

GENESEE COUNTY ROAD COMMISSION

Employee Handbook

Policies & Procedures



Office of Human Resources

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GENESEE COUNTY ROAD COMMISSION EMPLOYEE HANDBOOK

W E L C O M E T O G E N E S E E C O U N T Y R O A D C O M M I S S I O N

Dear Employee:

On behalf of the Genesee County Road Commission (hereafter, GCRC), we are pleased to welcome you to the GCRC team. Whether you have just joined our staff or have been at GCRC for a while, your work for GCRC directly impacts the service we provide to our residents and customers. Each employee contributes to the GCRC's success of services provided. We consider the employees of GCRC to be one of its most valuable resources, and we look forward to a productive and successful association with all our employees. We are confident that you will find GCRC a dynamic and rewarding place in which to work.

This Handbook has been written to serve as the guide for the employer/employee relationship, describes expectations for our employees and outlines our policies, programs, and benefits available to employees. The Handbook also describes general responsibilities of each department.

There are several things to keep in mind about this Handbook. First, it contains only general information and guidelines. This Handbook does not constitute an employment contract for a guaranteed period of time. In instances where employees are covered by collective bargaining agreements, they take precedence over the information contained in this Handbook. Either you or GCRC may terminate this relationship at any time, for any reason, with or without cause or notice. Please understand that no supervisor, manager, or representative of GCRC other than the Genesee Board of Road Commissioners, has the authority to enter into any agreement with you for employment for any specified period or to make any promises or commitments contrary to the foregoing.

This Handbook is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to the Human Resources Department. The procedures, practices, policies and benefits described herein may be modified, negotiated or discontinued from time to time at the discretion of the GCRC Board of Commissioners. We will inform you of any changes as they occur.

The work that we do is essential to our mission. It is our responsibility to help maintain a safe, cost-efficient and quality county road system for motorists and residents in Genesee County. Therefore, each employee must take their responsibilities seriously, treat each other, residents, vendors, contractors and stakeholders with respect and do their best to provide quality performance, contribution, and services. GCRC depends on you to work diligently in helping to meet its mission, goals, and responsibilities.

Employees should familiarize themselves with the contents of the Employee Handbook as soon as possible, for it will answer some commonly asked questions about employment with us. We hope that your experience with GCRC will be challenging, enjoyable, and rewarding.

The provisions of this Handbook will take immediate effect upon their adoption by resolution of the GCRC, pursuant to the Michigan Open Meetings Act. The policies and the rules and regulations as contained in this Handbook apply in their entirety to all employees of GCRC, and compliance therewith is a condition of continued employment. In the event, any provision of this Handbook conflicts or differs with provisions of any written employment contract or collective bargaining agreement between an employee and/or Union and GCRC, such written employment contract and/or collective bargaining agreement shall supersede the provisions of this Handbook.



GENESEE COUNTY ROAD COMMISSION EMPLOYEE HANDBOOK

It shall be the responsibility of the Human Resources Department to administer the provisions of this Handbook. All supervisory personnel shall abide by and enforce all rules and regulations as contained herein.

A copy of this Handbook shall be given to every employee of GCRC, who shall sign a form acknowledging receipt of same, which shall be placed in the employee's personnel file. The adoption of these policies by GCRC shall revoke, supersede, and render null and void any and all previous rules, regulations, procedures policies and practices inconsistent with those contained herein as have been adopted by GCRC.

Once again, welcome!



PREFACE

EMPLOYEE ORIENTATION

The Human Resources Department will acquaint new employees with the rules, regulations, policies, procedures, and practices that affect your daily activities. Your supervisor will offer an overview of your work area and introduce coworkers. Employee orientation is aimed to assist new hires in adjusting to your job and helping you feel welcome.

GENESEE COUNTY ROAD COMMISSION VISION & MISSION

VISION

To be recognized as the leader in road maintenance public sector services.

MISSION

Our mission, as Genesee County Road Commission Employees, is to collectively provide and maintain a safe, cost efficient and quality County Road System for motorists in Genesee County.

CONTACT INFORMATION

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I. GCRC ORGANIZATION

ABOUT THE GENESEE COUNTY ROAD COMMISSION

The Genesee County Road Commission (GCRC) has served the road needs of Genesee County for more than 100 years. The GCRC operates and maintains approximately 2410 miles of roads in Genesee County, 811 miles of roads under contract with MDOT, and over 250 signalized intersections. It oversees 6 maintenance facilities and serves 17 Genesee County Townships.

GENESEE COUNTY BOARD OF ROAD COMMISSIONERS

The Genesee County Board of Road Commissioners is composed of five Board Members who are appointed by the Genesee County Board of Commissioners. They serve staggered six year terms. The Commissioners serve as an oversight board that governs the GCRC. The Board as a group provides policy, future vision, and fiscal oversight. Michigan law specifies that a Board of County Road Commissioners “shall act as an administrative board only and the function of the board shall be limited to the formulation of policy and the performance of duties imposed by law and delegated by the Board of County Commissioners.”

MANAGING DIRECTOR

Appointed by the Genesee County Board of Road Commissioners to serve as the Chief Administrative Officer that manages all activities and departments of the GCRC. The Managing Director makes recommendations concerning policies and assists in the development and implementation of procedures for all departments. Provides general leadership and direction to the Genesee County Board of Road Commissioners. Develops long term and short-term goals, objectives, strategies and utilizes comprehensive planning. Serves as spokesperson for the GCRC Board of Commissioners on matters of established policies or preliminary program development. Serves as liaison with local, state and federal agencies. Supervises all functions including project planning and development, engineering, road and bridge maintenance, fiscal management and budget control, union labor relations, contract negotiations, and human resource management. Implements policies formulated by the commission on classification, compensation, disbursements, qualifications, transactions, and conditions of employment. The Managing Director promulgates regulations to supplement and further implement GCRC Rules.

GCRC DEPARTMENTS

The Genesee County Road Commission (GCRC) has many internal departments with unique responsibilities in meeting the operational and administrative needs of its overall operations.



II. EMPLOYMENT

EMPLOYEE CLASSIFICATION CATEGORIES

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment at-will relationship at any time is retained by both the employee and GCRC.

Nonexempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

Exempt employees are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

GCRC has established the following categories for both nonexempt and exempt employees:

- 1. Regular, Full-time:** Employees who are not in a temporary status and who are regularly scheduled to work GCRC full-time schedule of 40 hours per week. Generally, these employees are eligible for the full benefits, subject to the terms, conditions and limitations of each benefits program.
- 2. Regular, Part-time & Seasonal:** Employees who are not in a temporary status and who are regularly scheduled to work less than the full-time schedule but at least 20 hours each week. Regular, part-time employees are eligible for some of the benefits offered by GCRC subject to the terms, conditions and limitations of each benefits program.
- 3. Temporary and Seasonal, Full-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work GCRC's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.
- 4. Temporary, Part-time:** Employees who are hired as interim replacements to temporarily supplement the workforce or to assist in the completion of a specific project and who are temporarily scheduled to work less than GCRC's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

Temporary workers are not eligible for GCRC benefits unless specifically stated otherwise in GCRC's policy or are deemed eligible according to plan documents.



RESUME/APPLICATIONS

5. Resumes and applications are only accepted and reviewed for advertised and/or posted positions
6. Resumes that have been considered for specific job openings will be retained on file for further consideration for a period of six (6) months.
7. Unsolicited resumes will not be accepted at any time.

BACKGROUND AND REFERENCE CHECKS

To ensure that individuals who join GCRC are well qualified and to ensure that GCRC maintains a safe and productive work environment, it is our policy to conduct pre-employment background checks on all applicants who accept a conditional offer of employment. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to GCRC. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the Americans with Disabilities Act, and state and federal privacy and anti-discrimination laws. All reports and information are kept confidential.

If information obtained in a background check would lead GCRC to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment.

GCRC also reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

RECLASSIFICATIONS

A reclassification is a change in the classification title or level of your position. Reclassifications may be initiated by either the Human Resources Department or your supervisor. If you feel your position should be reclassified due to changes in its responsibilities and duties, contact your supervisor. A Position Description Form with updated job duties must be submitted along with justification for the request to the Human Resources Department for review and processing. Normally, reclassification is not considered if your appointment or any other action taken on your position occurred within the last year. For more information on reclassification requests, contact the Human Resources Department.

TEMPORARY ASSIGNMENT

Occasionally, management may need to assign an employee to function in a different or higher-level classification. If assignments require the employee to perform work at a higher level, the employee may be entitled to working-out-of-class pay.



Working-out-of-class assignments at a higher level are allowed for up to 52 weeks. The non-exempt employee who is temporarily assigned to duties of a position with a higher pay range than the employee's assigned pay range is eligible for a temporary pay adjustment, which increases the employee's regular base rate of pay to the greater of:

8. The base rate of pay of the higher-level position, or
9. Five percent above the employee's regular base rate of pay.

This temporary pay adjustment shall be for a minimum of two weeks and a maximum of one year, except when an extension is approved by the Human Resources Director and the Managing Director.

INTERNAL TRANSFERS/PROMOTIONS

GCRC offers regular full-time employees with more than twelve months of service and the necessary qualifications and skills to request consideration to transfer to other jobs as vacancies become available. To be considered, employees must have held their current position for at least 12 months, have a satisfactory performance record, and have no disciplinary actions during the last 12 months. At the same time, GCRC may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements. Employees are encouraged to apply for promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in GCRC's best interest. Management retains the discretion to make exceptions to the policy.

LAYOFF

If GCRC determines that it must reduce employment because of adverse economic or other conditions, then layoffs and recall from layoffs will generally be conducted in a manner that is consistent with GCRC requirements and in accordance with any applicable collective bargaining agreement.

Procedures

10. In the event that a layoff is expected, GCRC will attempt to communicate information about an impending layoff as soon as possible. However, management reserves the right to alter the layoff procedure and withhold information about the layoff as permitted by law to protect GCRC's interests.
11. Layoffs that are expected to be temporary will generally be handled according to the provisions of this policy. Selections for layoffs that are known to be permanent will be made according to this policy and subject to any applicable collective bargaining agreements. Unless an applicable collective bargaining agreement provides otherwise, selection for layoff will be at the discretion of GCRC, provided the remaining employees are immediately capable of performing the work required without any additional training. Evaluation of the foregoing criteria will be within the sole discretion of GCRC.



12. Employees selected for layoff will be given as much notice as is required by law or as much as is reasonable under the circumstances.
13. Subject to the provisions of any applicable collective bargaining agreement, employees who are laid off will be maintained on a recall list for six months or until management determines the layoff is permanent, whichever occurs first. Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the Human Resources Department if they become unavailable for recall. Employees who do not keep a current home address on record with the HR Department will lose their recall rights.
14. Subject to the provisions of any applicable collective bargaining agreement, employees will be recalled according to the needs of GCRC, their classification and their ability to perform the job. Notice of recall will be sent by USPS registered first-class mail, return receipt requested to the current home address on record with the HR Department. Unless an employee responds to the recall notice within seven days following receipt of the notice or its attempted delivery, the employee's name will be removed from the recall list and the employee will no longer have any job rights with GCRC.
15. If the layoff is expected to exceed 30 days, vacation pay equal to the number of unused vacation days accrued will be paid at the time of layoff. Employees who are laid off will not accrue vacation or sick leave during the layoff.

SEPARATION OF EMPLOYMENT

Separation of employment from the Genesee County Road Commission (GCRC) can occur for several different reasons.

16. **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
17. **Retirement:** Employees who wish to retire are required to notify the Genesee County Retirement Department in person at least one (1) month before the planned retirement date.
18. **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the Human Resources Department at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible for rehire.
19. **Termination:** Subject to any applicable collective bargaining agreement, employees of GCRC are employed on an at-will basis, and GCRC retains the right to terminate an employee at any time.



The separating employee shall contact the Human Resources Department as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

Health insurance terminates the last day of the last month of employment, unless an employee requests immediate termination of benefits. Information for continued health coverage under the Consolidated Omnibus Budget Reconciliation Act (COBRA) will be provided. Separating employees will be required to pay their share of the dependent health and dental premiums through the end of the month.

RETURN OF GCRC PROPERTY

The separating employee must return all GCRC property at the time of separation, including cell phones, keys, personal computers, and identification cards. Failure to return items may result in required reimbursement to the GCRC. An employee will be requested to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

REHIRE

Former employees who left GCRC in good standing and were classified as eligible for rehire may be considered for reemployment. An application must be submitted to the Human Resources Department, and the applicant must meet all minimum qualifications and requirements.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating any benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

COMPLAINT PROCEDURE

Genesee County Road Commission (GCRC) employees who have a complaint regarding the application of established GCRC policies and/or regulations concerning wages, hours of work, or conditions of employment, including discipline, may present a complaint in accordance with the following procedures:

1. An employee having such a complaint shall initially specify the complaint verbally with his/her immediate supervisor. Thereafter, the supervisor and the employee will attempt, informally, to resolve the complaint.
2. If the complaint is not resolved in this matter, the employee may present the complaint, in writing, to the Human Resources Director. If the complaint is against the Human Resources Director or the Managing Director, the complaint shall be presented to the Chair of the Road Commission Board. The written complaint must be presented in writing within seven (7) days of its occurrence in order to be a proper subject of the complaint procedure. The Human Resources Director will investigate the matter and prepare a written response to the complaint which shall be provided to the employee within ten (10) business days. If the complaint is against the Human Resources Director or the Managing Director, then the Chair will designate an



appropriate individual to investigate the matter and prepare a written response to the complaint as expeditiously as possible.

3. For complaints other than those which are against the Human Resources Director or the Managing Director, an appeal may be taken from the decision of the Human Resources Director to the Managing Director of the GCRC. Such appeal shall be in writing and shall be delivered to the Managing Director within five (5) business days of the receipt of the Human Resources Director's decision. The Managing Director will give a written decision to the employee regarding his/her appeal within ten (10) business days after the meeting with the employee and the Human Resources Director. Such decision shall be final, except in cases involving the employee's discharge or suspension from employment without pay, or complaints against the Human Resources Director or the Managing Director, which may be appealed to the Genesee County Board of Road Commissioners, as described below.

4. In cases involving the employee's discharge or suspension from employment without pay or complaints against the Human Resources Director or the Managing Director, the employee may appeal such decision to the Genesee County Board of Road Commissioners, if the complaint is not satisfactorily resolved pursuant to the above-numerated steps. All such appeals must be filed, in writing, with the Managing Director of the Road Commission within ten (10) business days of the receipt of his/her response as stated in Step 3. Upon receipt of such appeal, the Managing Director will schedule the issue to be heard by the Genesee County Board of Road Commissioners as soon as practically possible. The Genesee County Board of Road Commissioners in a manner that is consistent with the Michigan Open Meetings Act, shall meet with the employee, the Human Resources Director, and the Managing Director to hear the positions of the parties and render a decision concerning the appeal as soon as practically possible. Such decision shall be issued in accordance with the Michigan Open Meetings Act and be final and binding on all parties.

OPEN DOOR POLICY

The development of policies and the means to carry out these policies becomes a responsibility of everyone in the Genesee County Road Commission (GCRC) chain of command.

The most important relationship in any organization is that of the employee and their immediate supervisor. It is in GCRC's best interest to employ individuals who maintain standards of performance and productivity.

It is always best for the supervisor to try to solve a problem as early as possible if practicable. When this is not possible, the "OPEN DOOR POLICY" should be exercised.

The concept of the "OPEN DOOR POLICY" involves the institution of the chain of command.

Listed below are the steps involved in the chain of command:

1. Supervisor or Department Manager
2. Directors
3. Human Resources

Please keep in mind that individual assistance is always available through the Human Resources Department.



EMPLOYEE DEFENSE POLICY

When a criminal or civil action is commenced against an employee of the Genesee County Road Commission (GCRC) based upon the conduct of the employee acting within the lawful scope of his/her authority and in the course of employment, if GCRC determines that the employee had a reasonable basis for believing that he or she was acting within the scope of his or her authority at the time of the alleged conduct, the GCRC will pay for, engage or furnish the services of an attorney to advise the employee as to the action and to appear for and represent the employee in the action.

The operation of this policy and any procedure adopted in furtherance thereof is subject to the limitations imposed by law at the time of the request for assistance.



III. DIVERSITY

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

GCRC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, height or weight, or any other characteristic protected by federal, state or local law (“Protected Characteristics”) in accordance with applicable federal, state and local laws. GCRC complies with applicable state and local laws governing nondiscrimination in employment in every location in which GCRC has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Any improper interference with the ability of GCRC employees to perform their expected job duties is not tolerated. The Human Resources Director has the responsibility for administering and ensuring compliance to the equal employment laws and regulations.

ANTI-HARASSMENT POLICY AND COMPLAINT PROCEDURE

Genesee County Road Commission (GCRC) is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, GCRC expects that all relationships among employees will be professional, business-like and free of bias, prejudice and harassment.

GCRC encourages reporting of all perceived incidents of discrimination or harassment to the Human Resources Department. To the extent the complaint is regarding the Human Resource Department, the complaint will be directed to the Managing Director and the Chairperson of the Road Commission Board. It is the policy of GCRC to promptly and thoroughly investigate such reports. GCRC prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.



Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her Protected Characteristics, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on GCRC time or using GCRC equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to GCRC (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the Human Resources Department or the Managing Director.

When possible, GCRC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. GCRC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

GCRC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Retaliation against an individual for reporting harassment or discrimination in good faith or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.



If a party to a complaint does not agree with its resolution, that party may appeal to GCRC's Managing Director. False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Any supervisory employee who has knowledge of harassment or discrimination in the workplace, but fails to report such conduct to Human Resources, shall be subject to discipline at the discretion of the GCRC.

UNLAWFUL RETALIATION IN THE WORKPLACE

The Genesee County Road Commission (GCRC) takes unlawful retaliation very seriously and is committed to a policy prohibiting its occurrence. Unlawful retaliation will not be tolerated. Any complaint of unlawful retaliation will result in an investigation and appropriate corrective action. Any employee found in violation of this policy will be subject to disciplinary action which may include termination.

It shall be a violation of this policy for any GCRC employee to ridicule, threaten, discipline or otherwise discriminate or retaliate against another GCRC employee because that employee has:

1. Opposed a discriminatory practice by the GCRC; or,
2. Made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing with respect to a discriminatory practice by the GCRC.

A discriminatory practice is one in which the employee alleges that the GCRC has treated an employee differently from other similarly situated employees, and/or harassed an employee, on the basis of a Protected Characteristic.

GCRC prohibits unlawful retaliation by GCRC, its supervisors, managers, and employees. Retaliatory conduct includes any conduct or communication which has the purpose or effect of substantially interfering with an individual's job performance or creates an intimidating, hostile, or offensive working environment. The purpose of this policy is not, however, to insulate employees from warranted discipline. Any employee whose conduct legitimately warrants discipline will still be subject to such discipline, even if the employee tries to prevent same by making a complaint of discrimination.

All employees should know, and are herewith placed on notice, that GCRC will not tolerate or permit unlawful retaliation to occur in the workplace. Employees who are found to be in violation of this Policy will be considered to have violated a serious GCRC policy and will be subject to a variety of disciplinary measures up to and including discharge. Under this Policy, it is the GCRC's position that responsible personnel will take affirmative action or actions, as may be necessary and appropriate, to prevent unlawful retaliation from occurring in the workplace and to investigate all reported incidents in a fair, objective, impartial manner and within a reasonable time frame. In those instances where a violation of the Policy is verified through investigation, action or actions will be taken to discipline those involved where appropriate and to prevent reoccurrence of the unlawful retaliation.

Under the Policy, GCRC's management is responsible to objectively investigate reports of any unlawful retaliation by or between employees of GCRC. Incidents of retaliation shall be reported to the Human Resources Director. If the complaint is against the Human Resources Director, the employee shall register his/her complaint with the Managing Director. All retaliation complaints should be reduced to writing and include all appropriate information in order to facilitate investigation of the complaint. Specifically, the complaint should contain:



1. The full name and address of the person filing;
2. The full name and address (if known) of the person against whom the charge is being made; and,
3. A short summary of the alleged retaliatory action or conduct.

The recipient of the complaint and/or an appropriate designee shall conduct an independent investigation and evaluation of the validity of the complaint. Investigations and evaluations shall be completed in a timely fashion. Anonymous complaints will not be pursued. Complaints will be resolved in the best interest of both the complainant and GCRC.

This Policy is intended to facilitate the elimination of unlawful retaliation against employees in the workplace. Employees who believe they have been subjected to unlawful retaliation are encouraged to report same in order that all employees may have a fair and objective environment in which to work. This Policy, however, does not supersede existing statutes and should not be construed to preclude any employee's alternative course of action of redress of unlawful retaliation.

This policy supersedes and replaces all previous policies on this subject matter.

WHISTLEBLOWER POLICY

The Board of Road Commissioners for Genesee County (GCRC) requires its Commissioners, Managing Director and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities within the organization. As representatives of GCRC we must practice honesty and integrity in fulfilling our responsibilities and must comply with all applicable laws and regulations.

The purpose of this Whistleblower Policy is to create an ethical and open work environment, to ensure that the GCRC has a governance and accountability structure that supports its obligations to the public and to encourage and enable officers and employees of GCRC to raise serious concerns about the occurrence of illegal or unethical actions within GCRC before turning to outside parties for resolution.

Notwithstanding anything contained in this Whistleblower Policy to the contrary, this Whistleblower Policy is not an employment contract and does not modify the employment relationship between the GCRC and any of its officers or employees. Nothing contained in this Whistleblower Policy provides any officer or employee of the GCRC with any additional rights or causes of action not otherwise available under applicable law.

MCL 15.361 et seq. sets forth the law of the state of Michigan regarding the protections afforded to persons subject to the law. GCRC adopts these protections and this policy is intended to assist in securing rights and benefits provided for in this law.

Reporting Responsibility

Anyone reporting a violation must act in good faith, without malice, to the GCRC or any individual in the GCRC and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report that the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense.



No Retaliation

No one who, in good faith, reports a violation or cooperates in the investigation of a violation shall suffer harassment, retaliation or adverse employment consequences. Any individual within the GCRC who retaliates against another individual who has, in good faith, reported a violation or cooperated in the investigation of a violation is subject to discipline, including termination of employment status.

If you believe that an individual who has made a good faith report of a violation or who has, in good faith, cooperated in the investigation of a violation is suffering harassment, retaliation or adverse employment consequences, please contact the Human Resource Director or the Managing Director. In the event that the Human Resource Director or the Managing Director is the person to be reported, please contact the Chairperson of the GCRC.

Reporting Process

All officers and employees should address their concern relating to a violation to any person within the GCRC who can properly address those concerns. In most cases, the direct supervisor of an employee is the person best suited to address a concern. However, if you are not comfortable speaking with your supervisor or if you are not satisfied with your supervisor's response, you are encouraged to speak to the Managing Director, Human Resource Director or to anyone in management you feel comfortable approaching.

The GCRC encourages anyone reporting a violation to identify himself or herself when making a report in order to facilitate the investigation of the violation. However, reports addressed to an individual within GCRC may be submitted on a confidential basis and reports may be submitted to the Managing Director anonymously by written communication. Reports will be kept confidential, to the extent possible, consistent with the need to conduct an adequate investigation.

Managing Director

A supervisor, manager and board member is required to notify the Managing Director of every report of a violation. The Managing Director will notify the sender and acknowledge receipt of a report of violation within five (5) business days, but only to the extent the sender's identity is disclosed or an address is provided.

The Managing Director is responsible for promptly investigating all reported violations and for causing appropriate corrective action to be taken if warranted by the investigation. The Managing Director shall keep the Commissioners fully advised of any and all Whistleblower investigations.

AMERICANS WITH DISABILITIES ACT (ADA) AND THE ADA AMENDMENTS ACT (ADAAA)

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities who are qualified for a job and able to perform the essential functions of the position, with or without a reasonable accommodation.

It is the policy of GCRC to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC).



Furthermore, it is GCRC's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

GCRC will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to GCRC. An individual with a disability should notify GCRC in writing of the need for accommodation within 182 days after the date the person with a disability knew or reasonably should have known that an accommodation was needed. Contact the Human Resource Department with any questions or requests for accommodation.

NEPOTISM, EMPLOYMENT OF RELATIVES AND PERSONAL RELATIONSHIPS

The Genesee County Road Commission (GCRC) permits the employment of qualified relatives of employees as long as such employment does not, in the opinion of the Board of Road Commissioners, create actual or perceived conflicts of interest. For purpose of this policy, "relative" is defined as a spouse, child, parent, sibling, grandparent, grandchild, aunt, uncle, first cousin, or corresponding in-law or "step" relation. GCRC will exercise sound business judgment in the placement of related employees in accordance with the following guidelines:

1. Individuals who are related by blood or marriage are permitted to work in the same facility, providing no direct reporting or supervisory/management relationship exists. That is, no employee is permitted to work within the "chain of command" of a relative such that one relative's work responsibilities, salary, or other employment benefits, or career progress could be influenced by the other relative.
2. No relatives are permitted to work in the same department or in any other positions in which GCRC believes an inherent conflict of interest may exist.
3. Employees who marry while employed by GCRC will be treated in accordance with these guidelines. That is, if, in the opinion of GCRC, a conflict or apparent conflict arises as a result of the marriage, one of the employees will be transferred at the earliest practicable time. If it is impossible to transfer one of the employees, and if in the opinion of the Board of Road Commissioners, the conflict of interest cannot be permitted to continue, one of the employees will be terminated.

This policy applies to all categories of employment at GCRC, including regular, temporary, and part-time employees.



IV. SAFETY

VIOLENCE IN THE WORKPLACE

It is the policy of the Genesee County Road Commission (GCRC) to provide all employees with a workplace free of personal threats and intimidation. The Genesee County Road Commission is firmly committed and will not tolerate any acts of violence, threats of violence of other threatening and/or intimidating behavior.

This policy provides that:

1. GCRC will not tolerate any act of physical violence in the workplace or involving the workplace.
2. GCRC will not tolerate casual or joking remarks (including remarks made in jest, horseplay) of any threat of violence. The articulation of the same will be presumed to constitute a statement of an employee's intent to do physical harm to another employee, visitor, customer, or the Employer.
3. GCRC will not tolerate any act of sabotage, or threat of an act of sabotage, against the property of GCRC, an employee, or customer.
4. GCRC will not tolerate any threat of violence or conduct that creates a hostile, abusive or intimidating work environment.
5. GCRC will not tolerate any bringing of weapons into the workplace. For this policy a weapon is defined but not limited to firearms, explosives, knives or other weapons that might be considered dangerous or could cause harm. Employees are responsible for seeking clarification if there is uncertainty as to what constitutes a weapon.
6. Any employee who violates this policy shall be subject to discipline, up to and including discharge.
7. GCRC in its discretion may inspect lockers, desks, work areas, packages, purses, work boxes, vehicles or other personal belongings brought on GCRC property or in the workplace in connection with the investigation of any rule violation or in connection with workplace safety. Any search will be undertaken by the Human Resources Department as discreetly as possible and only after the Human Resources Director has formed a reasonable belief that a violation of this policy has occurred.

Employee Obligations

All employees have a good faith responsibility to assist GCRC in providing a workplace free of violence, threats and/or intimidation. It is the affirmative obligation of every employee to immediately report any violation of this policy to (his/her supervisor, the Human Resources Director, etc.). An employee reporting a violation of this policy will not suffer any form of reprisal of any kind.



Employer Obligations

GCRC has the responsibility of investigating and resolving alleged threats or acts of violence. GCRC reserves the right to take the appropriate legal action it deems necessary and to report threats or acts of violence or sabotage to law enforcement authorities.

VEHICLE USE POLICY

Policy Statement

The purpose of this policy is to provide guidelines and promote safety with regard to the use of GCRC fleet vehicles and personal vehicles for GCRC business. As a representative of the GCRC, it is critical that when driving a fleet vehicle or personal vehicle for GCRC business, one must maintain maximum safety, be courteous and operate within legal limits. All applicable motor vehicle laws and regulations must be followed. The driver is ultimately responsible for the safe operation of the vehicle. Adherence to sound defensive driving techniques will optimize the safe operation of the vehicle.

Driver Guidelines and Reporting Requirements – Also Please See Vehicle Accident Policy

1. GCRC vehicles are to be driven by authorized employees only, except in case of repair testing by a mechanic. No family members are authorized to drive GCRC vehicles.
2. All GCRC vehicles are equipped with a GPS monitoring system. This monitoring system can be accessed by authorized personnel, and for legitimate work-related inquiries only.
3. Any employee who has his/her driver's license revoked or suspended or restricted in any way shall immediately cease driving any GCRC vehicle (or any vehicle in the course of employment) and immediately notify the designated management representative. Failure to do so will result in disciplinary action, including termination of employment.
4. All accidents in GCRC vehicles, regardless of severity, must be immediately reported to the police in compliance with GCRC expectations and all applicable laws.
5. Additionally, accidents must be reported as soon as possible to designated management representative either directly from the scene, immediately after leaving the scene or as soon as practicable if the above is reasonably not possible.
6. Accidents in personal vehicles while on GCRC business **must** follow these same accident procedures as described in the preceding paragraphs. "Accidents in personal vehicles while on GCRC business" is defined as driving at the direction, or for benefit, of the employer and does NOT include the normal commuting to and from work.
7. Motor vehicle accidents as described above, either in a fleet vehicle or in a personal vehicle while on GCRC business, that result in the employee's personal injury must be reported to the Human Resource Department for Workers' Compensation purposes.



8. Failing to stop after an accident and/or failure to report an accident will result in disciplinary action, up to and including termination of employment.
9. Drivers must report all ticket violations received during the operation of a GCRC vehicle, or while driving a personal vehicle on GCRC business, within 72 hours to the designated management representative. Failure to report such a ticket violation will result in disciplinary action, up to and including termination of employment.
10. Motor Vehicle Records will be obtained on all drivers prior to employment. Only drivers with an acceptable driving record will be considered for hire.
11. GCRC shall enroll all drivers into a subscription program where a copy of their motor vehicle record will be sent minimally once per year or at every driving infraction. Should a driving record fall below the standard stated in this policy, the employee will be removed from a driving role, vehicle privileges shall be revoked, and/or the employee shall be subject to disciplinary action up to and including termination of employment.

Driver Criteria & Administration

Employees must have a valid and current Driver's License to operate a GCRC vehicle or a personal vehicle while on GCRC business. Additionally, the employee must have a valid auto insurance policy in full force and effect for their personal vehicle to operate the same as described herein.

Employees are expected to drive in a safe and responsible manner and to maintain an acceptable driving record. Criteria that may indicate an unacceptable record includes, but is not limited to:

1. Three or more moving violations in two years.
2. Two or more chargeable accidents within two years. Chargeable means that the driver is determined to be the primary cause of the accident through speeding, inattention, etc. Contributing factors, such as weather or mechanical problems, will be taken into consideration.
3. One or more serious driving infractions such as driving under the influence of drugs and/or alcohol, driving while impaired, reckless driving, careless driving, vehicular manslaughter, or leaving the scene of an accident within five years.

Employees who operate a GCRC vehicle or a personal vehicle while on GCRC business and who have an unacceptable driving record will be subject to disciplinary action up to and including termination of employment.

Driver Safety Rules

1. Drivers must follow all laws during the operation of a vehicle as described in this policy. Safe operations of the vehicle should always take precedence over the use of a cell phone or any other electronic device. Cell phone use while driving is governed by the "Use of Cellular Telephones and Other Wireless, Electronic Communications Devices" policy located elsewhere in this Handbook.



2. Absolutely NO texting and driving at any time.
3. No driver shall operate a GCRC vehicle when his/her ability to do so safely has been impaired by illness, fatigue, injury, or prescription medication.
4. All drivers and passengers operating or riding in a GCRC vehicle **must** wear seat belts, even if air bags are available.
5. No unauthorized personnel are allowed to ride in GCRC vehicles.
6. Drivers are responsible for the security of GCRC vehicles assigned to them. The vehicle engine must be shut off, ignition keys removed, and vehicle doors locked whenever the vehicle is left unattended.
7. Head lights shall be used 2 hour before sunset and until 2 hour after sunrise, or during inclement weather or at any time when a distance of 500 feet ahead of the vehicle cannot be clearly seen.
8. Drivers should ensure emergency equipment (fire extinguisher, safety kit, reflector triangles...) is present in the vehicle always.
9. No driver shall operate a GCRC vehicle that is in disrepair or unsafe to drive for any reason.
10. All State and Local laws must be obeyed.

VEHICLE ACCIDENT POLICY

Introduction

Genesee County Road Commission (GCRC) is committed to providing a safe and sound post-accident procedure to all GCRC Employees who are involved in a vehicle accident. It is the responsibility of the employee to report all accidents to their immediate supervisor(s) and/or dial 911. The supervisor (s) shall report all accidents to the Human Resources Department. The following Vehicle Accident Policy has been adopted and shall apply to the following GCRC employees: non-union, AFSCME Local 496-04, SEIU Local 517M and GCRCSA.

Policy

It is the policy of GCRC to ensure proper procedures are maintained and followed when a GCRC Employee is involved in a vehicle accident or damaged has been caused to any GCRC Vehicle.

Scope/Procedure

Employees must report any accident, injury, theft or damage involving a GCRC vehicle to their supervisor as soon as possible and to the nearest or most convenient police agency or officer as required by state statute (MCL 257.617--257.622). Unreasonable delay in reporting such incidents will be considered a violation of this Policy and grounds for the imposition of discipline. Once notified, the supervisor must report the incident to the Human Resources Department, the



Fleet Maintenance Department, and the Safety Coordinator. An employee involved in a vehicle accident must submit in a timely manner and as directed by management to a drug and/or alcohol testing if any of the following occur:

1. There is a fatality.
2. Any vehicle is towed from the scene of the accident and the employee involved receives a citation for violation of state or local law.
3. There is any injury to anyone involved and the employee involved receives a citation for violation of state or local law.
4. Reasonable suspicion.

An employee may not leave the scene of an accident unless authorized by his/her supervisor and/or is being taken by proper authorities to the hospital for treatment. An employee who is subject to post-accident testing shall remain readily available for such testing and should not use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first, or be considered in violation of this Policy. Employees involved in an accident shall cooperate fully with all police officers and emergency response personnel.

Penalties for Non-Compliance

Any GCRC Employee who violates this policy shall be subject to discipline including and up to termination of employment.

Employees are responsible for complying with the GCRC's post-accident policy.

SMOKE-FREE WORKPLACE

Introduction

GCRC is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. As required by Act #188 of the Public Acts of 2009, MCL §333.12601, et seq. and also motivated by the desire to provide a healthy work environment for all GCRC employees, the following smoking policy has been adopted and shall apply to all employees of GCRC.

Policy

It is the policy of GCRC to prohibit smoking on all GCRC premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "burning of a lighted cigar, cigarette, pipe, electronic cigarette, vaping, or any other matter or substance that contains a tobacco or nicotine product."

Scope

The Smoke-Free Workplace Policy applies to:

1. All areas of buildings occupied by Genesee County Road Commission employees.



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2. All GCRC sponsored off-site conferences and meetings.
3. All vehicles owned and leased by GCRC.
4. All visitors (customers and vendors) on GCRC premises.
5. All contractors and consultants and/or their employees working on GCRC premises.
6. All temporary employees of the GCRC.
7. All student interns or summer students.

It is the policy of GCRC not to allow smoking within GCRC owned or leased buildings and outside main entrances at any time.

Smoking is permitted at a reasonable distance from GCRC buildings and their entrances, as follows:

1. Administration Building: Parking lots or areas of the grounds intended for walking and picnic table areas.
2. Maintenance/Equipment: Northeast of building next to fence
3. Sign Shop: South of building next to pole barn
4. Building/Grounds: North of building next to the vehicle wash
5. Atlas Garage: West of building next to salt barn Southeast corner
6. Linden Garage: Southwest of building next to salt barn Northeast corner
7. Montrose Garage: South of building next to salt barn Southeast corner
8. Otisville Garage: North of building next to salt barn Southwest corner
9. Swartz Creek Garage: South of building next to salt barn Northwest corner

Reasonable distance shall be a distance sufficient to ensure that any person entering or leaving the building or facility shall not be subjected to breathing tobacco smoke and to ensure that tobacco smoke does not enter the building or facility through entrance, windows, ventilation system or any other area.

Procedures

We believe the spirit of thoughtfulness and cooperation which is characteristic at the GCRC is adequate to resolve any disputes which might arise under this policy. Where disputes cannot be so resolved, the rights of the nonsmoker shall be given precedence.

Employees who violate this smoking policy will be subject to disciplinary action up to and including immediate discharge.



Resolving complaints about smoking:

1. Any complaints about the application of the policy to the workplace should be brought to the attention of the Human Resource Director or the Managing Director for resolution.
2. The complaint should be submitted in writing and identify specific objections. GCRC will investigate the complaint and resolve it in accordance with the policy.
3. No employee shall suffer any form of retaliation for raising a complaint or asking a question about this policy.

Our smoking policy is intended to comply with requirements of the Michigan Smoke-Free Air Law.

Approved Smoking Times

The immediate supervisor is responsible for ensuring that employees do not smoke during unauthorized times, which would be times the employees should be working. Smoking is approved only during:

1. Authorized lunch and break periods.
2. Before scheduled work hours, etc.
3. After scheduled work hours.

Penalties for Non-Compliance

Smoking in unauthorized areas will result in the employee being subjected to discipline, up to and including discharge from employment. Further, Section 12603 (1) of Act No. 188 of the Public Acts of 2009, being MCLA 333.12603 (1), prohibits smoking in a public place except in a designated smoking area. A person who violates the provisions of such section is subject to a civil fine of \$100.00 for first offense and \$500.00 for each subsequent offense.

Employees may utilize the services of the Employee Assistant Program (EAP).

DRUG FREE WORKPLACE

It is the intention of GCRC to select the best method for controlling the use and possession of controlled substances and alcohol in the workplace thereby reducing the risks and attendant costs which result from the use and possession of controlled substances and alcohol on the job. These Rules and Regulations set forth standards regarding the use of drugs or alcohol at work.

1. Fitness for Duty. All GCRC employees are expected to be in suitable mental and physical condition at work, able to perform their assigned duties satisfactorily and to behave properly. The use of alcohol, controlled substances, or other intoxicants that interfere with such performance will lead to disciplinary action, up to and including, discharge.



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- Searches. Employees of GCRC, while on GCRC time and/or premises, are required to submit to reasonable cause searches of their persons, such as the search of an employee's pockets or garments, excluding body searches, but including vehicles, lunch boxes, brief cases, personal effects or any GCRC owned property, if GCRC management staff (representative) has reasonable cause to believe that (1) the employee possesses alcohol or a controlled substance; or (2) the employee has ingested alcohol or a controlled substance. All necessary body searches will be conducted by law enforcement.

Searches of an individual's personal vehicle shall be limited to examination of that portion of the vehicle observed by the supervisor that resulted in "reasonable suspicion."

Any searches conducted by GCRC management staff (representative) shall include the presence of a Union Steward if requested by the employee or GCRC representative and if such accommodation can be reasonably and/or timely provided.

- Use, Sale, Transfer or Possession. The use, sale, transfer or possession of alcohol, controlled substances, drug paraphernalia, controlled substances without a physician's prescription or any combination thereof, on any GCRC property, including, but not limited to, buildings, parking lots, driveways and GCRC vehicles or any work site or facility will be considered grounds for discharge. Drugs and controlled substances include, but are not limited to, marijuana (THC), cocaine, opioids (including codeine, morphine, heroin, hydrocodone, hydromorphone, oxycodone, and oxymorphone), phencyclidine (PCP) and amphetamines (including methamphetamines). Marijuana, although legal under state law, remains a Schedule I drug, and is therefore unlawful, under federal regulations. Employees are prohibited from using or possessing marijuana, cannabis, cannabis extract or synthetic cannabis.

Entry upon GCRC property as described above, or being at work which shall include any period during which an employee is on call, while under the influence of alcohol, illegal drugs or controlled substances, or any combination thereof, will be considered grounds for discharge. "On call" is defined as being informed of a potential return to work situation in the up-coming 24-hour period. "Under the influence" is defined as being unable to perform work in a safe and productive manner, being in a physical or mental condition which creates a risk to the safety and well-being of the public, the individual, other employees or GCRC property; or having a blood alcohol content of 0.02 or more, or having any detectable level of illegal drugs or controlled substances, or any combination thereof.

- Pre-Employment Testing. All applicants for employment will be required to give consent to a physical examination including, but not limited to, the collections of urine or breath samples to be submitted for alcohol, illegal drug and controlled substance screening and confirmation tests. Applicants must agree that test results are to be released to those officials of GCRC who make employment decisions. Failure of the applicant to so consent in writing will result in elimination of the applicant's consideration for employment.

A qualification for employment by GCRC is to pass the pre-employment screening and confirmation tests for alcohol, illegal drugs and controlled substances. GCRC will not hire any applicant with a positive result.

- Testing During Employment. An employee's refusal to submit to a lawful security exam, to a lawful search or inspection of his/her personal property located on GCRC premises, work sites or facilities, including but not limited to GCRC buildings, parking lots, driveways and vehicles, or to a physical examination, including but not limited to, the collections of urine or breath samples to be submitted for alcohol, illegal drug and controlled substances screening and confirmation tests, where the Employer has reasonable suspicion based on specific, contemporaneous, articulable objective evidence that the employee is in violation of GCRC Employer's work



place policy shall be grounds for discharge. Such objective evidence may include observations concerning the employee's appearance or behavior indicating the chronic and withdrawal effects of controlled substances.

The member of the GCRC management staff (representative) who makes the determination that reasonable suspicion exists to conduct a test shall be trained with at least sixty (60) minutes of training in alcohol misuse and receive at least an additional sixty (60) minutes of training in controlled substances use, which training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and use of controlled substances. The member of the GCRC management staff (representative) who makes the determination that reasonable suspicion exists to conduct an alcohol test shall not conduct the alcohol test of the employee.

A written record shall be made of the observations leading to a reasonable suspicion test and signed by the Employer representative who made the observations within twenty-four (24) hours of the observed behavior or before the results of the test are released, whichever is earlier.

Additionally, all employees in safety-sensitive positions, including, but not limited to, those who operate a GCRC vehicle, will be subject to random drug and alcohol testing.

A refusal to submit to such examination will result in discipline, up to, and including, discharge. Any positive result from a test which confirms the presence of alcohol, illegal drugs or controlled substances and which indicates any inability to satisfactorily perform will result in discipline, up to and including, discharge. "Refusal to submit" to an alcohol or controlled substance test means that an employee (1) fails to provide adequate breath for testing without a valid medical explanation after he/she has received notice of the requirement for breath testing; or (2) fails to provide adequate urine for controlled substance testing without a valid medical explanation after he/she has received notice of the requirement for urine testing; or (3) engages in conduct that clearly obstructs the testing process.

6. Information Disclosure. At the time of application for work, applicants must notify the Employer of any criminal drug statute conviction (including guilty pleas and nolo contendere). Current GCRC employees shall be required to provide notice to their supervisor or director of convictions occurring during employment (including guilty pleas and nolo contendere) no later than five days after conviction. By law, in the event GCRC is a federal grant recipient, it must notify the federal granting agency within ten (10) days of receipt of notice of conviction. The Employer shall investigate and take appropriate disciplinary action which may include termination.

Failure of an employee to disclose convictions, pleas of guilty or nolo contendere shall be grounds for discharge. This section shall not be construed as limiting the disclosure of any other information that may be required of applicants and employees by GCRC.

Employees have the right to know the dangers of drug abuse in the workplace, GCRC's policy regarding the maintenance of a drug free work place and what assistance is available to combat drug problems. GCRC will provide for a drug free awareness program for all employees. To assist employees in overcoming drug abuse problems, GCRC may offer an Employee Assistance Program. See your supervisor for information regarding this.

7. Confidential Nature of Information. The medical records of individual employees with alcohol or drug dependency within the custody of GCRC will be treated with strict confidentiality and will be accessed only on a need-to-know basis or as required by law.



8. Over the Counter and Prescribed Drugs. An employee who is taking over-the-counter or prescribed medication and as a result is not able to perform his/her job safely and efficiently should request a leave of absence. In the event the Employer questions the employee's job performance and the employee believes the difficulties may be attributable to medication side effects, etc., the employee shall explain the use of the medication to the supervisor or director. The supervisor or director will then take the fact into consideration in deciding upon the appropriate action, i.e., sending the individual home, placing the individual on a medical leave of absence, requiring a drug test or other action. For purposes of this policy, marijuana, even if used for medicinal purposes, is not a prescribed medication.

9. Rehabilitation or Assistance Programs. GCRC reserves the right to offer an employee who has been determined to have violated any of these Rules and Regulations participation in an approved rehabilitation or drug abuse assistance program as an alternative to discipline. If such a program is offered and accepted by the employee, then the employee must satisfactorily participate in and complete the program as a condition of continued employment.
The rehabilitation or drug abuse assistance program shall be approved by a Federal, State or local health, law enforcement, or other appropriate agency.

OMNIBUS TRANSPORTATION EMPLOYEE TESTING ACT APPLICABLE TO GCRC EMPLOYEES WHO ARE REQUIRED TO OBTAIN A CDL

It is the intention of the GCRC to comply with the Omnibus Transportation Employee Testing Act of 1991 (hereinafter sometimes referred to as the "Act"). Therefore, the following rules and regulations shall apply to each employee of GCRC who is required to obtain a commercial driver's license (CDL).

1. DEFINITIONS:

- A. Commercial motor vehicle. "Commercial motor vehicle" means a motor vehicle or combination of motor vehicles used to transport passengers or property, if the motor vehicle (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or (2) has a gross vehicle weight rating of 26,001 or more pounds; or (3) is of any size and is used in the transportation of hazardous materials.
- B. On-duty time. "On-duty time" means all time from the time an employee begins to work or is required to be in readiness for work until the time he/she is relieved from work and all responsibility for performing work.
- C. Performing a safety-sensitive function. "Performing a safety-sensitive function" means any period in which an employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive function.
- D. Safety-sensitive function. "Safety-sensitive function" means any of those on-duty functions including:
 - i. All time at a GCRC facility or other property, or on any public property waiting to be dispatched, unless the employee has been relieved from duty by the Employer.



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- ii. All time, inspecting, servicing, or conditioning any commercial motor vehicle at any time.
 - iii. All driving time which means all time spent at the driving controls of a commercial motor vehicle in operation.
 - iv. All time, other than driving time, in or upon any commercial motor vehicle.
 - v. All time loading or unloading a vehicle, supervising, or assisting in the loading or unloading, attending a vehicle being loaded or unloaded, remaining in readiness to operate the vehicle, or in giving or receiving receipts for shipments loaded or unloaded.
 - vi. All time spent performing employee requirements relating to accidents.
 - vii. All time repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.
2. Alcohol or Controlled Substance Use or Possession. No GCRC employee who is required to obtain a CDL shall report for duty or remain on duty requiring the performance of a safety-sensitive function (1) while having an alcohol concentration of 0.02 or more, or (2) if the employee tests positive for a controlled substance, or (3) when the employee uses any alcohol or any controlled substance, or (4) if the employee is in possession of any alcohol or any controlled substance, except when the use or possession is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the driver to safely operate a vehicle. The employee shall inform the Employer of any therapeutic drug use that has been indicated to have an effect on one's ability to operate a vehicle. For purposes of this policy, 'controlled substance' includes marijuana, which remains a Schedule I drug under federal regulations. Marijuana, even when prescribed by a physician, is a prohibited substance.
3. Pre-Duty Alcohol Use. No such employee shall perform a safety-sensitive function within four hours after using alcohol. Such employee who is called to duty during non-working hours shall advise GCRC of any alcohol use.
4. Alcohol Use Following an Accident. No such employee required to take a post-accident alcohol test as set forth herein shall use alcohol for eight (8) hours following the accident, or until he/she undergoes a post-accident alcohol test, whichever occurs first.
5. Refusal to Submit to a Required Alcohol or Controlled Substances Test. No such employee shall refuse to submit to (1) a post-accident alcohol or controlled substances test, (2) a random alcohol or controlled substances test, (3) a reasonable suspicion alcohol or controlled substances test, or (4) a follow-up alcohol or controlled substances test.
6. Employer Notifications. Before performing an alcohol or controlled substances test required by the Act, the Employer will notify the employee as required by law, that the alcohol or controlled substances test is so required.
7. Post-Accident Testing. As soon as practicable following an accident involving a commercial motor vehicle in which (1) an employee was performing a safety-sensitive function with respect to the vehicle and the accident involved a fatality; (2) any personal injury accident, when the victim(s) are treated away from the scene and the employee receives a citation under state or local law for a moving traffic violation arising from the accident; or (3) when there is damage to any vehicle involved in an accident that causes any vehicle to be towed from the scene and the employee is issued a citation for a traffic violation; the employee shall be tested for alcohol within two (2) hours following the accident, but no later than eight (8) hours following the accident, and tested for



controlled substances within thirty-two (32) hours following the accident. An employee who is subject to post-accident testing shall remain readily available for such testing, or may be deemed by the employer to have refused to submit to testing. Nothing in this section shall be construed to require the delay of necessary medical attention for injured persons following an accident or to prohibit the driver from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or obtaining necessary emergency medical care.

The result of a breath or blood test for the use of alcohol or urine test for the use of controlled substances, conducted by federal, state or local officials having independent authority for the test, shall be considered to meet the requirements of this section, provided that such test conforms to applicable federal, state or local requirements, and that the results of the test are obtained by GCRC.

1. Random Testing. Such employee shall be subject to random testing pursuant to the rules and regulations of the Federal Highway Administration as set forth at 49 CFR 382.305.
2. Reasonable Suspicion Testing. Such employee shall be subject to reasonable suspicion testing when the Employer has reasonable suspicion based on specific, contemporaneous, articulable objective evidence that the employee is in violation of Sections B, C and D of these Rules and Regulations. Such objective evidence may include observations concerning the employee's appearance or behavior indicating the chronic and withdrawal effects of controlled substances.
3. Return-to-Duty Testing. Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by these Rules and Regulations concerning alcohol, the employee shall undergo a return-to duty alcohol test with an alcohol concentration below 0.02. Before an employee returns to duty requiring the performance of a safety-sensitive function after engaging in conduct prohibited by these rules and regulations concerning controlled substances, the employee shall undergo a return-to-duty controlled substances test, with the result indicating a verified negative result for controlled substances use. Return-to-duty alcohol and/or controlled substances test(s) will not be administered until after the employee has undergone an evaluation by a substance abuse professional and the substance abuse professional has approved the employee's return to duty.
4. Follow-Up Testing. If it has been determined that such employee is in need of assistance in resolving problems associated with alcohol misuse and/or use of controlled substances, such employee shall be subject to unannounced follow-up and/or controlled substances testing as directed by a substance abuse professional in accordance with the Act to determine that the employee has properly followed any rehabilitation program prescribed by the substance abuse professional.

Follow-up alcohol testing shall be conducted only when the employee is performing a safety-sensitive function, just before the employee is to perform a safety-sensitive function, or just after the employee has ceased performing a safety-sensitive function.

5. Violations. Violation of these Rules and Regulations shall result in discipline up to and including termination. In no event shall an employee, who has been determined to have violated any provision of Sections B through D of these Rules and Regulations, perform any safety-sensitive function until he/she complies with the above Section 3, "Return-to-Duty Testing."



6. Drug Testing Protocol. A drug testing protocol developed by the Genesee County Road Commission follows this section and is made a part hereof.

DRUG TESTING PROTOCOL FOR CDL DRIVERS

1. This protocol applies to GCRC's request for submission of urine and breath specimens as required by the Omnibus Transportation Employee Testing Act of 1991 involving Drug & Alcohol testing for Commercial Driver License (CDL) employees.
2. GCRC shall be solely responsible for all costs incurred in conjunction with alcohol breath testing and reporting. GCRC shall be solely responsible for costs in conjunction with screening and confirmation testing of urine for drug analysis. The employee will have the option of testing the "split sample" at the same/or a different laboratory. In the event the split sample testing results in a positive result, the Employee will be responsible for all costs associated with the testing of the split sample. By signing the *Omnibus Transportation Employee Testing Act of 1991 Rules and Regulations Applicable to Employees Required to Obtain CDL*, the employee authorizes the deduction of the amount of such costs from his/her bi-weekly wages, if necessary. In the event the split sample testing results in a negative result, the Employer will be responsible for all costs associated with the testing of the split sample.
3. GCRC shall insure that all alcohol and drug tests that are conducted are in compliance with all the requirements of the Department of Transportation (DOT).

GCRC shall have the responsibility for selecting an agency that will properly conduct the drug test and furnish reliable results. The agency selected must also provide the ancillary services needed, including specimen retention of "positive" samples for 5 years. The laboratory shall have the capability of timely providing hard copy reports of specimen analysis results.

GCRC shall have the responsibility for selecting an agency that will properly conduct the alcohol breath test. This agency will utilize Breath Alcohol Technicians (BAT) and will use Evidential Breath Devices (EBT) for both screening and confirmation tests. The confirmation test will produce three hard copies of the testing results.

The agency selected must also provide the ancillary services needed, including retention of "positive" hard copy print out of positive confirmation tests for five (5) years. The agency shall have the capability of timely providing hard copy reports of the testing results.

4. GCRC shall make the necessary advance arrangements for DOT approved collection of the urine specimen to be tested for drugs, and a proper area for collection of the breath specimen. GCRC shall ensure that random alcohol and drug testing are unannounced and spread reasonably throughout the calendar year.

Those employees falling under the Department of Transportation (DOT) "safety-sensitive" positions will be tested at the following rates.

Random controlled substances testing shall be administered at a minimum annual rate of 50 percent of the average number of safety-sensitive positions for the first two (2) years.



Random alcohol testing shall be administered at a minimum annual rate of 25 percent of the average number of safety-sensitive positions for the first two (2) years.

Each year, after the first two (2) years of testing the Federal Highway Administration will publish in the Federal Register the minimum annual percent rate for the random alcohol and drug testing of drivers. The new rate will become applicable on January 1 of the following year.

5. GCRC shall have the right to approve or reject the selection of a laboratory to conduct the testing on urine specimens collected.
6. The employee shall cooperate with DOT procedures necessary to assure thorough documentation to positively link the employee's specimen to the ultimate test result. Documentation shall be required to include dates, times and signatures of the collector and/or Breath Alcohol Technicians (BAT) and the employee being tested.
7. Consequences to Employees Engaging in Conduct Prohibited by the Federal Highway Administration's Drug Use and Alcohol Misuse Rules.
8. Employees who are known to have engaged in prohibited behavior, with regard to alcohol misuse or use of controlled substances, shall be subject to consequences, including but not limited to, the following:
 - a. Employees shall not be permitted to perform safety-sensitive functions.
 - b. Employees shall be advised by the employer of the resources available to them in evaluating and resolving problems associated with misuse of alcohol or use of controlled substances.
 - c. Employees shall be evaluated by a substance abuse professional (SAP) who shall determine what assistance, if any the employee needs in resolving problems associated with alcohol misuse and controlled substance use.
 - d. Before an employee returns to duty requiring performance of a safety-sensitive function, he/she shall undergo a return-to-duty alcohol test with a result indicating a breath alcohol level of less than 0.02 if the conduct involved alcohol, or a controlled substance test with a verified negative result if the conduct involved controlled substance use.
 - e. In addition, each employee identified as needing assistance in resolving problems associated with alcohol or controlled substances shall be interviewed by a Substance Abuse Professional (SAP) to determine that the employee has followed the rehabilitation program prescribed.
 - f. The employee shall also be subject to unannounced follow-up alcohol and controlled substance testing. The number and frequency of such follow-up testing shall be as directed by the SAP, and could consist of up to six (6) tests in the first twelve (12) months. This follow up testing can continue for up to sixty (60) months, at the direction of the SAP.



DRUG TESTING

TESTING LOCATION FOR DRUGS:

Any restroom can be utilized for the collection site for the individual employee to present themselves for the purpose of providing a specimen of his/her urine to be analyzed for the presence of drugs.

1. When the employee enters the drug testing location the COLLECTOR will require him/her to provide positive identification. The COLLECTOR should also provide the employee with his/her identification.
2. The COLLECTOR will explain the testing procedure to the employee.
3. The COLLECTOR shall complete The Federal Drug Testing Custody and Control Form. The employees shall complete the information required in the Donor section of the form. The section shall be signed by the Donor and sent to the Medical Review Officer (MRO).
4. Both the COLLECTOR and the Donor will initial the security seals that are placed over the primary and split sample specimen containers.
5. The collection site person shall instruct the employee to provide at least 45 ml of urine under the split sample method of collection.
6. The donor shall urinate into a collection container or a specimen bottle capable of holding at least 60 ml.
7. The collection site person, in the presence of the donor, shall pour 30 ml of the urine into another bottle, to be used as the primary specimen. At least 15 ml should remain in the original bottle or be placed into a third bottle, to be used as the split specimen.
8. Both bottles shall have the security seals placed over the closed caps by the COLLECTOR, in the presence of the employee.
9. The COLLECTOR will place both the primary and split specimens into a mailing container, initial and date the Kit Box Seal, and attach the same over the mailer.
10. Both bottles shall be delivered in a single shipping container, together with copies 1, 2 and the split specimen copy of the chain of custody form, to the laboratory.

The original screening test will be with an immunology test. All positive test results shall be confirmed by a second test using a method based on a different scientific principle than the initial test. Gas chromatography-mass spectrometry (GC-MS) will be the test used for confirmation testing.

After a positive test has been confirmed, the testing laboratory will forward the information to the Medical Review Officer (MRO). The MRO is responsible for the receiving laboratory results generated by an employer's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test results together with the information. The MRO or staff member will contact the employee that has tested positive. The MRO will afford the employee the opportunity to discuss the test result.

Prior to verifying a positive result, the MRO shall make every reasonable effort to contact the employee (confidentially), and afford him/her the opportunity to discuss the test result. If after making all reasonable efforts and documenting them, the MRO is unable to reach the employee directly, the MRO shall contact a designated management official, who shall direct the employee to contact the MRO as soon as possible (within 24 hours).



After discussion with the employee the MRO will determine if the test is to be reported as positive. If positive, the MRO will contact the designated management official and report the positive test. The MRO will also advise the employee, who tested positive that he/she has a 72-hour period for making a choice on testing the split specimen. The employee may request that the MRO direct that the split specimen be tested in a different DHHS certified laboratory for the presence of the drug(s). The MRO shall honor such a request if it is made within 72 hours of the employee having been notified of a verified positive test result.

RETURN TO DUTY TESTING

GCRC shall ensure that before an employee returns to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding drug misuse, the driver must be evaluated by a substance abuse professional (SAP) and participate in any assistance program prescribed.

Prior to the employee returning to duty requiring the performance of a safety-sensitive function, after engaging in prohibited conduct regarding drug misuse, the employee shall undergo a return-to-duty drug test with a result indicating a verified negative result for controlled substance use.

FOLLOW-UP TESTING

Following a determination that an employee is in need of assistance in resolving problems associated with drug misuse, the Employer will ensure that the employee is subject to unannounced follow-up drug testing as directed by the SAP. The employee could be subject to a minimum of six (6) follow-up drug tests in the first twelve (12) months, and this testing could continue for up to sixty (60) months.

ALCOHOL TESTING

TESTING LOCATION FOR ALCOHOL:

The DOT rules call for a testing site that affords visual and aural privacy to the employee. The rules do not address the issue of a witness being present.

BREATH ALCOHOL TECHNICIANS (BAT):

Breath Alcohol Technicians (BAT) must be trained in proficiency in using Evidential Breath Test (EBT) and in DOT alcohol testing procedures.

EBT TECHNOLOGY

DOT rules allow any Evidential Breath Test (EBT) device that has been approved by the NHTSA Compliance Product List (CPL) for use in screening testing for alcohol.

DOT Rules require EBT's used for confirmation testing to be on the NHTSA CPL, have the capacity to print out triplicate (or three consecutive identical) results, assign a sequential number to each test, distinguish alcohol from acetone at the 0.02 alcohol concentration level, and have the capability for performing both air blanks and external calibration checks.

PREPARATION FOR BREATH ALCOHOL TESTING:



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1. When the employee enters the alcohol testing location the BAT will require him/her to provide positive identification. The BAT should also provide the employee with his/her identification.
2. The BAT shall explain the testing procedure to the employee.
3. The BAT shall complete Step 1 on the Breath Alcohol Testing Form. The employee shall then complete Step 2 on the form, signing the certification. Refusal by the employee to sign this certification shall be regarded as a refusal to take the test.
4. An individually sealed mouthpiece shall be opened in view of the employee and attached to the EBT.
5. The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until the EBT indicates that an adequate amount of breath has been obtained.
6. The BAT will show the employee the result displayed on the EBT. The BAT will record the displayed result, test number, testing device, serial number of the device, time and quantified result in Step 3 of the form.
7. The BAT will record the EBT test number, date of the test, name of the BAT, location and quantified test result in the logbook.
8. When the result of the screening test is a breath alcohol concentration of less than 0.02%, the BAT shall date the form and sign the certification in Step 3 of the form. The employee shall sign the certification and fill in the date in Step 4.
9. If the employee does not sign the certification in Step 4 of the form or does not initial the logbook entry, it shall be considered a refusal to be tested. In this event, the BAT shall note the employee's failure to sign or initial in the "remarks" section of the form.
10. No further testing is authorized. The BAT shall transmit the result of less than 0.02% to the employer in a confidential manner, and the employer shall receive and store the information as to ensure that confidentiality is maintained as required.

CONFIRMATION BREATH TEST PROCEDURES:

When the EBT test indicates a reading of 0.02% or higher the employee will be advised that a second Confirmation Breath Test will be conducted. The BAT will advise the employee not to eat or drink anything for 15-20 minutes interval between the screening and confirmation test.

After the 15-minute interval the confirmation test will be conducted.

1. The BAT shall instruct the employee to blow forcefully into the mouthpiece for at least 6 seconds or until and EBT indicates that an adequate amount of breath has been obtained.
2. The BAT will show the employee the result displayed on the EBT. The BAT will record the displayed result, test number, testing device, serial number of the device, time and quantified result in Step 3 of the form.
3. The BAT will record the EBT test number date of the test, name of the BAT, location and quantified test result in the logbook.



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4. When the result of the screening test is a breath alcohol concentration of 0.02 percent up to 0.039, the employee will not be eligible to participate in safety-sensitive tasks. The employee will be subject to discipline up to and including termination.
5. When the result of the screening test is a breath alcohol concentration of 0.04 percent or higher, the employee will be subject to discipline up to and including termination.



RETURN TO DUTY TESTING

An employee with a breath alcohol concentration of 0.04 percent or higher must be evaluated by a substance abuse professional (SAP) and participate in any assistance program prescribed by the SAP.

Prior to the employee returning to duty requiring the performance of safety-sensitive function, after engaging in prohibited conduct regarding alcohol misuse, the employee shall undergo a return-to-duty alcohol test indicating a breath alcohol concentration of less than 0.02 percent.

FOLLOW-UP TESTING

Following a determination that an employee is in need of assistance in resolving problems associated with alcohol misuse, GCRC will ensure that the employee is subject to unannounced follow-up alcohol testing as directed by the SAP. The employee could be subject to a minimum of six (6) follow-up alcohol tests in the first twelve (12) months, and this testing could continue for up to 60 months.

1. GCRC shall treat the alcohol and drug test results as highly confidential information. It shall file drug test results in the same manner in which it files other confidential medical data about employees and/or applicants.
2. GCRC shall not divulge test results to third parties such as other employees or prospective employers without the express written consent of the employee/applicant, or as required by law.

DRUG AND ALCOHOL TESTING DISCIPLINARY POLICY

In compliance with the Omnibus Transportation Employee Testing Act of 1991, which requires Drug and Alcohol testing for Commercial Driver's License (CDL) employees, the Genesee County Road Commission, in addition to its Drug Free Workplace Policy, hereby establishes the following guidelines:

Testing to Be Done:

1. Pre-Employment
2. Post-Accident
3. Reasonable Suspicion
4. Random: (50%) annual rate for drugs, first 2 years (25%) annual rate for alcohol, first 2 years
5. Return-to-Duty and Follow-Up

In those instances where an employee is tested positive, the following progressive disciplinary policy shall apply.



Alcohol:

1 st Offense – 1 day suspension w/o pay	3 rd Offense – 1 week suspension w/o pay, mandatory EAP participation
2 nd Offense – 3 days suspension w/o pay	4 th Offense – Discharge eligible for re-hire after 6 months of sobriety if

1. Successful recertification of CDL
2. Job opening becomes available
3. Continued participation in rehabilitation for 1 year

Drugs:

1. 1st Offense – 1 month suspension (minimum) w/o pay, Mandatory Drug rehabilitation and follow-up testing and EAP participation as determined by SAP (Substance Abuse Professional). May return to work upon successful recertification of CDL.
2. 2nd Offense – Discharge with no consideration for re-employment.

Note: The frequency and severity of the infraction will determine the discipline imposed. Any and all disciplinary action taken will be in accordance with the provisions of the applicable existing Collective Bargaining Agreement.

Note: In addition to the MDOT guidelines ALL GCRC employees including members of management who operate a GCRC vehicle will be subject to random drug testing at management discretion.

EMPLOYEE ASSISTANCE PROGRAM

The GCRC recognizes that a wide range of problems – such as marital or family distress, alcoholism, and drug use – not directly associated with an individual’s job function can nevertheless be detrimental to an employee’s performance on the job. Consequently, it is in the interest of employees and GCRC to provide an effective program to assist employees and their families in resolving problems such as these as the need arises. To this end, the Employee Assistance Program (EAP) provides consultation services for referrals to local community treatment sources. Employees may also qualify for related benefits which are available under GCRC group insurance programs. All employees are encouraged to utilize these resources. Employee visits to the EAP are held in confidence to the maximum possible extent.

Participation in our Employee Assistance Program does not excuse employees from complying with normal GCRC policies or from meeting normal job requirements during or after receiving EAP assistance. Nor will participation in the EAP prevent GCRC from taking disciplinary action against any employee for performance problems that occur before or after the employee seeks assistance through the EAP.

Employees interested in learning more about our EAP or in discussing personal or job-related problems should contact GCRC for advice, guidance, or assistance in resolving any issues or providing information about the Employee Assistance Program. It will be the Human Resources Director’s responsibility to provide and promote confidentiality and privacy to the best extent possible.



SAFETY PROGRAM

PERSONAL PROTECTIVE EQUIPMENT (issuance and use of)

The GCRC is committed to the policy of safe work habits being practiced by ALL EMPLOYEES including the consistent use of Personal Protective Equipment (PPE) as required by MIOSHA. It is important that employees understand the importance of the rules regarding the use of safety glasses, hard hats, high-visibility clothing, foot protection and all other PPE, to minimize exposure to injuries. Failure to observe these rules will result in progressive discipline being issued in compliance with the collective bargaining agreements.

All employees shall wear acceptable work-style clothing, which will protect them on the job. This would include, but not be limited to: Ankle-length pants or jeans for field or garage occupations (shorts, sweatpants or cut-off pants are prohibited). Office occupations may wear dresses or skirts. All employees are required to wear waist-length shirts at all times (failure to wear a shirt or the wearing of cut-off shirts is prohibited).

It remains the responsibility of each employee to perform all work safely and in the event an employee feels that additional safety devices are necessary for the safe operation of a task, such devices are to be utilized whenever practical. Other requirements regarding Safety Equipment shall be at the direction of each employee's immediate supervisor. All questions regarding the use and requirements of Personal Protective Equipment should be directed to supervision and the Safety Coordinator.

HEAD PROTECTION

A "hard hat" meeting MIOSHA Personal Protective Equipment standards shall be issued to all employees whose job duties may require its use.

It is mandatory that a hard hat be worn at all times when engaged in work where falling objects, flying objects, impact or electrical shock hazards exist, including all job sites and work locations. Specific examples of work requiring the use of hard hats would include but not be limited to:

1. Traffic Control.
2. Any work within 20 feet of excavation of other construction equipment that is in use.
3. During loading or unloading of materials.
4. While installing or removing attachments on equipment.
5. Tree cutting of any sort.
6. While on pothole or AMZ patching operations.
7. Whenever an overhead hazard exists.



FACE AND EYE PROTECTION

One pair of safety glasses with side shields will be issued to all employees. Prescription safety glasses will be provided in accordance with the Prescription Safety Glass Procedure stated below. All safety glasses shall meet MIOSHA Standards on Personal Protective Equipment. Side shields **MUST** be worn at all times when safety glasses are required. Failure to wear side shields will result in the same penalty as failure to wear safety glasses. Filter or tinted lenses that restrict light transmittance will not be allowed indoors. Eye protection should be kept clean and free of defects. **WORK AREAS REQUIRING THE USE OF EYE PROTECTION WILL BE CLEARLY MARKED AND ALL EMPLOYEES SHALL WEAR SUCH PROTECTION AT ALL TIMES IN THESE AREAS.**

In the Equipment Division Safety Glass Areas, eye protection must be worn **AT ALL TIMES WHEN WORK IS BEING PERFORMED** – (normally 6:00 a.m. to 12:00 midnight), and **DURING ALL BREAKS, LUNCHESES AND OVERTIME**. Additionally, safety glasses must be worn whenever the work being performed or observed poses a potential eye hazard. Specific examples of work requiring eye protection would include but not be limited to:

1. Traffic Control.
2. Blade removal and replacement.
3. Operating a chain saw, tree chipper, brush cutter, tractor w/mower, weed whacker or lawn mower.
4. AMZ patching.
5. Concrete breaking and placement.
6. Grinding, polishing or chipping.
7. Spraying chemicals or power washing, including cleaning of any equipment.
8. Gravel crushing, loading or unloading.
9. Welding, brazing or cutting (including pipe cutting).
10. Operating a forklift (powered industrial truck).

VISIBILITY PROTECTION

All employees shall be issued a high visibility safety vest if required by their work. All employees engaged in any work in the road right-of-way and/or near traffic or heavy equipment operation shall wear reflective safety vest with 360 degrees full range of body motion. (which **MUST** be clean and bright) **AT ALL TIMES**. All work performed at night or in overcast/rainy conditions require the use of reflective safety vests, due to lack of visibility in darkness and in accordance with MCL 408.1001, et seq.

STURDY FOOTWEAR

ALL EMPLOYEES shall wear sturdy footwear on ALL JOBS. This rule would prohibit the wearing of open-toe shoes, cloth shoes or sandals by ANY EMPLOYEE AT ANY GCRC GARAGE LOCATION. Employees who work in the Administration Building should not wear shoes with heels more than 2" (inch) in height.



All Foreman, Equipment Operators, Mechanics, Laborers, Stock Clerks, Field employees in Traffic Engineering and Construction Engineering, and Managers assigned to the Garage shall wear sturdy leather shoes with tread soles at all times on the job. "Boots" with 6" or higher ankle support are strongly recommended. These employees shall not wear cloth shoes, sandals, loafers or shoes with high heels while so assigned.

SAFETY-TYPE FOOTWEAR

All employees shall wear safety-type foot protection, toe protection, metatarsal arch guards and any other protection deemed necessary when working on jobs involving serious foot injury potential.

HAND PROTECTION

All employees shall wear hand protection when the hands are exposed to hazards that may cause any of the following:

1. Skin absorption of harmful substances.
2. Severe cuts or lacerations.
3. Severe abrasions.
4. Punctures.
5. Chemical burns.
6. Thermal burns.
7. Harmful temperature extremes.

HEARING PROTECTION

Hearing protection shall be made available to all employees who shall use it when working in conditions where noise levels are such that the employee, their supervisor or the Safety Coordinator deems ear protection necessary.

WELDING AND CUTTING

All employees shall, when engaged in welding or cutting, wear approved safety glasses, a welder's helmet over such eye protection, protective welder's gloves and appropriate clothing to protect the worker from chips of weldments, slag, sparks and other hazards.

DUST OR CHEMICAL MASKS

An employee shall be provided with and shall wear approved, properly fitted dust or chemical masks when working in such conditions or as directed by their supervisor or the Safety Coordinator. Examples of such duties would include, but not be limited to:



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1. Gravel crushing, spreading or processing where dust clouds are produced.
2. Sweeping or grading where dust clouds are produced.
3. Spraying of herbicides, insecticides, fertilizers or other such chemicals.
4. Spray painting operations outside of ventilated approved booths designed for such operations.

AUTOMOTIVE EQUIPMENT OPERATION (ALL Employees Shall:)

1. Use seat belt equipment where provided, when operating trucks, snowplows, pickups, passenger cars (including private vehicles when involved in GCRC business) at all times, per State Law.
2. Strictly observe all GCRC rules for operation of equipment and all State of Michigan traffic laws.
3. Thoroughly inspect the vehicle before starting work. Report any and all defective safety equipment or mechanical deficiencies to supervisor.
4. Keep vehicle cab free of tools, clothing or other unnecessary equipment. Keep windows and mirrors free of dirt, frost or other foreign substances.
5. Carry hard hats, safety glasses and traffic vests in vehicle at all times in case they are needed.

TREE CUTTING, BRUSHING (All Employees Shall:)

1. Wear a hard hat **AT ALL TIMES**.
2. Wear hearing protection (earplugs or muffs) **AT ALL TIMES**.
3. Safety Leg Chaps **AT ALL TIMES**.
4. Sturdy footwear **AT ALL TIMES**.
5. Wear eye AND face protection **AT ALL TIMES**.
6. Follow manufacturers' instructions for adjustment and operation of chain saws.
7. Inspect daily all saw equipment for safety defects.
8. Fuel saws in open areas to minimize fire hazards.
9. Follow safe cutting and felling techniques **AT ALL TIMES**.



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HEAVY EQUIPMENT OPERATION (All Employees Shall:)

1. Strictly follow all GCRC Rules and Regulations for equipment operations.
2. Thoroughly check machines for possible safety defects before beginning work. This should include oil, hydraulic systems, hoisting systems, wire ropes, coolant levels, wheel lugs, tires, steering, windshield wipers, lights, mirrors, fire extinguishers and all controls or proper function of such equipment.
3. Operate only that equipment which you are authorized and trained to use and then only after all guards are in place and applicable safety precautions are followed.
4. When heavy equipment is being loaded or off loaded from a lowboy, two employees will be used. The second employee will act as a guide and perform traffic control; in addition, he/she will be able to call for help should an accident occur.
5. Employees shall not leave machines running while unattended.
6. Employees shall not attempt to adjust machinery, while it is running or attempt to stop equipment with your hand or makeshift device.
7. Keep work areas clean.
8. Use proper face/eye protection when grinding, chipping, welding or cutting.
9. Keep all tools in clean, safe condition. Replace broken handles, dress mushroomed heads of striking equipment. Make sure all electrical tools are properly grounded.
10. Take necessary measures to limit exhaust emissions in repair areas.
11. Use proper jacks and blocking devices **AT ALL TIMES**.

GARAGE OPERATIONS (ALL Employees Shall:)

1. Strictly observe all GCRC rules and MIOSHA Automotive Service Operations standards for safe operations.
2. Use suitable recommended replacement parts, lubricants and service requirements **AT ALL TIMES**. Use proper tools for the job.
3. Wear proper eye protection **AT ALL TIMES**.
4. Operate only that equipment you are authorized to use and then only after all guards are in place and safety precautions are considered.
5. Do not leave machines running while unattended.
6. Do not attempt to adjust machinery while it is running or attempt to stop equipment with your hands or makeshift devices.



7. Keep work areas clean.
8. Use proper eye/face protection when grinding, chipping, welding or cutting.
9. Keep all tools in clean, safe condition. Replace broken handles, dress mushroomed heads of striking equipment. Make sure all electrical tools are properly grounded.
10. Take necessary measures to limit exhaust emissions in repair areas.
11. Use proper jacks and blocking devices **AT ALL TIMES**.

BARRICADING PROCEDURES

1. All employees shall carefully follow all standards and recommendations as outlined in Part #6, Construction and Maintenance Rules: Michigan Manual of Uniform Traffic Control Devices, as issued by the Michigan Department of Transportation.
2. The Safety Coordinator and his/her appointee may inspect barricading and other safety warning equipment at each job site, to ensure the safety of Road Commission employees and the Public on such sites. No job should be allowed to continue if deficiencies are discovered.

PRESCRIPTION SAFETY GLASS PROCEDURE

GCRC employees needing prescription safety glasses may obtain a Prescription Order Form from the Human Resources Department. Replacements will be provided to employees according to the applicable union contract.

1. The applicable form is to be taken to the doctor of your choice for the examination. If you wish you may have a GCRC selected provider conduct your eye examination. Remember to have the doctor fill in the prescription on the form.
2. After the doctor has filled in the prescription, GCRC selected provider must process the form. You may use either location listed below. Employees will select the safety frame of their choice and the applicable co-pay(s) will be applied for each pair, unless you choose the solid color standard frame, which is free.
3. GCRC will purchase one pair of safety glasses with up to 20% tint for inside work.
4. GCRC will purchase a pair of sunglasses, for outside use, as mandated by OSHA. The cost of photo-grey will be the responsibility of the employee.
5. All safety glasses will be provided with detachable side shields.
6. All safety glasses must be picked up at GCRC Human Resources Department. At this time the employee will be required to pay the charges for his/her optional choices.



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Any adjustments that may be necessary will be made by the GCRC selected provider. The above procedure will enable the employee to have their choice of approved safety glasses at their convenience.

GCRC employees should contact the Human Resources Benefits Coordinator at (810) 767-4920, ext. 267 for additional information, applicable form and/or to inquire about participating providers.



V. WORKPLACE EXPECTATIONS

GENERAL

Each employee of the Genesee County Road Commission (GCRC) has a responsibility to know, to understand and to abide by fundamental professional standards and workplace expectations that support a positive work environment and promote the highest possible standards of professionalism within the organization. The Standards and Expectations that follow set a standard for orienting new employees to our organizational culture and serve to remind each employee of their role and responsibility in supporting a productive and healthy workplace.

Professional Conduct - Regardless of where you work in the organization what you do is very important and ultimately touches the lives of many who depend on GCRC services. Every day you interact with a wide range of internal and external customers, and, in each contact and conversation, you become the face of GCRC. The public, co-workers and our partners rely on the quality and timeliness of our work and on our professionalism. As a result, every employee of the GCRC team holds high standards of conduct and considers himself/herself a professional capable of meeting the needs and expectations of the people we serve and the public at large. As a GCRC employee, you shall display honesty and integrity in performing your job duties. You are expected to always be courteous, perform your duties professionally, and exercise patience and discretion in dealing with the public and coworkers. Self-control should be exercised even under provocation. All GCRC employees are to:

1. Become knowledgeable about GCRC business
2. Conduct business and complete tasks proficiently
3. Represent GCRC in a professional manner
4. Hold honesty and integrity as essential character traits
5. Maintain a positive attitude
6. Aspire to excellence
7. Value personal competency and the competency of co-workers
8. Rely on GCRC's Mission, Vision, Core Values and Workplace Expectations to guide conduct

Service - Provide exemplary service to the public. Respond to requests for assistance and other inquiries in a timely manner and provide helpful advice with options when readily available.

Courtesy - Be kind, courteous, professional, and respectful to co-workers, direct reports, supervisors, managers, the Board, partners, and the public. Be cordial to your co-workers and supervisors/managers. Refrain from behaviors, actions, or language constituting unlawful harassment or workplace violence. Any form of unlawful harassment or workplace violence is unacceptable conduct. Value diversity and value each other.



Ethics - Conduct yourself according to the highest ethical standards and promote an environment of public trust that is free from conflicts of interest, fraud, abuse of authority, and misuse of public property.

Safety - Familiarize yourself with the GCRC Disaster and Emergency Response Procedures. Follow all safety directives of the GCRC Administration. Use good judgment in decision-making and follow safety guidelines where appropriate. If there is a question on the appropriate course of action, clarify the question with your supervisor before proceeding. No pets are allowed in the workplace. If a service animal is required, a request for accommodation should be submitted to the Human Resources Department.

Teamwork - Work as a team for the good of the GCRC and its mission. Share information and good ideas to improve operations and outcomes. Celebrate each other's achievements to promote the success of GCRC. Be receptive to constructive feedback. Be open to input from your co-workers, direct reports, and supervisors/managers. Seek help when you need it and give help when asked.

Responsibility and Accountability - Meet commitments and deadlines. Be "work focused", dependable, accountable, and productive. Take care of personal needs and business during your breaks and lunch period. Keep your supervisor informed of any problems or issues so he/she is aware of them before hearing from the public or co-workers. Notify your supervisor as far in advance as possible when you think you may not meet a deadline. Follow instructions and directions given by a supervisor or a manager in a timely and respectful manner. If you have questions or need clarification, ask well before the deadline of the project or special assignment. Seek professional and personal growth opportunities and attend training that enhances professional behavior such as: Valuing Diversity, Respectful Workplace, and other professional development courses.

ETHICAL STANDARDS AND STANDARDS OF CONDUCT

It is the policy of the Genesee County Road Commission (GCRC) to follow the highest business ethics and standards of conduct. The following commitments serve as broad ideals to shape our conduct:

1. All relationships are to be truthful, trustworthy and honest.
2. In all activities for GCRC, employees are to abide by all laws and regulations and adhere to Road Commission policies and procedures.
3. Assignments, duties and responsibilities are to be carried out in a reliable and exemplary manner.
4. GCRC resources are to be utilized economically and efficiently.
5. Verbal communications and written statements are to be truthful and accurate.
6. Fellow employees must receive fair and considerate treatment, and they are not to be discriminated against because of a Protected Characteristic.
7. Employees must be committed to customer satisfaction.



8. Employees are prohibited from having any type of relationship, association or contact with any customer or supplier which compromises, or appears to compromise, our standards of conduct and ethics.
9. Each employee must avoid any investment, arrangement, or other association, whether of his/her own or that of an immediate family or household member, which could give the appearance of interfering, or actually interfere with, the independent exercise of sound business judgment in the best interests of GCRC, or otherwise represents a real or apparent conflict of interest between the interests of the employee and those of GCRC. For purposes of this policy, "immediate family" shall mean an employee's spouse, children, parents, or siblings, including any such step-relatives.
10. Employees shall familiarize themselves with the applicable laws and regulations referred to below in the Code of Business Ethics and Standards of Conduct.

It is the obligation of every employee to be a responsible employee; that is, to be honest, trustworthy, conscientious, and dedicated to the highest standards of ethical business practices.



CODE OF BUSINESS ETHICS

1. Employees shall conduct their employment activities with the highest principles of honesty, integrity, truthfulness and honor. To this end, employees are to avoid not only impropriety, but also the appearance of impropriety.
2. Employees have a legal, moral and ethical responsibility to report to GCRC known or suspected violations of law, regulations, or policy, including the Standards of Conduct.
3. Employees shall not make, recommend or cause to be made any expenditure of funds known or believed to be in violation of any law, regulation, or policy.
4. Employees shall not use their position in employment to force, induce, coerce, harass, intimidate, or in any manner influence any person, including subordinates, to provide any favor, gift or benefit, whether financial or otherwise, to themselves or others.
5. In business dealings, employees shall not provide, or offer to provide, any gratuity, favor or other benefit, or engage in any other activity which could improperly influence, or reasonably be interpreted as improperly influencing, their decisions or activities. All such activities shall be conducted strictly on an arm's length business basis.
6. Employees representing GCRC to third parties shall not allow themselves to be placed in a position in which an actual or apparent conflict of interest exists. Such conflict of interest may arise, or appear to arise, by reason of the employee's acceptance of gratuities, favors, or other valuable benefits which could improperly influence or reasonably be interpreted as improperly influencing sound business decisions. All such activities shall be conducted strictly on an arm's length business basis.
7. Employees will exercise great care in situations in which there is a pre-existing relationship between an employee and an industry representative or official of an agency with whom the Road Commission has an existing or potential business relationship. In such a situation, the employee shall immediately report the relationship to his/her supervisor and, pending further direction by the Managing Director, the employee shall take no further action associated with the business in which the personal relationship exists. Where there is any doubt as to the propriety of the relationship, the employee shall discuss the relationship with his/her supervisor as to avoid even the appearance of impropriety.
8. Employees shall not engage in outside business activities, either directly or indirectly, with a customer, vendor, supplier, or agent of the Road Commission, or engage in business activities which are inconsistent with, or contrary to, the business activities of the Road Commission.
9. Employees shall not use or disclose the Road Commission's confidential information, or any other confidential information gained in the performance of Road Commission duties, as a means for making private profit, gain or benefit.



STANDARDS OF CONDUCT

This policy establishes standards of conduct and behavior for all employees of the Genesee County Road Commission. Further, it provides guidance to employees in interpreting and complying with standards of conduct and related Road Commission policies.

GRATUITIES

GCRC has adopted the following definition of a “gratuity.”

Any gift, favor, entertainment, hospitality, transportation, loan, forbearance, any other tangible item, and any intangible benefits, including discounts, passes, and promotional vendor training, given or extended to or on behalf of a GCRC employee, the employee’s immediate family or household member, for which market value is not paid by the recipient. It does not include such items as modest items of food and refreshments, such as soft drinks, coffee and donuts, offered other than as part of a meal; and items with little intrinsic value, such as plaques, certificates, and trophies, which are intended solely for presentation.

GCRC prohibits any employee from providing, or offering to provide, a gratuity of any value. In connection with this prohibition, GCRC will not reimburse an employee for any business expenses found to be a gratuity. It must be remembered that GCRC employees are prohibited from providing such gratuities not only because it violates Act 51 uses for Transportation Funds, but also because such gratuities give the appearance of impropriety or favoritism. Remember, no matter how innocent the gratuity may be, it immediately brings into question the integrity and business ethics of the employee and GCRC.

GCRC employees, or members of their families, shall not solicit, accept, or agree to accept, any gratuity having a market value of greater than \$20, lavish entertainment, or other valuable benefits for themselves, members of their families, or others, either directly or indirectly, from an interest outside GCRC that is engaged in or seeking business or financial relations with GCRC, or has business or financial interests which are affected by the performance or non-performance of the employees of GCRC.

No GCRC employee shall accept any payments, fees, commissions or other form of remuneration from sub-contractors, vendors, or other third parties because of transactions or business involving GCRC.

BRIBERY AND KICKBACKS

The Genesee County Road Commission prohibits any employee from participating in any bribery or kickback scheme, whether in the offering or receiving of payments for beneficial or favorable actions in any business matter.

CONFLICT OF INTEREST

All GCRC employees are in positions of trust. As such, employees are prohibited from taking official business actions on any matter in which they or their immediate families have a direct or indirect financial interest. Should such a situation arise, the employee shall immediately disclose in writing the connection or interest in the activity or transaction to the Managing Director who, in turn, will take appropriate action to eliminate the conflict of interest.



Employees should be alert to situations in which they suspect a possible conflict of interest. Questions regarding potential conflicts of interest should be directed to the Human Resource Department or the Managing Director. The following are examples of conflicts when a GCRC employee engages in outside employment activities:

1. Employment or activities which benefit, either directly or indirectly, from GCRC's activities.
2. Employment or activities which so expend the time and effort of a GCRC employee that it interferes with or otherwise diminishes the expected productivity or effort of the employee in carrying out the Road Commission's employment responsibilities.
3. Employment, full, part-time, or temporary, in any organization which does business with GCRC.
4. Employment that conflicts with the satisfactory or impartial performance of GCRC's employment duties.
5. Owning or having a substantial interest in a supplier or contractor.
6. Accepting gifts, discounts, favors or services from a supplier or consultant, unless equally available to all GCRC employees.
7. Hiring or supervising family members or closely related persons.

The following outside employment activities are prohibited, except as may be otherwise allowed under a collective bargaining agreement:

1. Supplemental employment without the express written consent of the Human Resource Department and Managing Director.
2. Supplemental employment during actual GCRC duty time.
3. Request for or use of sick leave to engage in supplemental employment.
4. Use of any GCRC funds, property, or equipment in or for the benefit of any supplemental employment.

SUPPLEMENTAL EMPLOYMENT – OUTSIDE WORK

Employees are permitted to engage in supplemental work or to hold other jobs, subject to certain restrictions as outlined below.

Employees must report all supplemental employment to the Human Resources Department and the Managing Director and receive approval to engage in supplemental employment activities. Supplemental employment activities and conduct away from the job must not compete with, conflict with or compromise GCRC interests or adversely affect job performance and the ability to fulfill all job responsibilities. This prohibition also extends to the unauthorized use of any GCRC tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.



Employees are cautioned to carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel or refusal to work overtime or different hours. If GCRC determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

DUTY TO REPORT VIOLATIONS

If an employee observes activities prohibited by this Policy or if an employee is asked to engage in any activity which is prohibited by this Policy, the employee must report it so that the GCRC may investigate and resolve the matter. The report should be made to the Managing Director and the Human Resources Director. Violations of this Policy will result in disciplinary action, up to and including discharge from employment.

FRAUD

The Genesee County Road Commission (GCRC) is committed to protecting its revenue, property, information, and other assets from any attempt, either by members of the public, contractors, sub-contractors, agents, intermediaries, or its own employees, to gain, by deceit, financial or other benefits. This policy prohibits fraud or the misuse of GCRC assets and sets forth specific guidelines and responsibilities regarding appropriate actions that must be followed for the investigation of fraud and other similar irregularities.

DEFINITIONS

As used in this Policy, the terms listed below shall have the following definitions:

1. ***Embezzlement*** is to misappropriate property entrusted to one's care for one's own use.
2. ***Misappropriate*** means to wrongfully take or make use of an asset without authority or right.
3. ***Loss*** is defined as GCRC losing possession or control of any type of asset through fraudulent activities.
4. ***Employee(s)*** refers to all GCRC employees, independent contractors, consultants, and temporary workers.
5. ***Assets*** refer to the entire property of GCRC and include, but are not limited to, all GCRC vehicles, equipment, and building property, computers and software, cash receivables, wages and benefits.
6. ***Equipment*** is defined as a capital asset that is not consumable or expendable; it is movable, even though sometimes attached to other objects or buildings; and its removal does not create a readily observable physical impairment or deterioration. Examples include, but are not limited to: office equipment including computers, desks, cabinets, printers and scanners, electronic data processing equipment, cameras and recording devices, construction and maintenance equipment, tools, and inventory items.



PROHIBITED ACTS

Fraud and misuse of GCRC assets are prohibited. Examples of fraud and misuse of GCRC assets include, but are not limited to:

1. Misappropriation, misapplication, destruction, removal, or concealment of Genesee County Road Commission property.
2. Alteration or falsification of documents.
3. Theft of any asset (money, tangible property, road materials, inventory, etc.)
4. Intentional circumvention of procedures.
5. Authorizing or receiving compensation for goods not received or services not performed.
6. Authorizing or receiving compensation for hours not worked.
7. Misrepresentation of facts.

GCRC abides to a zero-tolerance policy regarding fraud and misuse of GCRC assets. No employee of GCRC, contractor or sub-contractor working for GCRC, or member of the public shall engage in fraud, embezzlement, misappropriation, theft or misuse of any GCRC asset. An individual who violates this Policy will be subject to any or all of the following: civil action, restitution and/or criminal charges. In addition to the above-listed remedies, employees who violate this Policy will be subject to disciplinary action, up to and including discharge.

COMPLAINT PROCEDURE

Employees of GCRC shall read and understand this Policy. Employees shall be expected to report any suspected or known fraudulent act(s) to their supervisor or to the Department head. If an employee has reason to believe that his/her supervisor may be involved in the suspected or known fraudulent act, the employee shall notify the Managing Director or Director of Human Resources.

Supervisors/Department Heads shall:

1. Communicate the provisions of this Policy to all staff;
2. Report all complaints of suspected or known fraudulent activity to the Managing Director or Director of Human Resources;
3. Take no action without consulting the Managing Director, and the Director of Human Resources; and,
4. Recommend appropriate disciplinary action when there is evidence of wrongdoing.



When made aware of a suspected or known fraudulent act, the Managing Director or Director of Human Resources must initiate an internal investigation. The internal investigation may include, but is not limited to, review of cash journals, ledgers and accounting records.

All participants in a fraud investigation shall keep the details and results of the investigation as confidential as is reasonably possible under the circumstances.

There shall be no retaliation against any employee because the employee has made a report of a suspected or known fraudulent act or testified, assisted, or participated in an investigation under this Policy. Any such retaliation will result in disciplinary action, up to and including discharge from employment.

Prevention

Each department will maintain an internal control environment to protect the department and GCRC from loss or other damages as a result of a fraudulent act.

False Allegations

False allegations of suspected fraud with the intent to disrupt or cause harm to another will be subject to disciplinary action up to and including termination of employment.

Corrective Actions and Discipline

Appropriate and timely action will be taken against anyone who has committed a violation of this Policy. These remedial actions may include, but are not limited to:

1. Disciplinary action (up to and including immediate termination of employment).
2. Restitution for all losses, including investigation and legal expenses, to the fullest extent of the law.
3. Forwarding information to the appropriate authorities for criminal prosecution.
4. Institution of civil action to recover losses.

Where GCRC elects to take corrective or disciplinary action, it will proceed under the procedures in place under any applicable disciplinary policy or under any collective bargaining agreement for the respective employment classification.

GCRC may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from the fraudulent conduct.

Confidentiality

All investigations will be conducted in confidence insofar as reasonably possible. The name or names of those communicating information about a fraudulent act and the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.



CONFIDENTIALITY

This policy affects all employees, including board members, contractors and volunteers, who may have access to confidential information. All employees of GCRC shall keep confidential any and all information they acquire during the course of their employment that would reasonably be considered to be personal or confidential. This includes, but is not limited to:

1. personal information concerning employees,
2. confidential information obtained from third parties;
 - confidential information about matters under consideration by GCRC
 - confidential information concerning the business or operations of the Genesee County Board of Road Commissioners;
 - content of contractual negotiations; and
 - details of business operations, financial matters and other confidential records of businesses which deal with GCRC.

No person shall disclose such information unless such disclosure is required within the course of employment. Information covered by this policy shall include information that is written or unwritten or stored electronically. Any request for information made pursuant to the Freedom of Information Act shall be directed to the office of the Managing Director. Subject to legislation and regulations, any personal or confidential information shall be released only as required in the necessary course of employment and only by those persons authorized to release such information. An employee shall make his or her best efforts to ascertain whether or not release of information is authorized and, if uncertain, shall direct the inquiry to his or her supervisor.

Any person who knowingly, recklessly or negligently releases personal or confidential information without appropriate authority may be subject to disciplinary action up to and including termination of employment. The Human Resources Director shall develop procedures to collect, store and allow access to personal and confidential information in keeping with the requirements of appropriate legislation.

ABSENTEEISM

Absenteeism hinders efficient provision of services to the public and places undue hardship on fellow employees. Absenteeism includes failure to provide a satisfactory reason for absences, failure to correct causes of absences, continual absence for two or more days a month, continual absences on certain days of the week or after holidays, and continual absences of questionable validity.

If unforeseen events prevent you from coming to work, you must notify your supervisor within 30 minutes before your scheduled starting time. Notice does not constitute approval of leave use. Whether leave use is approved depends on individual circumstances. Absent mitigating circumstances, if you do not notify your supervisor of an absence, you will be subjected to disciplinary action. Unsatisfactory attendance records will result in corrective action or discipline.



Your supervisor will periodically review your attendance record. Employee attendance records are considered for promotion opportunity. Non-exempt employees should refer to their collective bargaining agreement relative to attendance reporting.

Employees are generally required to utilize paid leave to cover their absences from work. An employee who takes time off from work without having approved leave available, unless for an FMLA-qualifying reason, qualified Michigan Paid Medical Leave Act (PMLA) reason or other reason approved by management, will be subject to discipline, up to and including termination from employment.

Vacation and holidays must be scheduled with one's supervisor in advance. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off. Absences due to illnesses or injuries that qualify under the Family and Medical Leave Act (FMLA) or PMLA will not be counted as absenteeism. Medical documentation within the guidelines of the FMLA or PMLA may be required in these instances.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. A no call/no show lasting three days will be considered job abandonment and will be deemed an employee's voluntary resignation of employment.

TARDINESS

Tardiness is defined as a failure to report for your scheduled shift or meeting on or before the start time. Excessive tardiness is defined as more than 3 unexcused tardies in any given month. Excessive tardiness could lead to corrective action up to and including discharge.

ATTIRE - GROOMING – HYGIENE

This policy is intended to clarify to GCRC employees the standards of dress and appearance considered suitable when at work. It is important for all employees to project a professional image while at work by being appropriately attired.

GCRC employees are to report to work properly attired and with good hygiene. Wear casual business or formal business attire when appropriate. Workplace attire is to be neat, clean, in good repair and appropriate for the work performed and for the setting in which work is done. Provocative clothing and clothing with words, terms, or pictures that may be offensive to other employees and the public is not to be worn in the workplace. Dress in footwear appropriate to the business setting. Flip flops and slippers are inappropriate unless approved as a reasonable accommodation. Bare feet or socks only is never appropriate. Hats should not be worn in the Administrative Building unless it is for religious, job required, or approved medical reasons, or has been approved by your supervisor. Please discuss these exceptions with your supervisor. If you are unsure if a certain article of clothing is inappropriate for the workplace, it is best not to wear it. Keep in mind that some employees are particularly sensitive to perfumes and colognes. Staff may be instructed to return home to dress appropriately or address hygiene concerns.

GCRC is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy will result in disciplinary action, up to and including termination.



ELECTRONIC COMMUNICATION AND INTERNET USE

Internet access is supported by a complex association of external network providers and GCRC support. Effective GCRC use of the Internet and other technology available depends heavily on the proper conduct of users who must adhere to these guidelines. Internet access is a privilege granted by GCRC to certain personnel to allow them to use such access to better serve their department, GCRC, and residents of Genesee County; it is not a right. If a County Road Commission user violates any of the guidelines outlined in this document, their account can be terminated and future Internet access through the Road Commission may be denied.

The electronic mail and other GCRC information systems are not to be used in a way that may be disruptive, offensive to others, or harmful to morale. There is to be no display or transmission of sexually explicit images, messages, or cartoons, nor any transmission or use of e-mail or voice-mail communications that contain ethnic slurs, racial epithets, or anything that may be construed as harassment or disparagement of others based on their Protected Characteristic. Violation of this policy will result in appropriate disciplinary action. Employees' communications and use of the e-mail, computer, Internet, and voice mail systems will be held to the same standard as all other business communications, including compliance with GCRC's equal employment opportunity and anti-harassment policies. GCRC should immediately be notified of any unsolicited, offensive material received by any employee on any of these systems.

E-mail is the equivalent of a business memorandum. Words and messages should be prudently selected. Employees should not commit to e-mail what they would not readily commit to a business memorandum. Employees should be professional in their use of the computer and e-mail systems.

Employees should use the information systems for GCRC purposes only. These systems were placed to facilitate employee's ability to efficiently do their job. To that end, these systems are provided solely for business purposes. The information systems should not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations.

The e-mail, computer, Internet, and voice mail systems are GCRC property. Anything an employee creates or loads into the system becomes GCRC property. All electronic and voice mail messages are the GCRC's records. GCRC reserves the right to access, monitor, copy, review, download, and disclose all messages, communications, and files created or maintained on these systems, at any time and for any business purpose, without prior notice to the employee.

Employees are hereby notified they have no expectation of privacy when using GCRC information systems. If e-mail is deleted from employee screens, it is not deleted from the system and can still be accessed. The same is true even if employees have private code words for e-mail access. While management reserves the right to enter an employee's information systems' file whenever there is a business reason to do so, non-management employees should not attempt to gain access to another employee's information systems' file without the latter's express permission. Non-management employees should not access anything which is designated "confidential" without first receiving proper authorization from management.

Employees should not transmit or disclose any of GCRC's confidential information on the information systems without proper management authorization. Even after receiving such authorization, employees should only send materials of a sensitive nature or which constitute "confidential information" on the Internet if the materials are properly encrypted to prevent third-party interception. Employees must treat this information in a secure manner at all times.



Some information on the Internet may be protected by copyright law. Before downloading any information from the Internet, creating Web pages with links to other materials, or copying or using a third party's materials, employees should first consult with management.

Compliance with this information systems policy is a term and condition of employment. Failure to abide by these rules or to consent to any interception, monitoring, copying, reviewing, or downloading of any communications or files will result in discipline, up to and including termination.

POLICY FOR USE OF PERSONAL COMPUTERS AND FACSIMILE (FAX) MACHINES

The Genesee County Road Commission (GCRC) personal computer and fax machine resources must be secured against loss, misuse, or damage by internal or external sources. The GCRC has many licenses to utilize computer software, and the agreements contain restrictions concerning their use, duplication, and federal copyright protection. Every employee who uses GCRC personal computer resources has the responsibilities listed below:

1. Only software that has been authorized by the GCRC may be loaded or used on a GCRC assigned computer.
2. The GCRC's software and software manuals should not be duplicated or reproduced in any manner without written authorization. Such actions are in violation of software agreements between vendors and the GCRC.
3. Software owned or leased by the GCRC may not be altered in any manner without proper authorization.
4. Computer and fax equipment, software or documentation may not be removed from GCRC premises without approval of the employee's department head.
 - A. Upon termination of employment, all computer hardware, fax machines, data, and manuals must be returned to the employee's department head. Failure to do so could lead to legal action.
 - B. Employees may not solicit faxes or emails dealing with non-business matters; if a fax or email containing non-business information is inadvertently received, the fax will not be transmitted further and the appropriate action will be taken to terminate any further solicitation.

Employees who violate any provision of the policy may be subject to disciplinary action up to and including termination, as well as appropriate legal action.

USE OF CELLULAR TELEPHONES AND OTHER WIRELESS, ELECTRONIC COMMUNICATIONS DEVICES

The purpose of this policy is to provide policy guidance to all employees of the Genesee County Road Commission (GCRC) concerning the use of cellular telephones and other wireless, electronic communications devices (e.g., pagers) while in the employ of GCRC.



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1. Cellular telephones and other wireless, electronic communications devices provided by GCRC to GCRC employees are solely for the conduct of the business of GCRC. Use of these cellular telephones and other wireless, electronic communications devices that are provided by GCRC for personal business is not permitted.
2. Employees assigned GCRC cell phones to conduct GCRC business should utilize that cell phone equipment and not a privately-owned cellular telephone. Under limited circumstances, employees who are required to use cellular telephones and other wireless, electronic communications devices not owned or leased by GCRC for the conduct of GCRC business may be reimbursed for the costs associated with the use of the cellular telephones on calls that deal with GCRC business, but only when the Department Manager or Director concerned has given approval prior to use and subject to verification. GCRC will not pay any portion of lease and /or purchase payments for cellular telephones and other wireless, electronic communications devices not owned by GCRC.
3. While at work, employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of GCRC phones. Excessive personal calls during the workday on a personal cell phone is prohibited.
4. Cellular telephones and other wireless, electronic communications devices may not be operated in any way that compromises the safety of GCRC employees operating equipment and/or vehicles as a part of their responsibilities at the GCRC.
5. While driving or operating GCRC owned vehicles or equipment, whether they are moving or stationary on a highway, employees who possess a commercial driver's license are prohibited from the use of GCRC or personal cell phones, either hand held or hands-free. This includes, but is not limited to, answering or making phone calls, engaging in phone conversations, taking photographs, reading or responding to e-mails and text messages, listening to music, and accessing the internet. Drivers of commercial motor vehicles should use the radio provided in the vehicle. If no hands-free device is available, the driver shall pull to the side of the road in a safe location prior to answering or initiating cell calls.
6. All other employees whose job responsibilities include regular or occasional driving are expected to refrain from using their phone while driving any GCRC vehicle, except with the use of a hands-free device and in accordance with applicable laws.
7. Employees issued GCRC cell phones are responsible to:
 - A. Protect GCRC-owned cell phone from theft, loss or damage.
 - B. Immediately report loss, theft or damage to his/her supervisor or Department Head.
 - C. Ensure that he/she manages his/her voice mail account effectively. Messages should be responded to promptly and then cleared to make room for additional incoming messages.
 - D. To not use the cell phone in violation of any local, state, or federal law or for any discriminatory, derogatory, sexual, illegal, unethical, or otherwise inappropriate remark or purposes.
8. GCRC reserves the right to monitor employee compliance with this policy through appropriate means, including but not limited to, vehicular surveillance. By utilizing a personally-owned cellular telephone while on duty, the employee consents to GCRC's right to conduct monitoring to determine employee compliance.



GCRC reserves the right to amend or modify this policy at any time. Any employee who fails to comply with this policy will be subject to disciplinary action up to and including termination for any violation.

SOCIAL MEDIA—ACCEPTABLE USE

We understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any type on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with GCRC, as well as any other form of electronic communication.

The same principles and guidelines found in GCRC policies apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the GCRC or the GCRC's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the GCRC policies to ensure your postings are consistent with GCRC policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Do Not violate HIPAA laws while posting any information!

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of GCRC. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Conflict Resolution Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of a Protected Characteristic.



Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about GCRC, fellow associates, members, customers, suppliers, people working on behalf of GCRC or competitors.

Post only appropriate and respectful content

Maintain the confidentiality of GCRC trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Express only your personal opinions. Never represent yourself as a spokesperson for GCRC. If GCRC is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of GCRC, fellow associates, members, customers, suppliers or people working on behalf of the GCRC. If you do publish a blog or post online related to the work you do, or subjects associated with GCRC, make it clear that you are not speaking on behalf of the GCRC. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the GCRC."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the GCRC Equipment Policy. Do not use GCRC email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

GCRC prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

For more information

If you have questions or need further guidance, please contact Human Resources.

SOLICITATIONS, DISTRIBUTIONS AND POSTING OF MATERIALS

GCRC prohibits the solicitation, distribution and posting of materials on or at GCRC property by any employee or nonemployee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by GCRC management and sponsored projects related to GCRC services.

Provisions:

1. Nonemployees may not solicit employees or distribute literature of any kind on GCRC premises at any time.



2. Employees may only admit nonemployees to work areas with management approval or as part of a GCRC-sponsored program. These visits should not disrupt workflow. An employee must accompany the nonemployee at all times. Former employees are not permitted onto GCRC property except for official GCRC business.
3. Employees may not solicit other employees during work times, except in connection with a GCRC-approved or sponsored event.
4. Employees may not distribute literature of any kind during work times or in any work area at any time, except in connection with a GCRC-sponsored event
5. The posting of materials or electronic announcements are permitted with approval from the Human Resources Department.

Violations of this policy will result in discipline up to and including termination of employment.

PHONE ANSWERING PROCEDURE

To ensure that calls and inquiries are handled in a courteous and professional manner, the following steps must be adhered to by all GCRC employees. Upon answering the phone, the employee must:

1. Identify the Agency . . . “Genesee County Road Commission”
2. Identify self . . . “This is (employee’s name)”
3. Identify nature of call . . . “How may I help you?”
4. Direct call to proper extension or department.

When an employee in the department answers a call that has been directed to them, the following steps must be adhered to.

1. Identify the Department . . . “(Department or District name)”
2. Identify self . . . “This is (employee’s name)”
3. Identify nature of call . . . “How may I help you?”

Once the caller has identified the reason for the call, the employee must respond in a courteous manner, soliciting as much information as possible regarding the issue or complaint. Once this has been accomplished, the call should be forwarded to the proper person. If that person is not available, the employee answering the phone should take a message and forward it to the designated person, assuring the caller that their call will be returned as soon as possible.

In order to ensure the effectiveness of this policy, all GCRC employees should receive training within their respective departments. This training should include departmental operations information, and changes to operating procedures, as they occur, so as to be able to respond to incoming calls in a professional manner. All road maintenance complaints



and concerns should be directed to the Maintenance Department for appropriate processing and follow-up. Under no circumstances, are incoming calls or complaints regarding road maintenance problems to be referred to Township Offices or Township Supervisors without the direction and authorization of GCRC management.

All requests for information regarding litigation, Freedom of Information or Administrative Operations or Policy are to be referred directly to the Managing Director.

All requests for information about GCRC employees or employment issues such as Affirmative Action Plans and Equal Employment Opportunity issues are to be referred directly to the Human Resources Department. GCRC employees are not to divulge any personal details regarding any other GCRC employee or provide information on any other GCRC employee's availability when absent.

In the instance where an incoming call may be construed as either obscene or abusive, the employee should immediately advise the caller that it (the call) is offensive and will not be tolerated, and the call terminated. Immediately after disconnecting that call, the employee must report the incident, in as much detail as possible, to the Human Resource Department.

MEDIA COVERAGE

Permission from the Managing Director must be obtained before any employee can talk to any media source (newspaper, TV, radio, etc.) concerning GCRC business or practices. Please use this response if you are contacted by any media source. "I'd like to respect your request, but all media inquiries must first go through the Managing Director. That phone number is 810-767-4920 ext 243. We **MUST** secure approval **PRIOR** to being interviewed by the press and/or TV for ANY reason." Please contact your immediate supervisor for any further follow-up procedures.

REQUESTS FOR INFORMATION

All requests for information, including requests under the Freedom of Information Act (FOIA) or requests from attorneys, shall be directed to the Managing Director's office. Employees are not to release information merely because someone requests it.

The policy of the Genesee County Road Commission is that all such inquiries are to be handled through the Managing Director's office.

EMPLOYEE PERSONNEL FILES

Employee files are maintained by the Human Resources Department and are generally considered confidential, subject to any required disclosure under the Michigan Bullard-Plawecki Employee Right to Know Act or the Freedom of Information Act. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Personnel file access by current employees and former employees upon written request but no more than two times per year will be permitted, in accordance with the Michigan Bullard-Plawecki Employee Right to Know Act. Personnel files are to be reviewed in the Human Resources Department. Personnel files may not be taken outside the department. Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.



REQUESTS FOR INFORMATION ABOUT EMPLOYEES

All requests for information about present and former employees should be referred to the Human Resources Department.

1. Telephone or Personal Requests
 - A. The only information about present or former employees that will be released over the telephone or in person is the employee's name, date employed (if applicable) and job title. Under no circumstances will any other information, including salary, job performance, reason for leaving (if applicable), etc., be released.
2. Written Requests
 - A. Any requests for information about present or former employees received in writing will be answered with a Verification of Employment Letter.
 - B. If the request includes a form, signed by the employee, authorizing release of specific information, only the information so specified will be released.

If the request concerns a current employee, a copy of the request and the reply will be given to the employee.

1. Requests from Law Enforcement Agencies
 - A. Requests for information about present or former employees from law enforcement or other governmental officials will be answered in accordance with the procedures in sections one and two above.
 - B. If the request is accompanied by a subpoena or a court order, the requested information will be supplied.

SOCIAL SECURITY NUMBER PRIVACY POLICY

GCRC collects and maintains Social Security Numbers and/ or other confidential information relating to its employees and is committed to maintaining the confidentiality and proper handling of this information as a matter of course and in compliance with the Michigan Social Security Number Privacy Act.

Employees

GCRC may use Social Security Numbers:

1. As authorized by state or federal statute, rule, or regulation, or by court order or rule, or in litigation;



2. To provide to a law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution;
3. To use administratively in the ordinary course of business to: (1) verify the individual's identity, to identify an individual, or for similar administration purposes related to employment; (2) lawfully investigate an individual's claim, credit, criminal, or driving history; (3) prevent, detect, or deter identity theft or other crimes; (4) lawfully pursue or enforce legal rights, such as audit, collection, investigation or transfer of an employee benefit or a claim, debt, receivable, or account; (5) lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability; or (6) provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of other investments.

Restrictions on Use and Disclosure

GCRC will comply with the following restrictions on the uses and disclosures of Social Security Numbers:

1. **Public Display.** GCRC will not publicly or visibly display more than the last 4 sequential digits of a Social Security Number on property or on any GCRC identification badge or similar item.
2. **Computer Use.** GCRC will not publicly or visibly display more than the last 4 sequential digits of employees' Social Security Numbers over the Internet or on a computer system or network unless the connection is secure or the transmission is encrypted. Similarly, GCRC will not require employees to use or transmit more than the last 4 sequential digits of their Social Security Numbers to gain access to the Internet or a computer system unless the connection is secure, the transmission is encrypted, or a password or other unique personal identification or authentication device is also required.
3. **Mailing of Documents.** Mailing means the use of U.S. mail or other delivery services that do not require the recipient to sign for the package.

GCRC will not include more than the last 4 sequential digits of Social Security Numbers on the outside of envelopes or packages, and will not mail documents or information containing more than the last 4 sequential digits of Social Security Numbers if those numbers are visible without manipulation from the outside of the envelope or package.

GCRC will not include more than the last 4 sequential digits of Social Security Numbers in documents or information mailed to individuals for purposes other than those set forth in Section (c) of the Michigan Social Security Number Privacy Act unless:

1. The use of Social Security Numbers is permitted or required under state or federal law;
2. The document is sent as part of an application or enrollment process initiated by the individual;
3. The document is sent to confirm the accuracy of an individual's Social Security Number for an account, contract, policy or insurance benefit, or to establish, service, amend, confirm the status of, or terminate the account, contract, policy or benefit;
4. The document or information is mailed by or at the request of an individual whose Social Security Number appears in the document or that individual's or parent or legal guardian;
5. The document or information is mailed in a manner consistent with specific federal regulations:



- A. **Freedom of Information Act.** Where all or more than 4 sequential digits of a Social Security Number are contained within a document subject to release under the Freedom of Information Act, they shall be redacted from the document.
- B. **Storage.** All documents containing Social Security Numbers shall be stored in a physically secure manner. Social Security Numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access.
- C. **Access to Social Security Numbers.** Only personnel who have legitimate business reasons to know will have access to records containing Social Security Numbers. The department heads having access to records containing Social Security Numbers shall determine which other personnel within their departments have a legitimate reason in GCRC's ordinary course of business to have access to such Social Security Numbers. Personnel using records containing Social Security numbers must take appropriate steps to secure records when not in immediate use.
- D. **Disposal of Documents and Data.** GCRC will properly dispose of documents containing Social Security Numbers by ensuring that all such materials are shredded prior to discarding. Data stored in electronic format will be rendered irretrievable before computers are discarded or destroyed.
- E. **Penalties.** Any employee who has intentionally violated the Social Security Number Privacy Act or this Policy is subject to disciplinary measures up to and including discharge.

WORK RULES

The following is a set of rules developed to guide the conduct of GCRC employees. These rules are not meant to be all-inclusive. They apply to all employees of GCRC. However, this statement of prohibited conduct does not alter the GCRC policy of at-will employment with respect to its non-Union employees. Employees are expected to perform their job duties in a professional manner in order to promote the orderly and efficient operation of GCRC as a public service organization. Inappropriate actions or failure to abide by GCRC policies or procedures will result in disciplinary action ranging from oral counseling to discharge and/or criminal prosecution depending upon the seriousness of the offense in the judgment of management. Disciplinary action does not free an employee from possible criminal liabilities. The following conduct is prohibited and is subject to disciplinary action or discharge.

1. Failure to be at respective place of work at scheduled starting time and remain on the job until scheduled quitting time, unless otherwise directed by the supervisor or Management.
2. Failure to notify designated supervisor or other management designated personnel prior to regular starting time to report any absences from work.
3. Completing another employee's time card without management authorization.
4. Falsification, misrepresentation, or intentional omission of information on employment applications, official records, reports, correspondence, documents, or medical records, timesheets, etc.
5. Absenteeism and Tardiness:



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- A. Failure to report to work without prior approval for the absence, failure to notify the immediate supervisor of the reason for an unanticipated absence within a reasonable time of the commencement of each absence, or leaving work assignment without prior approval.
 - B. Improper use of sick leave or other leaves of absence to cover an absence; falsification of information to secure sick leave or other leaves of absences.
 - C. Failure to report for overtime when properly scheduled, and/or failure to report to work in an emergency.
 - D. Excessive tardiness.
 - E. Abuse of rest periods.
6. Theft or attempted theft of property from GCRC, its visitors, patrons, vendors, Board Members or employees.
 7. Unauthorized possession or inappropriate use of GCRC property, equipment, or facilities, including telephone, computer, and internet access.
 8. Revealing confidential information and distributing documents, letters, reports etc., without authorization from management.
 9. Gross incompetence, negligence or failure to perform assigned duties.
 10. Failure to remain alert and attentive to job duties and responsibilities.
 11. Use of vulgar, obscene, or demeaning language pertaining to any Protected Characteristic.
 - A. Verbally threatening and/or abusing, bullying, fighting, or instigating a fight, or physically attacking or obstructing supervisory personnel, management, GCRC Board Members, subordinates, fellow employees, members of the public and vendors.
 12. Retaliation against or coercion of employees or others for cooperating in investigations.
 13. Intentionally and harmfully defaming, passing unmerited rumors, gossip, and untruths concerning a GCRC employee, member of management, GCRC Board Members, GCRC vendors and contractors.
 14. Conduct disruptive to the work of other employees.
 15. Failure to enforce or observe GCRC rules, policies or regulations.
 16. Unauthorized possession of firearms or dangerous weapons on GCRC properties and in GCRC vehicles.
 17. Consuming, possessing, reporting to work under the influence of, or working under the influence of alcoholic beverages or “controlled substances”.
 18. Excluding prescribed medication, employees will not use, possess, distribute, sell or offer for sale narcotics or other dangerous drugs including marijuana or any hallucinogenic agents while on duty, on GCRC property or in GCRC vehicles. Employees under the influence of narcotics or other dangerous drugs will not be allowed to work. Disciplinary action by GCRC does not free an employee from possible criminal liabilities.



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19. Gambling on GCRC property
20. Horse playing
21. Unauthorized acceptance of money or gifts.
22. Malicious destruction or willful neglect of GCRC property.
23. Removing supplies, tools, materials and other belongings from GCRC properties, facilities, and vehicles without appropriate authorization from management.
24. Intentionally, maliciously, or through negligence damaging machinery, tools, equipment, property, facilities, vehicles or other belongings of any nature belonging to GCRC.
25. Posting, removing or defacing GCRC notices, bulletins or other information posted by the GCRC without permission from the employer.
26. Failure to keep assigned work area, assigned machinery or other assigned GCRC equipment in a clean, orderly condition.
27. Unauthorized Solicitation. Including the solicitation of memberships, pledges, subscriptions, collecting money, circulating petitions or conducting other non- work related business during work hours without the authorization of Management.
28. Abusive use of GCRC's telephones, computers, and Internet for personal business.
29. Failure to report all injuries and accidents regardless of how slight to the immediate supervisor and to the Safety and Training Office as soon as possible.
30. Employees will perform their work in a safe manner. Questions regarding safety matters should be brought to the immediate supervisor and to the Safety Coordinator, who will attempt to resolve the situation.
31. Employees will wear appropriate clothing and footwear at all times.
32. Employees will only operate equipment for which they have been properly trained or authorized by management.
33. Employees will not leave their job without contacting their supervisor and obtaining permission of the supervisor.
34. Employees will obey direct orders of members of management or supervision and perform the jobs assigned to them unless the job is detrimental to the employee's health and safety.
35. Employees will not waste time loitering in rest rooms, lunch rooms or any other on-site or off site-location during working hours.



36. Employees will not litter on GCRC properties, facilities or in GCRC vehicles or equipment
37. All materials picked up during working hours by GCRC employees will be turned over to GCRC.
38. Employees will not enter GCRC property at any time other than during working hours unless they were instructed to report for work.
39. Employees will not take GCRC owned vehicles into areas designated for the parking of personal vehicles during times the GCRC facilities are open or unless authorized to do so by management.
40. Employees will not park personal vehicles in areas other than those which have been designated for personal parking.
41. Employees will not engage in indecent acts or other immoral conduct during work hours break periods or lunch periods on GCRC property or in GCRC vehicles.



VI. COMPENSATION AND HOURS OF WORK

PAYMENT OF WAGES

Compensation payment is made biweekly for base salary due up to the pay date. Paydays are biweekly on every other Thursday.

Hourly payments, including overtime, for non-exempt employees are also made biweekly with such payment covering hours worked in the prior biweekly period.

It is GCRC's policy that all employee compensation will be automatically deposited into the employee's financial institution of choice via specified checking or savings account. Paycheck stub will only be given personally to that employee or mailed to his/her home address. If the normal payday falls on a GCRC-recognized holiday, paychecks may be distributed one workday before the aforementioned schedule.

If the employee separates his or her employment with GCRC, the employee's last paycheck will not be automatically deposited. Instead, it will be mailed to the employee's last known address on file with GCRC. It is the responsibility of the employee to update such address and/or to notify GCRC in writing if they want to pick up their check.

MANDATORY DEDUCTIONS

GCRC employees **MUST** sign all appropriate wage deduction forms, and GCRC **MUST** withhold the following payroll deductions:

1. Taxes: Applicable federal, state, and city tax withholding
2. Social Security and Medicare: federally determined deductions that may change annually
3. Court ordered deductions: garnisheed amounts, tax levies and Friend of the Court deductions

Genesee County Road Commission (GCRC) is required to withhold income taxes from all employees based upon information provided by the employee on the IRS W-4 form. The IRS places responsibility on the employee to provide accurate withholding information. Also, the IRS places responsibility on the employer to void any W-4 forms that appears to be inaccurate.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Finance Department.

GCRC employee(s) are allowed to make withholding elections twice during any calendar year. Any changes made beyond the first two elections would require the submission of documentation to support such changes. In the event documentation is not provided, such changes would be deemed void.

Employees are responsible for reviewing their statements of Earnings and Deductions to be sure that deductions, pay rate, vacation and PDO balances etc., have been properly recorded. Errors should be reported to your immediate supervisor and the Finance Department as soon as possible.



Employees are responsible for ensuring that their timecard accurately reflects their time worked and leave used during the pay period. If the need arises to adjust a timecard after submission, the employee/supervisor must submit a request to modify the timecard as soon as possible. The request must be emailed to the Finance Director from the employee's supervisor, indicating the date (s) of the changed hours, along with required comments. Both the supervisor and employee must be in agreement with the modification, as this is an official timecard. Questions/concerns regarding the process may be directed to the Finance Department.

PAY INCREASE

Each classification level has an assigned pay range consisting of a minimum, a maximum, and usually several intermediate pay rates. These rates are called steps.

Most employees progress to the next step in the salary range after satisfactorily completing the required number of hours in pay status. Once an employee reaches the maximum step in the salary range, no further increases occur until the employee is reclassified or GCRC enacts a general pay increase or negotiates one through collective bargaining.

SALARY REVIEW

Merit increases are based on employee performance, GCRC performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase would be warranted.

SALARY PAY ADVANCEMENTS

It is the policy of GCRC that no salary advances will be made.

TIME REPORTING

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Saturday and ending on Friday. The usual workweek period is 40 hours.

Employees will submit their time card daily via the Time Card Kiosk and as directed by their supervisor. Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

MEAL/REST PERIODS

The scheduling of meal periods at GCRC is set by the employee's immediate supervisor with the goal of providing the least possible disruption to GCRC operations.



Mandatory Meal Period

Employee meal periods are important to GCRC productivity and employee health. Employees who are scheduled to work at least 8 consecutive hours will be provided a meal break not to exceed 30 minutes. The meal period will not be included in the total hours of work per day and is not compensable. Non-exempt employees are to be completely relieved of all job duties while on meal breaks. Bargaining unit employees are to adhere to the lunch breaks in accordance with their Collective Bargaining Agreement.

Rest Breaks

Nonexempt employees are permitted a 15-minute rest break for each four hours of work. Nonexempt employees on rest breaks are not required to clock in and clock out because this time is considered “time worked” and is compensable.

Impermissible Use of Meal Period and/or Rest Breaks

Neither the lunch period nor the rest break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes—for example, rest breaks may not be accumulated to extend a meal period, and rest breaks may not be combined to allow one half-hour long break unless approved by management.

OVERTIME (NONEXEMPT EMPLOYEES)

Nonexempt employees will be paid overtime in accordance with legal requirements and any applicable Collective Bargaining Agreement. Overtime is defined as hours worked by a nonexempt employee in excess of 40 hours in a workweek unless otherwise provided in an applicable collective bargaining agreement and should be recorded to the nearest tenth of an hour. Overtime must be approved in writing in advance by the supervisor to whom the employee reports and in compliance with the collective bargaining agreement.

Paid leave, such as holiday, Short Term Disability, Worker’s Compensation, or vacation pay, does not apply toward work time.

Supervisors are required to obtain approval from their director prior to the use of overtime. During busy periods employees may be required by their supervisors to work extended hours.

ON-CALL PAY (NONEXEMPT EMPLOYEES)

An on-call non-exempt employee who is called back to work outside his or her normal work schedule shall be paid for the time worked as required by law and according to any applicable collective bargaining agreement.

FAIR LABOR STANDARDS ACT SALARY BASIS POLICY

It is the policy of Genesee County Road Commission (GCRC) to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) for its FLSA-exempt employees. Being paid on a “salary basis” means an employee regularly receives a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee’s work. Subject to the exceptions listed below, an exempt employee must receive the full salary for any workweek in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.



Deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, GCRC is not required to pay the full salary in the initial or terminal week of employment; for penalties imposed in good faith for infractions of safety rules of major significance; or for weeks in which an exempt employee takes unpaid leave under the Family and Medical Leave Act. In these circumstances, either partial day or full day deductions may be made.

GCRC is a public agency and strives to make efficient and effective use of the public monies it receives for road purposes. Consequently, GCRC has established a pay system whereby each of its full-time employees accrues personal leave and is expected to utilize such leave to cover their absences from work during GCRC normal business hours. This policy, established pursuant to principles of public accountability, requires an employee's pay to be reduced or such employee to be placed on leave without pay for absences for personal reasons or because of illness or injury of less than one work day when accrued leave is not used by an employee because:

1. Permission for its use has not been sought or has been sought and denied; or
2. Accrued leave has been exhausted.

No employee may choose to take leave without pay when paid leave is available, unless he/she has first secured written approval from the Human Resources Department to do so.

If an employee believes that an improper deduction has been made to his or her salary, that employee should immediately report this information to GCRC's Finance Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, the employee will be promptly reimbursed for any improper deduction made by GCRC.

EMPLOYEE TRAVEL AND REIMBURSEMENT

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of GCRC. In doing so, GCRC will be guided by the per diem rates for the State of Michigan established by the U.S. General Services Administration and current standard mileage rate established by the Internal Revenue Service for the use of a car driven for business purposes.

Employees seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Employees should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30 days of completion of the trip, the traveler must submit to the Finance Department a Travel Reimbursement Form and supporting documentation to obtain reimbursement of expenses. You are responsible for submitting accurate information. If you falsify a reimbursement request, you will be disciplined.

Certain types of reimbursement, e.g. use of a GCRC vehicle for commuting purposes, may be considered taxable compensation by the federal government. When this occurs, the reimbursement will be included on your W-2 forms.



PETTY CASH POLICY

Policy Statement

Employees of the Genesee County Road Commission may receive immediate cash reimbursement for appropriate out-of-pocket expenses totaling \$50 or less by visiting the Finance Office and submitting a petty cash voucher complete with necessary documentation. The purpose of the petty cash fund is not to circumvent the expense reimbursement process, but to allow for immediate reimbursement of small dollar amount expenses.

Reason for the Policy

The goal of this policy is to provide clear guidance as to what constitutes appropriate expenditures for petty cash reimbursement, as well as to inform the various parties of their responsibilities associated with managing the process and obtaining the reimbursement and to ensure that:

1. Employees know what documentation is required to be reimbursed for expenses via petty cash,
2. The department directors, who authorize petty cash reimbursements, are properly reviewing expenses before signing petty cash vouchers,
3. The Finance Office understand their various responsibilities and are properly managing petty cash funds,
4. Only reimbursable expenses are being disbursed by the Finance Office, and
5. Finance Director or Finance Manager reviews the petty cash transactions before generating a check to replenish funds and process a journal voucher to allocate costs to the appropriate accounts.

Explanation of Reimbursable Expenses via Petty Cash

Business expenses such as, meals, parking, supplies, postage, parts and materials are some examples of reimbursable items via the petty cash fund. All expenses associated with business travel are not reimbursable through the petty cash fund. These items must be reimbursed by submitting a Travel and Expense Form to the Finance Office.

1. The maximum daily reimbursement is \$50 per person. Under no circumstance should a transaction be split in an effort to bypass the maximum daily reimbursement limit.
2. Genesee County Road Commission is exempt from State of Michigan sales tax, therefore sales tax will not be reimbursed on any purchase.

Responsibilities of the Employee

It is the responsibility of the employee, who is receiving reimbursement, to accurately complete the petty cash voucher, obtain appropriate signatures approving the transaction, and present the voucher, along with all necessary supporting documentation to the Finance Office. A completed petty cash voucher contains:

1. Correct accounting codes, which should be verified by the approver,



2. A description of the expense,
3. An explanation of its business purpose, and
4. A signature from the department director.

An original receipt reflecting the amount, the date of the transaction and the vendor name will serve as the supporting documentation. If an original receipt is not available, a letter signed by the department director, can be used.

All employees receiving reimbursement will be asked to sign the petty cash voucher as confirmation of reimbursement.

Responsibilities of the Director

Before the employee can submit a petty cash reimbursement voucher to the Finance Office, they must have their department director sign the voucher approving the transaction. By signing the voucher, the approver is acknowledging that the following has been confirmed:

1. The accounting codes provided on the voucher are valid and open,
2. That the expenses are allowable if the account involved is associated with a sponsored project,
3. Funds are available in the budget for the account codes provided, and
4. The business purpose provided on the voucher is appropriate for reimbursement, utilizing the funds identified.

Responsibilities of the Finance Office

As the gatekeeper of the funds, the Finance Office has numerous responsibilities throughout the reimbursement process. The Finance Office is responsible for:

1. Reviewing petty cash vouchers, attached documentation and account numbers for accuracy,
2. Verifying that the attached receipts sum to the total reimbursement request,
3. Dispensing cash to employees,
4. Reconciling the petty cash drawer on a quarterly basis to ensure available cash, reimbursed vouchers/receipts and outstanding check requests equal the total authorized amount for the petty cash drawer. This task will be performed by the a Senior Accountant.
5. Completing a reconciliation form and submitting a check request to the Finance Director or the Finance Manager to replenish the petty cash drawer as needed, but at least quarterly,
6. Following-up on outstanding check requests submitted to replenish the petty cash fund,
7. Cashing the check to replenish the petty cash fund, and



8. Confirming the deposit of the replenished funds into the petty cash fund.

Note:

9. The Finance Office is not permitted to cash personal checks for employees.

Responsibilities of the Finance Director/Finance Manager

When petty cash funds need to be replenished, a Senior Accountant of the Finance Office will submit the collected vouchers with a reconciliation form and a check request to the Finance Director or the Finance Manager. The Finance Director or the Finance Manager is then responsible for reviewing the petty cash reconciliation and supporting documentation for accuracy and approving the check request for processing by accounts payable.

As part of a general audit, the Finance Director or the Finance Manager will perform a reconciliation of the petty cash drawers, at random times intervals throughout the year. This audit is completed to confirm that this policy and associated procedures are being followed, along with confirming the accuracy of the quarterly reconciliation performed by the a Senior Accountant of the Finance Office.

Missing or Inadequate Documentation

When the original receipts have been lost or cannot be obtained, the individual requesting reimbursement must provide other documentation that may support the validity of the expenses.

When submitting documentation in lieu of original receipts, a letter of authorization signed by the department director is required. The letter of authorization is intended to respond to valid, unavoidable instances where original receipts or appropriate documentation cannot be obtained or were lost.

Where to Find the Necessary Petty Cash Forms

The Petty Cash Vouchers are supplied to each department and are also available in the Finance Office.



VII. TIME OFF / LEAVES OF ABSENCE

PAID HOLIDAYS

<u>Holiday</u>	<u>Observance</u>
New Year’s Day	January 1
Martin Luther King, Jr.	Third Monday in January
Presidents Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Day After Independence Day	Day Following Independence Day
Labor Day	First Monday in September
Veteran’s Day	November 11 or Per Union Contract
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year’s Eve	December 31

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

Upon request, employees may use paid time off to observe a religious holiday that is not recognized by GCRC. Questions regarding employee holidays should be directed to the Human Resources Department.

PERSONAL DAYS OFF

Full-time employees of GCRC are awarded forty (40) hours of Personal Days Off Time (PDO) on October 1st each year. PDO is not counted as time worked for the purposes of calculating overtime. Any unused PDO is not carried over to the next year, however, any unused PDO at time of termination is paid out. PDO may be taken in increments of 4 or 8 hours or as agreed per your collective bargaining unit.

In compliance with Michigan’s Paid Medical Leave Act (PMLA), PDO may be used by employees for the following reasons:

1. For an employee’s personal mental or physical illness, including pregnancy, childbirth and routine medical and dental appointments;
2. To care for a family member with an illness, injury or medical appointment;



3. If the employee's place of business closes for a public health emergency, or to care for a child whose school or daycare closes for a similar reason;
4. To care for a family member whose presence in the community would jeopardize the health of others;
5. If the employee is excluded from work by law due to health reasons; or
6. For certain reasons related to domestic violence, harassment, sexual assault or stalking.

For the purpose of PMLA, "family member" is defined to include the spouse of the employee, the biological, adoptive, or foster parent or child of the employee, the grandparent or grandchild of the employee, biological, foster and adopted siblings, or a person with whom the employee was or is in a relationship of loco parentis.

An employee is required to contact his/her supervisor, before the start of his/her shift, stating that he/she is unable to work his/her shift for PMLA reasons. For unscheduled time off not requiring medical certification (see below), this is to be done every day that the employee is unable to work. Failure to do so may result in disciplinary action, up to and including termination.

An employee who requests sick time for an injury or illness exceeding three continuous working days must provide Human Resources with a medical statement signed by the employee's principal attending health care provider, which certifies that the employee is unable to perform the essential functions of his/her job due to an injury or illness including, but not limited to, a pregnancy-related medical condition. The statement must also include an estimate of when the employee will be able to return to work. The medical statement must be provided within seven (7) calendar days of the employee's first day of sick time, unless it is impracticable to do so despite the employee's diligent, good faith efforts. An employee who fails to provide a medical statement under this policy may be denied sick time and disciplined, up to and including termination of employment.

VACATION LEAVE

Regular full-time employees having an average work week of forty (40) hours shall receive annual vacation with pay in accordance with the following provisions:

1. Vacation time will be computed from the employee's last hiring date.
2. Vacation leave with pay, or payment in lieu thereof, will not be granted to any employee who has not completed at least one (1) year of continuous employment.
3. Vacation leave with pay will not be granted before vacation time has been earned.
4. Employees shall earn vacation pursuant to the following schedule:



Years of Service	Vacation
One (1) - Four (4)	Two (2) weeks
Five (5) - Nine (9)	Three (3) weeks
Ten (10) - Seventeen (17)	Four (4) weeks
Eighteen (18) and thereafter	Five (5) weeks

Vacation time earned shall be credited to each employee as of October 1 of each year. Vacation time for new bargaining unit employees shall be equal to the time earned, pro-rated, between the date of hire and September 30, of the year in which the employee is hired. Vacation will be credited on the employee's anniversary date only for the first year. The employee will be credited vacation time as of October 1, for any years thereafter.

Upon each employee completing their fourth (4th), ninth (9th) and seventeenth (17th) year of employment, the employee shall be credited with the increase in vacation in the same manner as provided above. For Union employees, the taking of or the payment of such vacation shall be subject to the Collective Bargaining Agreements. It shall be permissible for an employee to carry vacation time from one (1) year to the next year provide such carried over vacation time shall not exceed the time allowed for one (1) year.

Paid holidays falling within a paid vacation will not be charged against earned vacation time.

Vacation leaves are subject to approval of the Directors and employees shall make advance application therefore on forms provided by GCRC and subject to the following:

1. In case of emergency, when no advance application is possible, the employee shall make such application as soon as possible.
2. Employees shall be permitted to choose either a split or entire vacation. Such vacation shall be so arranged and granted that the employees' absence from any department will not interfere with the necessary and efficient operations thereof. Subject to the foregoing, the employee shall have the right to choose the time of his vacation, but, if two (2) or more employees within the same department make simultaneous request for the same vacation time, the senior employee shall receive preference.
3. Subject to paragraph 2 above, when an employee's vacation time has been scheduled and approved, no other employee, regardless of seniority, may cause that vacation time to be changed without the prior written approval of the employee whose vacation would be changed.

Vacation pay will be paid to terminated employees on the following basis:

1. Vacation pay accumulated to the end of the month preceding the month in which an employee quits or is discharged will be paid to the employee in a lump sum; but said payment will not be made unless the employee, on the day he/she quits or is discharged, turns over to the Employer all keys, tools, identity cards and other property in the employee's possession belonging to the employer.



2. Vacation pay accumulated to the end of the month preceding the month in which an employee retires will be paid to the employee in a lump sum; but said payment will not be made unless the employee, on the day the employee retires, turns over to the Employer all keys, tools, identity cards and other property in the employee's possession belonging to the Employer.
3. In the case of the death of an employee, if the employee has established a designee or designees by a signed statement filed with the Employer before the employee's death, and letters of administration are not required to be issued for the estate of the deceased employee, the GCRC shall make payments of any vacation pay accumulated to the date of death to the designee or designees in the signed statement. Otherwise, vacation pay accumulated to the date of death will be paid in a lump sum by issuance of a check payable in the name of the employee. The Employer accepts no responsibility with respect to the authority of any person to cash such check.

PERSONAL LEAVE OF ABSENCE

GCRC allows employees to request an unpaid leave of absence (time off) for personal or educational reasons or for medical, maternity, paternity, and adoption reasons if the employee is not otherwise eligible under FMLA for leave. Such leaves of absence are administered in accordance with applicable state and federal laws and subject to the following guidelines:

1. An employee must be employed one (1) full year.
2. A request for a leave of absence (LOA) must be submitted in writing to the Human Resources Department. The leave request must include the reason and length of the leave time. If the request for leave is for medical reasons, the employee must provide a health care provider's statement confirming the need for a leave of absence. If the required medical certification is not timely provided, the employee may be denied taking leave until the certification is provided. If any medical certification is found to be incomplete, the employee will be provided a reasonable opportunity to cure the deficiency. The Human Resource Director will evaluate each leave request.
3. A LOA is limited to four (4) weeks. Under certain circumstances, a LOA may be extended but only with the approval of the Human Resource Director.
4. Employees must exhaust all vacation, and if applicable sick time, at the onset of the LOA. Once all available paid time is exhausted, the remaining time of the LOA will be unpaid.
5. Employee benefits will remain in effect for the four (4) weeks of the approved personal LOA provided the employee makes arrangements to pay his/her cost share of the benefits.
6. In the event that a personal LOA is extended past four (4) weeks, all GCRC benefits will cease and if appropriate, COBRA benefits will be offered.
7. Employees are not eligible for holiday pay nor do they accrue sick or vacation time when on an approved leave of absence.



8. The continuous service will not be broken by an approved four (4) week personal LOA.
9. Employees returning to work after an approved non-medical leave of absence shall notify the Human Resource Department two (2) weeks in advance of their return to work date. GCRC will endeavor to reinstate employees in their former position or to a position of similar compensation. An employee on an approved non-medical leave of absence who fails to return to work on the approved return to work date shall be considered voluntarily terminated from employment.
10. Employees returning to work after an approved (non-FMLA) personal medical LOA shall notify the Human Resource Department two (2) weeks in advance of their return to work date. GCRC will endeavor to reinstate employees in their former position or to a position of similar compensation. Employees returning to work after an approved personal (non-FMLA) medical leave of absence shall provide the Human Resource Department with a *'Fitness for Duty Certification'* from the attending health care provider, stating that they have satisfactorily recovered and are able to resume the normal duties of the job with or without reasonable accommodation and including a detailed description of any work restrictions. The GCRC may deny job reinstatement until complete, accurate and sufficient certification is presented. If an employee cannot return to work at after an approved (non-FMLA) leave of absence by reason of an ADA disability that GCRC cannot reasonably accommodate without undue hardship, the employee's employment could be deemed terminated. If an employee fails to return to work at the conclusion of his/her medical personal leave of absence for reasons other than an ADA disability that person shall be considered voluntarily terminated from employment.

FAMILY AND MEDICAL LEAVE POLICY

The purpose of this policy statement is to outline the conditions under which employees of the GCRC may obtain leaves of absence under the provisions of the Family and Medical Leave Act of 1993, as amended (hereinafter sometimes referred to as FMLA).

EMPLOYEE ELIGIBILITY

To be eligible for a leave of absence under the provisions of the Family and Medical Leave Act, an employee must have been employed by GCRC for a minimum of twelve (12) months in total and must have worked a minimum of 1250 hours during the twelve (12) month period immediately preceding the commencement of the leave of absence. The Employee must also work in a work site where 50 or more employees are employed by the GCRC within 75 miles of that office or worksite.

REASONS FOR LEAVE

The circumstances under which an eligible employee may take an FMLA leave of absence are:

1. Upon the birth of the employee's child;
2. Upon the placement of a child with the employee for adoption or foster care;



3. When the employee is needed to care for the employee's child, spouse or parent (but not parent-in-law) if such child, spouse or parent has a serious health condition as defined in the Act;
4. When the employee is unable to perform the functions of their position because of their own serious health condition as defined in the Act; or
 - A. Any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active military duty, or has been notified of an impending call to active military duty status, in support of a contingency operation.

Entitlement for leave for the birth of the employee's child or the placement of a child with the employee for adoption or foster care expires twelve (12) months following the date of birth or placement. Leave taken under this policy is granted because the employee is unable, to work, therefore, no employee taking unpaid leave under this policy shall be employed by any other employer without specific written permission from the Managing Director.

LENGTH OF LEAVE

An eligible employee is entitled to a total of twelve (12) weeks of unpaid leave during any calendar year, January 1 through December 31, for the reasons for leave listed in subparagraphs (a) through (e) above.

Spouses who are both employees of GCRC are entitled to a total of only twelve (12) weeks of leave [rather than twelve (12) weeks each], when leave is taken upon the birth, placement for adoption, or foster care of a child, or to provide care for a parent who has a serious health condition.

An eligible employee who is the spouse, son, daughter, parent or next of kin of a covered military service member who is recovering from a serious illness or injury sustained in the line of duty on active military duty is entitled to up to twenty-six (26) weeks of leave in a single twelve (12) month period to care for the service member. This military caregiver leave is available during "a single twelve (12) month period" during which an eligible employee is entitled to a combined total of twenty-six (26) weeks of all types of FMLA leave.

FMLA IN RELATIONSHIP TO OTHER LEAVES

If an eligible employee has accrued vacation leave, the employee must substitute accrued vacation leave for unpaid family leave under this policy taken due to the birth of a child, placement of a child for adoption or foster care, to care for a family member, or the employee's own serious health condition.

If an eligible employee is entitled to personal days, the employee must substitute personal days for unpaid family and medical leave under this policy for the employee's own serious health condition, or any of the above listed reasons. In addition, GCRC will require an eligible employee to substitute sick or accident leave and workers compensation leave for unpaid family and medical leave under any qualifying factor under this act.

In general, it is the intent of this policy that paid personal days, sick and/or accident leave, or workers' compensation leave, provided for under either the employee's Collective Bargaining Agreement and/or GCRC policies, for eligible employees, be designated as, and be counted against, the twelve (12) weeks (or twenty-six (26) weeks, as applicable) of unpaid leave provided by the Family and Medical Leave Act.



In addition, either an employee or GCRC may elect that unpaid leave, taken under a Collective Bargaining Agreement or GCRC policy, for a reason which also qualifies for an unpaid leave under the Family and Medical Leave Act be considered as part of the employee's twelve (12) week (or twenty-six (26) weeks, as applicable) entitlement for family and medical leave under this policy. Therefore, for example, where appropriate, either an employee or the Road Commission may elect that a leave of absence taken under an "extended sick leave", "maternity leave", or Collective Bargaining Agreement provision also be considered a leave of absence under one of the qualifiers set forth in the Family and Medical Leave Act, or *vice versa*.

LEAVE CONDITIONS AND REQUIREMENTS

An employee requesting an FMLA leave of absence should complete a Family and Medical Leave of Absence Request Form. These forms are available from the Human Resources Department and require an explanation of the reasons for the leave. Whenever possible, especially where leave is requested due to the birth of a child, the placement of a child for adoption or foster care, or planned medical treatment, the request form should be submitted to the Human Resources Department at least thirty (30) days before the leave is to begin. If it is not possible to request leave thirty (30) days in advance, the request should be made as soon as possible. In any case where leave is requested due to either a serious health condition of the employee or the employee's child, spouse, or parent, a certification from the health care provider will also be required.

In all cases, the Managing Director is empowered to grant or deny leave under the Family and Medical Leave Act, consistent with Board approved policies. Leave under the Family and Medical Leave Act may be denied or delayed if the employee fails to give timely advance notice of the need for leave under the Family and Medical Leave Act or if the employee fails to provide requested medical certification to substantiate the need for leave under the Family and Medical Leave Act. Similarly, an employee's return to work following leave under Family and Medical Leave Act may be denied or delayed if the employee fails to provide a requested fitness-for-duty certificate.

In the case of a request for leave due to the birth of a child or the placement of a child for adoption or foster care, the employee is expected to furnish, at a minimum, information concerning the anticipated timing and duration of the leave.

In the case of a request for leave due to planned medical treatment for a serious health condition of the employee or the employee's child, spouse, or parent, the employee is expected to consult with Human Resources, prior to the scheduling of treatment, in order to work out a treatment schedule which best suits the needs of both GCRC and the employee.

In the case of a request for leave due to a serious health condition of either the employee or the employee's child, spouse, or parent, an employee may request intermittent leave or leave on a reduced leave schedule. In that case, the employee is expected to provide reasons why an intermittent or reduced leave schedule is necessary and the schedule for the treatment, if applicable. Again, the employee is expected to consult Human Resources in order to work out a schedule which does not unduly disrupt the operations of the Road Commission. Moreover, consistent with relevant Collective Bargaining Agreement provisions, if any, when an intermittent or reduced leave schedule is requested the employee may be required to transfer to an alternative position which better accommodates recurring periods of absence, or a part-time schedule, provided that the position has equivalent pay and benefits.

GCRC, taking into account all of the relevant facts and circumstances related to the individual employee's family or medical leave situation, may require the employee to report periodically on their status and intent to return to work.



When an employee returns to work from an unpaid leave of absence caused by the employee's serious illness, the employee will be subject to the same policies and procedures that would be applicable when the absence has been covered by sick/accident or worker's compensation leave.

In all cases, it is the responsibility of GCRC to designate leave, paid or unpaid, as qualifying or non-qualifying under the Family and Medical Leave Act, based upon information provided by the employee prior to completion of the leave. This designation may be made retroactively during the course of a leave of absence in cases where extensions of leave are sought or where information necessary to determining the qualifying status of the leave becomes available after the leave begins. In the event any dispute arises between an employee and GCRC, the Family and Medical Leave Act of 1993 shall govern the resolution of such dispute.

PHYSICIAN OR PRACTITIONER CERTIFICATION

In any case where leave is requested due to either a serious health condition of either the employee or the employee's child, spouse, or parent, a Certification of Physician or Practitioner Form from the appropriate health care provider will also be required. Certification forms are available from the Human Resources Department and will be furnished to the employee when the leave is requested.

Recertification may be required by GCRC at reasonable intervals, but not more often than once every thirty (30) days, except that a recertification may always be required when:

1. The employee requests an extension of their leave of absence;
2. Circumstances at the time of the original certification have changed significantly; or,
3. GCRC receives information that casts doubt upon the continuing validity of the certification.

In the event that GCRC doubts the validity of a medical certification, GCRC may require the employee to obtain a second opinion at GCRC's expense from a health care provider designated by GCRC. If the opinions of the employee's health care provider and the employer's designated health care provider differ, GCRC may require the employee to obtain certification from a third health care provider, again at GCRC's expense. The third certification shall be binding on both GCRC and the employee. GCRC and the employee shall jointly designate the third health care provider.

BENEFITS DURING LEAVE

During the duration of any leave designated as qualifying under the Family and Medical Leave Act, GCRC will maintain health, dental, life insurance and optical benefits, if any, for the eligible employee on the same conditions of coverage as would be provided to the employee if the employee were continuously employed.

Any share of health care plan premiums required to be paid by an employee not on leave, if any, will continue to be paid by the employee, during any FMLA leave of absence. These payments will be made through payroll deductions, or, if any portion of the leave is unpaid, payment will be due prior to the 20th day of each month.

In the event an employee fails to return to work for a period of thirty (30) calendar days after exhaustion of the employee's FMLA leave entitlements the Road Commission, may at its option, recover its share of health plan costs incurred during a period of unpaid leave, unless the failure to return is caused by the continuation, recurrence or onset of a serious health condition which would allow for a FMLA leave of absence, the layoff of the employee while on leave, or other



circumstances beyond the control of the employee. The decision of a parent not to return to work and to stay home with a newborn child upon the conclusion of an FMLA leave of absence will not be considered a circumstance beyond the employee's control. GCRC reserves the right to require certification where an employee's failure to return from an unpaid leave is based upon continuation, recurrence or onset of a serious health condition.

GCRC will return an employee returning from an FMLA leave of absence to a position equivalent to that held when leave commenced with equivalent benefits, pay, and other terms and conditions of employment. However, an employee has no greater right to reinstatement or to other benefits or terms and conditions of employment that the employee would enjoy had the employee been continuously employed during the FMLA leave of absence.

An employee on an unpaid FMLA leave of absence does not forfeit accrued benefits; however, an employee on an unpaid FMLA leave does not accrue credited service (seniority) or such benefits as vacation accrual except as provided by relevant Collective Bargaining Agreement or any GCRC policies.

Nothing contained in this policy shall deprive any employee of any right provided by any GCRC policy or Collective Bargaining Agreement provision, if applicable.

BEREAVEMENT LEAVE

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements. Appropriate documentation may be required by the employees' immediate supervisor, or the Human Resources Department.

Subject to the provisions of any applicable collective bargaining agreement, paid bereavement leave is granted according to the following schedule:

Seniority GCRC employees are allowed three (3) days of paid leave in the event of the death of the employee's spouse, child, father, mother, grandparent, brother, sister, grandchild, step-parent, step-brother, step-sister, step-child, father-in-law, mother-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law.

Employees are allowed one (1) day of paid leave in the event of death of the employee's aunt, uncle, niece, nephew or spouse's grandparent.

GCRC recognizes the importance of supporting GCRC employees who have passed away while working at this organization. This policy has been developed to allow current working employees an opportunity to recognize their co-worker and support their co-worker's family by attending the funeral. All employees who attend the funeral services will be excused from work with pay for a specified period of up to 4 hours. Employees desiring to attend the funeral of a co-worker during working hours must first obtain written approval from their supervisor. Employees who are working overtime on this day will not be paid to attend the funeral services. GCRC vehicles that are driven to the funeral will not be permitted to drive to the burial service. However, the Managing Director reserves the right to determine the type of GCRC vehicle and the number of GCRC vehicles to be used for attending the funeral services.



JURY DUTY

GCRC recognizes that jury duty is a civic responsibility of its employees. When called for jury duty, employees must provide a copy of the jury duty summons to the Human Resources Department and their supervisor within one working day of receiving the summons. Unless otherwise provided in an applicable collective bargaining agreement, employees will be provided with up to two (2) weeks of paid leave when they must serve on a jury. Employees will be paid their normal salary or hourly compensation during that two (2) week period. Time spent serving on the jury will not be considered as hours worked for overtime purposes. At the end of the two (2) week period, the employee may use his/her accumulated paid time off for jury duty if he/she so chooses. Alternatively, he/she may take the additional jury duty time as an unpaid leave of absence. Benefits will be continued, subject to any required employee contributions, during any such unpaid leave of absence.

In no case will the employee's employment be affected if he/she performs jury duty. The employee will not be harassed, threatened, or cajoled into getting out of jury duty, and the employee's same job will be available upon the employees return back to work.

If the employee reports for jury duty and is dismissed, the employee is expected to report for work for the remainder of each day on which this occurs. If the employee is told he/she does not need to report to the court on any day of his/her scheduled jury duty period, he/she is required to come to work. Additionally, employees receiving paid jury duty leave from the GCRC are expected to sign over to the Finance Department any paycheck received from the court for the first two (2) weeks of jury duty, to offset the fact that GCRC is paying the employee for those days.



VIII. BENEFITS

MEDICAL, VISION AND DENTAL INSURANCE BENEFITS

GCRC currently offers regular full-time (as defined by ACA) employees medical, vision and dental insurance coverage options after they have been employed for 90 days. FLSA-exempt employees receive such benefits on the date of hire.

Non-exempt employees have up to 30 days from their date of hire to make medical and dental plan elections. Exempt employees must make their elections within 7 days of hire. Failure to make timely benefit elections could lead to loss of ability to make an initial benefit election until the next open enrollment. Once made, elections are fixed for the remainder of the plan year. Changes in family status, as defined in the Plan document, allow employees to make midyear changes in coverage consistent with the family status change. Please contact the Human Resources Department to determine if a family status change qualifies under the Plan document and IRS regulations.

During open enrollment in May of each year, employees may change medical and dental elections effective June 1st of each year. The Human Resources Department is available to answer benefit plan questions and assist in enrollment as needed.

For more information regarding GCRC benefits programs, please contact the Human Resource Department. When there is a discrepancy within this Handbook and the plan documents, the plan documents will control.

FLEXIBLE SPENDING ACCOUNT

As part of GCRC's Flexible Benefits Plans, we currently offer an employee-funded flexible spending account (FSA) or Dependent Care Assistance Plan (DCAP) to regular full-time employees who are otherwise eligible for benefits. Plan participants may elect an annual amount of flexible dollars to pay for eligible health care expenses, including medical or dental insurance premium contributions, deductibles, co-payments, out-of-pocket costs for vision care and other type of health care expenses as well as dependent care expenses.

If eligible health, dental and vision expenses are less than the elected annual amount of flex dollars for that year, the IRS permits GCRC to allow participants to carry, or roll over up to \$500 in unused funds. Any amount in the Health Care FSA above the Plan's Carry-Over limit will be forfeited. The Carry-Over provision does not apply to the DCAPs.

PREMIUM SHARING POLICY

Certain benefits provided by GCRC may require employee premium contributions. Normally, any such contribution is deducted on a pre-tax basis from the employee's paycheck. When an employee is on a leave of absence without pay, any such premium contribution payments must be made by the employee by the first of the month in advance of the month for which payment is due. Such payments shall be made via check payable to GCRC and delivered to the Human Resources Department. If an employee does not make the required payment in a timely manner, then the GCRC will terminate such coverage, and the employee will be issued a COBRA notice.



GROUP LIFE INSURANCE

Full-time employees of GCRC are offered an employer-paid basic group term life policy along with an accidental death and dismemberment policy. For more information, please contact the Human Resources Benefits Coordinator.

SHORT-TERM DISABILITY BENEFITS

For exempt and salary at-will GCRC employees, the short-term disability plan is a benefit that provides pay for up to 52 weeks for qualified employees who are unable to work due to illness, injury, or disability not related to work. Exempt and salaried at-will employees will receive 100% of their pay during the first calendar week of a short-term disability. Any short-term disability exceeding the first calendar week will be paid at 70% of the employee's wages up to 52 weeks. Bargaining unit employees' short-term disability benefits are determined by their respective collective bargaining agreement(s). Please contact the Human Resources Benefits Coordinator for additional details. All GCRC employees will not be able to return to work without submitting to the Human Resources Department a return to work letter from a physician or licensed health care professional. Any time spent on a short-term disability shall count as part of the employee's FMLA leave. For exempt and salary at-will GCRC employees, failure to return to work during the 52-week allotment will result in termination of employment. Any questions relative to the short-term disability plans should be directed to the Human Resources Department.

Exempt and salary at-will employees are limited to 40 hours of Call-in Sick-days per calendar year. Any Call-in Sick-days that exceeds 40 hours, the employee will be required to use vacation and/or personal days, if not available, a No-Pay day will be enforced.

DEFINED BENEFIT PLAN

Under the GCRC defined benefit plan, the amount of each employee's future retirement benefit is determined by using a specific formula set forth in the plan. The formula generally bases each employee's benefit on his or her compensation, age, and length of service with GCRC. The Defined Benefit Plan uses a formula that weighs an employee's highest paid three years before retirement more heavily than the preceding years. GCRC will pay each employee an annual retirement benefit equal to a certain percentage of the employee's final three-highest year average salary. As employees retire, their benefits are paid to them from a pension trust fund that is used to hold all of the plan's assets. For more information, contact the Genesee County Employees' Retirement Commission at: 810-257-2626.

WORKERS' COMPENSATION BENEFITS

GCRC is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must immediately notify their department supervisor.

EDUCATIONAL EXPENSES

Full-time employees of GCRC, not subject to a collective bargaining agreement, will be reimbursed for approved college level courses that are pertinent to their areas of responsibility at GCRC. Union employees may also receive such reimbursement, if included in their collective bargaining agreement and subject to its terms. Reimbursement for educational expenses shall be limited to registration fees, tuition, and other pertinent course fees. Books are not normally included.

Class attendance and homework assignments must be completed on the employee's own time and not during working hours.



Employees must be full-time and on the active employment rolls at the beginning of the course. Employees must be on the active employment rolls during the course and at the completion of the course to be eligible for reimbursement. Probationary employees are excluded from applying and being reimbursed.

Course work must be taken through an accredited college or university and must be job related. The term “job related” also encompasses course work taken by an employee in order to provide that employee with the necessary academic training to qualify for promotional opportunities within GCRC.

Seminars, workshops, and other training sessions, which do not provide credit, (e.g., semester hours) are excluded from this policy. GCRC will reimburse for only one course at a time.

Employees must satisfactorily meet academic requirements (“C” or equivalent for all undergraduate course work and “B” or equivalent for all graduate course work). In courses that do not provide a letter or numeric grade, a statement must be presented, signed by an authorized representative of the program or school that employee satisfactorily completed the requirements of the course. The Managing Director may, at his discretion, authorize payment prior to completion of the course.

Reimbursement per non-union employee is limited to \$2,000 per fiscal year for educational expenses for approved courses within that fiscal year, not to exceed the amount budgeted for education expenses. If the number of non-union employees requesting reimbursement at \$2,000 exceeds the total budgeted amount, reimbursement would be on a first-come, first served basis. Union employees shall receive reimbursement pursuant to the terms of any applicable collective bargaining agreement.

If an employee accepts reimbursement for or payment of educational expenses, that employee must, as a condition of payment, agree to remain in the employment of GCRC for a period of one (1) year after completion of the course for which reimbursement is made. If the employee elects to leave the employment of GCRC before the period of one year subsequent to course completion has elapsed, the employee shall repay said reimbursement / payment on the basis of 1/12th of the reimbursement for each month that the employee is short of the one year service requirement.

In order to be eligible for payment, employees must make application through the Human Resources Department using appropriate forms. The appropriate form (application) should be submitted as soon as possible subsequent to course completion of the enrollment process. Applications not submitted by the employee to the Human Resources Department within two weeks of enrollment in the course will not be approved. It is the sole responsibility of the employee to submit the application to the Human Resources Department within the time specified.

Upon receipt of the application, a determination will be made by the employee's Director in conjunction with the Managing Director (or an appointed designee) to determine eligibility in accordance with this policy. The application form will be returned to the employee within five working days signifying a determination under the education reimbursement program.

Upon completion of the course for which financial support has been provided, the employee is responsible for submitting to the Human Resources Department, within one month of the course's conclusion, an official copy of the grade report or similar official documentation indicating successful completion of the course and paid receipts for the educational expenses to be reimbursed.



CONCLUSION

We value and appreciate your contributions and support as an employee of the GCRC. The Human Resources Department is available to assist you with any questions or concerns you may have regarding GCRC's policies and procedures. You may contact the Human Resources Department at 810-767-4920 extension 251.



Employee Handbook Acknowledgment and Receipt

The employee handbook describes important information about the Genesee County Road Commission (GCRC), and I understand that I should consult my supervisor or Human Resources regarding any questions not answered in the Handbook. I have entered into my employment relationship with GCRC voluntarily and acknowledge that there is no guaranteed specified length of employment. Accordingly, either I or GCRC can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal and/or state law or collective bargaining agreement.

I understand and agree that other than the Managing Director of GCRC, no member of management, supervisor or representative of GCRC has any authority to enter into any agreement for employment other than at-will; only the Managing Director has the authority to make any such agreement and then only if so authorized by the Genesee County Board of Road Commissioners and in writing signed by the Managing Director of GCRC.

This Handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with GCRC. By distributing this Handbook, the GCRC organization expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee's Signature

Date

Employee's Name (Print)