Health Department, pay the Department's cost of equipment or supplies used.

ARTICLE 35 SALARY SCHEDULE

Section 1. Basis for Rate of Pay. The rate of pay for employees covered by this Agreement is based on full-time employment for the positions in that classification. Said rates are set forth in the Salary Schedule of this Agreement.

Section 2. Original Appointments. Original appointments to any position shall be made at the entrance rate of the classification, except that when deemed appropriate by the County, nurses who have nursing experience may receive credit for that experience when beginning employment as provided in Article 10, Section 2. It is within the sole discretion of the Employer to determine if credit will be given for experience. This determination shall take into consideration the recommendation of the applicable supervisor.

Section 3. New Employees. New employees who start at the starting salary shall advance to the next step of their salary grade at the beginning of the payroll period following their successful completion of one (1) year of continuous regular employment. Further advancement within the salary structure shall be by successive steps effective the payroll period following the employee's anniversary date of continuous County service. Employees starting above the starting step shall receive further advancement within the salary structure by successive steps effective the payroll period following the employee's anniversary date of continuous County services covered by this Agreement.

Section 4. Educational Bonus. An employee who successfully completes a Master's Degree Program in Public Health or Nursing through an accredited university will receive a one-step increase on the existing salary schedule. This section shall not apply to positions for which a Master's Degree or being Master's Prepared is a required job qualification. An employee who successfully completes a Doctoral Degree Program in Public Health or Nursing through an accredited university will receive a one-time bonus equal to 2.5% of their current annualized wage. This section shall not apply to positions for which a Doctoral Degree is a required job qualification.

Section 5. Merit Increases. Merit increases may be recommended by the Health Officer and submitted to the County Services Committee for approval under such policies and procedures as may be established by the Board of Commissioners.

Section 6. Classifications. For purposes of the wage rates established in Section 7 of this Agreement, the classifications covered by this Agreement shall be placed in the Department’s pay plan as follows:

<u>Pay Grade</u>	<u>Classification Title</u>
1	Health Center Nurse Immunization Nurse
2	BCCCP Nurse Nurse Assessor
3	Nurse Case Manager BCCCP Charge Nurse Disease Control Nurse Electronic Health Records Nurse/Trainer PCMH Coordinator Quality Improvement Coordinator
4	(Intentionally left blank)
5	Immunization Clinic Supervisor
6	Nurse Practitioner/Provider

Section 7. Salary Schedules.

The Salary Schedules shall be as follows:

- A. Effective the first full pay period following ratification by both parties, through December 31, 2018, the following wage schedule shall become effective (+1% increase above 2017 for Pay Grades 1-5, Pay Grade 6 adjusted for pay parity with Physician Assistants for 2018 contingent upon elimination of meaningful use LOA #4 and Article 10, Section 8 exclusion of Nurse Practitioners from premium pay, and a 0% increase for all Pay Grades with the option for re-openers in year 2 and 3 of the Agreement as set forth in Article 42):

<u>Pay Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
1	50,390	52,743	55,206	57,783	60,482
2	52,655	55,115	57,691	60,399	63,208

3	57,434	60,118	62,927	65,868	68,947
4	60,129	62,937	65,879	68,954	72,176
5	62,813	65,748	68,819	72,034	75,402
6	77,197	80,801	84,577	88,524	92,658

Section 8. Promotions and Reclassifications.

- A. Current annual wage is defined as the salary paid to the employee on the date immediately prior to the date of reclassification or promotion.
- B. Employees who are reclassified or promoted within their career field to a new or different pay grade shall receive an increase of a minimum of five percent (5%) to a maximum of ten percent (10%) more than the above-stated current annual wage, except in the event that Step 1 of the new salary grade is ten percent (10%) above the current annual wage said employee shall be placed in Step 1 of the new salary grade.
- C. If there is no step in the new salary grade that is between five and ten percent (5% - 10%) higher than the current annual wage, said employee shall receive an annual salary increase of seven and one-half percent (7.5%) which shall be effective the first full pay period following promotion or reclassification. On said employee's next anniversary date [which is one (1) year following the effective date of reclassification or promotion] he/she shall be eligible to advance to the next step on the salary scale which is larger than said employee's salary at that time.
- D. In the event that an employee would receive less money as a result of reclassification or promotion than he/she would have received over the next calendar year if he/she had not been reclassified or promoted, then the Union Labor Representative and Employer shall meet to resolve same.
- E. In no event shall the new salary exceed the maximum of the salary grade.
- F. Employees who are not promoted within their career field, but who go on to a different career field, shall be compensated as specified in Section 2 of this Article. In the event there is a dispute regarding whether or not the change is or is not within one's career field, the Employer and the Union Labor Representative shall meet to resolve same.

Section 9. Overpayments. Any overpayment of compensation that is not disputed by the employee shall be repaid through payroll deduction. The Employer and employee shall attempt to negotiate a repayment schedule. If the parties are unable to agree on a repayment schedule, the Employer may deduct up to five percent (5%) of an employee's gross bi-weekly pay.

**ARTICLE 36
PAST PRACTICES**

Section 1. Past Practices. There are no agreements which are binding on any of the parties other than the written provisions contained in this Agreement. No further agreement shall be binding on any of the parties until it has been put in writing and signed by the parties to be bound.

**ARTICLE 37
SERVICE/SENIORITY**

Section 1. Definition.

- A. “Service,” for economic and fringe benefit purposes, shall mean the status attained by continuous length of service as an employee in any classification or Department with Ingham County or any Ingham County Courts and within any represented or non-represented unit. Continuous service is defined as that time actually spent on the active payroll of the County of Ingham or any Ingham County Courts plus approved leaves of absences. Absences on leave without pay in excess of ten (10) days, shall be deducted in computed total service, but shall not serve to interrupt continuous service.
- B. “Seniority” for purposes of this initial decision for layoff is defined as length of continuous service the employee has in the classification being reduced. Seniority, for the purpose of bumping to a different classification, or for recall, is defined as a employee’s continuous length of service in any classification(s) Department(s) with Ingham County or any Ingham County Courts and within any represented or non-represented unit.
- C. Seniority for all other purposes shall mean continuous length of service as an employee in any classification(s) or Department(s) with Ingham County or any Ingham County Courts and within any represented or non-represented unit. The application of seniority shall be as applied to the terms and conditions contained in this Agreement. Employees who are hired on the same date shall be placed on the seniority list as determined by adding up all of the numbers of the employee’s social security number, the highest having the greater seniority. Each number shall be considered as a single number.
- D. “Anniversary date” is the date used to determine length of employment within a specific classification. An employee is assigned an anniversary date upon a promotion or reclassification. Anniversary date is used if an employee is reclassified or promoted to determine the date for subsequent step increases.
- E. “Date of hire” for purposes of step increases only, shall mean the date an employee commences in a full or part-time position in a classification under this Agreement. The use of “date of hire” is not used for reclassification or promotion purposes regarding step increases.

Section 2. Seniority List. The Employer shall prepare and maintain a seniority list which shall list the name, classification, anniversary date, and seniority date of each employee. The Employer shall submit the seniority list to the Unit Treasurer and Association Labor Representative on a quarterly basis.

Section 3. Loss of Seniority/Employment. An employee shall lose his/her seniority and job for any of the following reasons:

- A. He/she voluntarily resigns;
- B. He/she is discharged for just cause and not reinstated;
- C. He/she retires;
- D. He/she is laid off for a period greater than their seniority or thirty (30) months, whichever is less;
- E. He/she is absent from work for three (3) consecutive working days without notification to the Employer and without acceptable excuse for not notifying the Employer;
- F. He/she fails to return to work upon recall from layoff;
- G. He/she fails to return to work after expiration of leave of absence; and
- H. He/she makes an intentionally false statement on his/her employment application or on an application for leave of absence or any other employment record or form.

ARTICLE 38 JOB DESCRIPTIONS

Section 1. Job Descriptions. The County will provide the Union with a copy of the new or changed job description(s) for employees covered under this Agreement.

ARTICLE 39 RECLASSIFICATIONS

Section 1. There will be no further reclassifications through a contractual procedure except through the negotiation process for a successor Agreement.

ARTICLE 40 TERM OF AGREEMENT

Section 1. Duration. This Agreement shall be effective April 10, 2018, and shall continue in effect for a period ending December 31, 2020. The parties recognize that this Agreement is subject to the constitutions and laws of the United States and State of Michigan.

- A. Re-opener 1: On or after August 1, 2018, either party may choose one issue for a re-opener, to take effect on or after January 1, 2019, by giving notice to the other party no later than December 1, 2018. If the issue for a re-opener is not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect.
- B. Re-opener 2: On or after August 1, 2019, either party may choose one issue for a re-opener, to take effect on or after January 1, 2020, by giving notice to the other party no later than December 1, 2019. If the issue for a re-opener is not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect until December 31, 2020.

Section 2. Extension of Agreement. The parties agree to meet and negotiate over the terms of a new agreement to take effect after the expiration of this Agreement at mutually convenient times and place upon the call of either party.

Section 3. Binding Effect. This Agreement shall be binding upon the parties hereto and their successors and assigns for the Department and the Association.

Section 4. To the extent required by MCL 423.215 (7), an Emergency Manager appointed under the Local Government and School District Fiscal Accountability Act (being MCL 141.1501 *et seq*) may reject, modify, or terminate provisions of this collective bargaining agreement as provided in the Local Government and School District Fiscal Accountability Act.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representatives this 9th day of ~~September~~ ^{October} 2018.

COUNTY OF INGHAM

MICHIGAN NURSES ASSOCIATION


 Carol Koenig, Chairperson
 Ingham County Board of Commissioners


 Jane Southwell, President

09/18/2018
 Date


 Julia Smith-Heck,
 Labor Representative

9-19-18
 Date

APPROVED AS TO FORM:
 COHL, STOKER & TOSKEY, P.C.


 Mattis D. Nordfjord

n:\client\ingham\lcalh_dept\negs\mna (clinic nurses)\2018cba re-draft\chd 2018 - (mdn) 5.21.18.doc

APPENDIX A
Confidentiality Agreement
of Private Health Information Disclosed to Union

The Union has filed a grievance on behalf of an employee and is asking for private health information for the purpose of investigating, preparing, and presenting the grievance. The parties enter into this Agreement in order to satisfy the parties' responsibilities under the Public Employment Relations Act and the Health Insurance Portability and Accountability Act. Ingham County, the Union, and the grievant(s) recognize the need to provide the requested information and to protect private health information during the grievance and arbitration process.

NOW, THEREFORE, Ingham County, the Union, and the grievant(s) agree as follows:

1. The Union and the grievant(s) will not use or disclose the protected health information for any purpose other than the litigation, grievance or arbitration proceedings for which such information is requested. Patient information will not be shared with anyone other than the grievant(s), their legal counsel, Union Grievance Representatives/representatives, an arbitrator, or any other persons who are directly involved in the processing of this grievance and who have a need to know the information.
2. The Union and the grievant(s) will use pseudonyms and will not use the patient names when discussing the grievance or when filing documents related to any litigation, grievance or arbitration proceeding.
3. The Union and the grievant(s) will return to Ingham County or destroy the protected health information (including all copies made) at the end of the litigation, grievance or arbitration proceedings and they agree not to keep or maintain any electronic copies of such information.

For Ingham County

For Michigan Nurses Association

Date: _____

Date: _____

Grievant

Date: _____

APPENDIX B
Lateral Transfer Request Form

**ADOPTED - APRIL 10, 2018
AGENDA ITEM NO. 9**

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH
MICHIGAN NURSES ASSOCIATION – NURSE PRACTITIONERS/CLINIC NURSES
UNIT**

RESOLUTION # 18 – 143

WHEREAS, an agreement has been reached between representatives of Ingham County and the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Michigan Nurses Association through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Nolan, Sebolt, Grebner, Celentino, Hope, Maiville
Nays: None **Absent:** Naeyaert **Approved 04/03/2018**

FINANCE: Yeas: Grebner, Anthony, Crenshaw, Tennis, Koenig, Louney, Schafer
Nays: None **Absent:** None **Approved 04/04/2018**

Economic highlights of the tentative agreement include the following:

- Contract Duration: Date of BOC approval thru December 31, 2020
- Salary Schedules (Article 35):
 - Effective upon approval by the Board of Commissioners – 1% wage increase applied to the current 2017 Salary Table. Nurse Practitioners placed on pay parity with Physicians Assistants.
*Eliminate current meaningful use Letter Agreement #4 for Nurse Practitioners
 - 2019 0% wage increase, Reopener - Either party may choose one (1) issue for a re-opener to take effect on or after January 1, 2019
 - 2020 1% wage increase, Reopener – Either party may choose one (1) issue for a re-opener to take effect on or after January 1, 2020
- Hospitalization – Medical Coverage (Article 16):
Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioners
- Dental Insurance (Article 37):
Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners
- Vision (Article 41):
Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners
- Sick Leave (Article 20):
 - Section 11. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15th to June 15th.
- Holidays (Article 15):
Nurses required to work on designated holidays shall be paid at 1.5 times their regular straight time hourly rate for hours worked.

**LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
MICHIGAN NURSES ASSOCIATION
NURSE PRACTITIONERS/CLINIC NURSES UNIT**

Ingham County Clerk Barb Byrum
Filed per Contract Policy

Res. # 18-514 /Short Form _____

Clerk File # 690-18

WHEREAS, the Ingham County Board of Commissioners (the “Employer”) and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses Unit (the “Union”) are parties to a collective bargaining agreement With a term running through December 31, 2020 (the “CBA”); and

WHEREAS, the CBA contains Article 40 (pp 52-53) which allowed either party to choose one issue for a re-opener to take effect on or after January 1, 2019; and

WHEREAS, the Employer and the Union met to discuss the re-opener and have agreed to revise and replace the Salary Schedule in Section 7(A) of Article 35 (pp 48-50) to reflect a 2% wage increase effective January 1, 2019; and

WHEREAS, the Employer and the Union met to discuss the re-opener and agreed to revise and replace Section 10 of Article 10 (pp 12-16) reflecting an increase in the paid on-call bonus received when assigned to the Communicable Disease Unit on standby/on-call status, effective January 1, 2019; and

WHEREAS, based on a separate initiative spearheaded by the Employer to create a uniform sick leave donation policy to be implemented by all County employees, the Employer and the Union have agreed to also revise and replace Section 12 of Article 20 (pp 31-34) with the Ingham County Sick Leave Donation Policy, which will cover all requests for sick leave donations for employees.

RECEIVED

MAR 29 2019

INGHAM COUNTY CLERK'S OFFICE

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

1. The Salary Schedule, effective January 1, 2019, is amended to reflect a 2% wage increase to all steps of each classification, replacing the prior Salary Schedule in its entirety. The amended Section 7(A) of Article 35 is incorporated by reference into this Letter of Understanding as follows:

Pay Grade	Step 1	Step 2	Step 3	Step 4	Step 5
1	51,397.64	53,797.61	56,309.58	58,938.97	61,691.17
2	53,708.19	56,218.01	58,845.26	61,595.30	64,472.44
3	58,581.34	61,320.62	64,185.85	67,185.85	70,325.83
4	61,332.46	64,195.61	67,196.63	70,333.38	73,617.70
5	64,068.50	67,063.05	70,195.49	73,475.51	76,909.56
6	78,740.77	82,417.17	86,268.09	90,294.60	94,510.67

2. Section 10 of Article 10 containing the rates received when assigned to the Communicable Disease Unit on standby/on-call status, effective January 1, 2019, is amended to reflect an increase in the compensation, revising and replacing the prior rates found in Section 10 of Article 10 in its entirety. The amended rates are incorporated by reference into this Letter of Understanding as follows:

Section 10. "On-Call" Bonus. Effective upon ratification of this Agreement, Nurse Practitioners and nurses assigned to the Communicable Disease Unit on "standby/on-call" status shall receive and will be paid an "on-call" bonus as follows:

Daily Stipends Per Pay Period - \$50/weekday; \$75/weekend day and holidays. equal to:
~~Ratification Date - December 31, 2013 - \$3.23~~
~~January 1, 2014 - December 31, 2014 - \$3.23~~

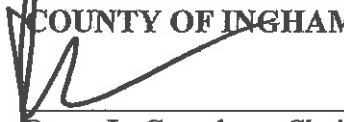
~~per hour for weekdays (Monday through Friday) and for weekends and holidays. (Weekends are defined as beginning at 5:00 p.m. on Friday and running through 7:59 a.m. on Monday.) The waiting time spent during standby/on-call "On-call" bonus hours shall not be included in~~

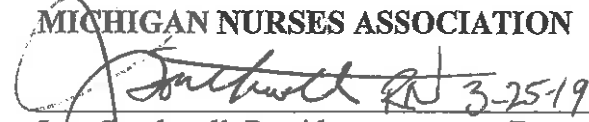
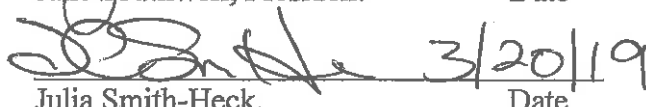
calculating overtime or constitute hours worked for the calculation of wages under this Agreement, and the "on-call" bonus shall be paid quarterly.

Time spent working during standby/on-call "On-call" (e.g. responding to work related telephone calls, entering data into electronic medical records) will constitute hours worked and will be tracked and paid, in addition to the Daily Stipend, consistent with this Agreement and Employer policy. ~~status bonus shall include work related telephone calls.~~

3. Section 12 of Article 20 is amended to reflect the adoption of the Ingham County Sick leave Donation Policy, effective January 1, 2019. The amended policy is attached hereto as Exhibit A and incorporated by reference into this Letter of Understanding.

4. All other terms of the collective bargaining agreement between the Employer and the Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

COUNTY OF INGHAM

Bryan L. Crenshaw, Chairperson Date 3/29/19
Ingham County Board of Commissioners

MICHIGAN NURSES ASSOCIATION
 3-25-19
Jane Southwell, President Date
 3/20/19
Julia Smith-Heck, Date
Labor Representative

APPROVED AS TO FORM FOR
COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: 
Mattis D. Nordfjord

EXHIBIT A
ARTICLE 20, SECTION 12- SICK LEAVE

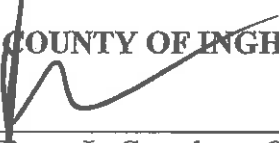
See Attached Ingham County Sick Leave Donation Policy.

calculating overtime or constitute hours worked for the calculation of wages under this Agreement, and the "on-call" bonus shall be paid quarterly.

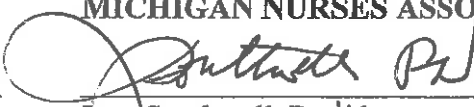
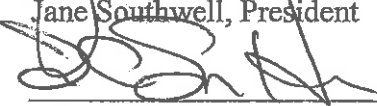
Time spent working during standby/on-call "On-call" (e.g. responding to work related telephone calls, entering data into electronic medical records) will constitute hours worked and will be tracked and paid, in addition to the Daily Stipend, consistent with this Agreement and Employer policy. ~~status bonus shall include work related telephone calls.~~

3. Section 12 of Article 20 is amended to reflect the adoption of the Ingham County Sick leave Donation Policy, effective January 1, 2019. The amended policy is attached hereto as Exhibit A and incorporated by reference into this Letter of Understanding.

4. All other terms of the collective bargaining agreement between the Employer and the Union shall govern the terms and conditions of employment for the employees. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.

COUNTY OF INGHAM

Bryan L. Crenshaw, Chairperson Date
Ingham County Board of Commissioners

3/29/19

MICHIGAN NURSES ASSOCIATION

Jane Southwell, President Date

Julia Smith-Heck, Date
Labor Representative

3-26-19

3/20/19

APPROVED AS TO FORM FOR
COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: 
Mattis D. Nordfjord

Approved: XXX, XX XXXX
Resolution No. XX-XXX

A. Introduction

Ingham County places a great deal of importance on work attendance by employees and does provide for absences due to illness of the employee or an immediate family member. However, the County recognizes that there are times when unforeseen events happen when employees need assistance from their fellow employees due to FMLA qualifying events that result in need for sick leave (or leave time for employees of the Road Department) donations from other employees.

B. Guidelines

1. To be eligible to accept sick leave donations an employee:
 - a. Must not be on probation.
 - b. Must have an FMLA qualifying event that would cover the employee or the employee's FMLA covered family members.
 - c. Must have exhausted all forms of compensation as listed in their collective bargaining agreement.
 - d. May be on collective bargaining unit or employment manual special leave due to exhaustion of FMLA.
 - e. Must make a request for sick leave donations to their immediate supervisor.
2. To be eligible to donate sick time an employee:
 - a. Must not be on probationary status.
 - b. Must have at least 80 hours of sick leave in their accrual bank.
 - c. Must respond to request for sick leave donation by the posted deadline.
3. Sick Leave Donations
 - a. Employees who are eligible to donate sick leave may donate up to 40 hours of sick leave in a calendar year to a maximum of 3 people.

Sick Leave Donation Policy

- b. Sick leave donations can be made to any Ingham County employee regardless of department or collective bargaining unit affiliation.
 - c. Sick leave donations will not affect the donating employee's option to participate in annual sick leave buy out.
 - d. Employees must respond to requests for sick leave donations by the posted deadline in order to donate.
 - e. Employees may only make 1 sick leave donation request for each FMLA qualifying event which will result in an extended absence from work.
 - f. The employee will not earn any accruals while receiving sick leave donations.
4. Sick Leave Donation Process
- a. An employee with a FMLA qualifying event who has exhausted all forms of compensation makes a request for sick leave donations to their immediate supervisor.
 - b. The supervisor contacts Human Resources (HR) with the sick leave donation request.
 - c. HR will verify that the employee is eligible to request sick leave donations.
 - d. Once verified HR will send out a sick leave donation request to all Ingham County employees. The request will include the following information:
 - i. Employee name
 - ii. Department
 - iii. Collective bargaining unit (if any)
 - iv. Deadline to donate
 - e. All requests for sick leave donations will be open for 3 weeks; no sick leave donations will be accepted after the posted deadline.
 - f. Employees who wish to donate their sick leave must respond to HR by the posted deadline with the name of the employee they wish to donate to and the number of sick leave hours they are donating.
 - g. HR will verify that employees who have donated are eligible to donate sick leave.
 - h. Sick leave donations will be utilized on a first come, first donated basis.
 - i. All sick leave donations received will be placed into the requesting employee's donated sick leave accrual bank for their use. If there is a balance of donated sick leave upon the

Sick Leave Donation Policy

employee's return to work, those hours will be placed in a County-wide sick leave donation bank.

**ADOPTED – DECEMBER 11, 2018
AGENDA ITEM NO. 16**

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE COLLECTIVE BARGAINING AGREEMENT
WAGE REOPENER WITH THE MICHIGAN NURSES ASSOCIATION,
NURSE PRACTITIONERS/CLINIC NURSES UNIT**

RESOLUTION # 18 – 514

WHEREAS, a collective bargaining agreement has been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2017 through December 31, 2020; and

WHEREAS, the agreement included a wage reopener for 2019; and

WHEREAS, an agreement regarding the 2019 wage reopener has been reached between representatives of Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit; and

WHEREAS, the wage reopener agreement for 1) amending the On-Call Bonus in Article 10, Section 10 and for 2) a 2% wage increase effective the first full pay period on or after January 1, 2019 or the effective date of ratification by both parties, whichever occurs later, and for 3) a Sick Leave Donation Policy has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the 2019 wage reopener agreement between Ingham County and Michigan Nurses Association, Nurse Practitioners/Clinic Nurses Unit.

BE IT FURTHER RESOLVED, that the Human Resources Director is authorized to modify the current collective bargaining agreement to include the modifications of the 2019 wage reopener agreement, subject to the approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that that Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary documents after approval as to form by the County Attorney.

COUNTY SERVICES: Yeas: Nolan, Grebner, Celentino, Maiville, Naeyaert
Nays: None **Absent:** Sebolt, Hope **Approved 12/04/2018**

FINANCE: Yeas: Grebner, Crenshaw, Morgan, Slaughter, Schafer
Nays: None **Absent:** Tennis, Triplett **Approved 12/05/2018**