



Employee Handbook

WASHTENAW COUNTY ROAD COMMISSION



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Washtenaw County Maintenance Districts

District 1

- Lodi Township
- Scio Township
- Webster Township

District 2

- Pittsfield Township
- Ypsilanti Township

District 3

- Dexter Township
- Lima Township
- Lyndon Township
- Sylvan Township

District 4

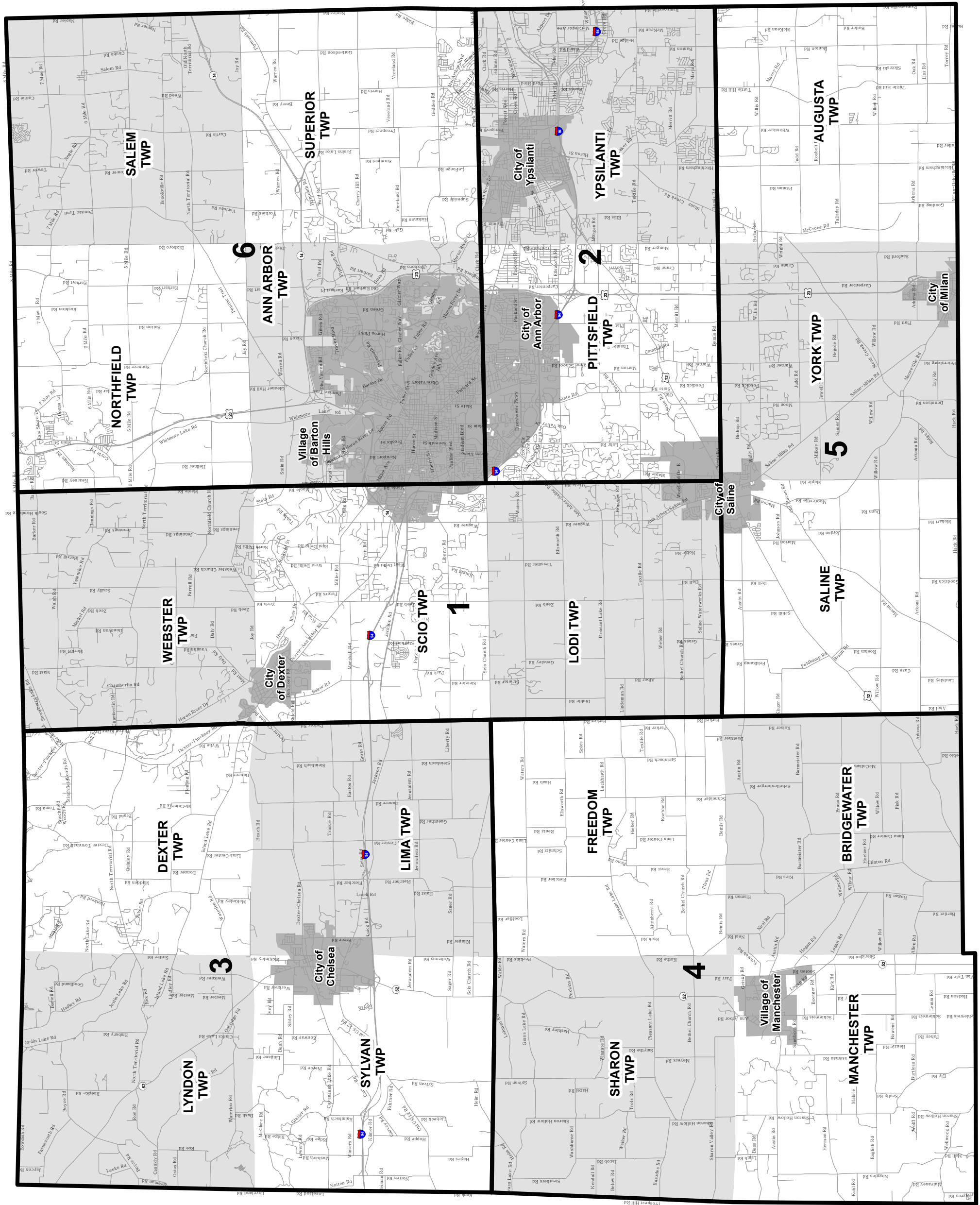
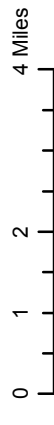
- Bridgewater Township
- Freedom Township
- Manchester Township
- Sharon Township

District 5

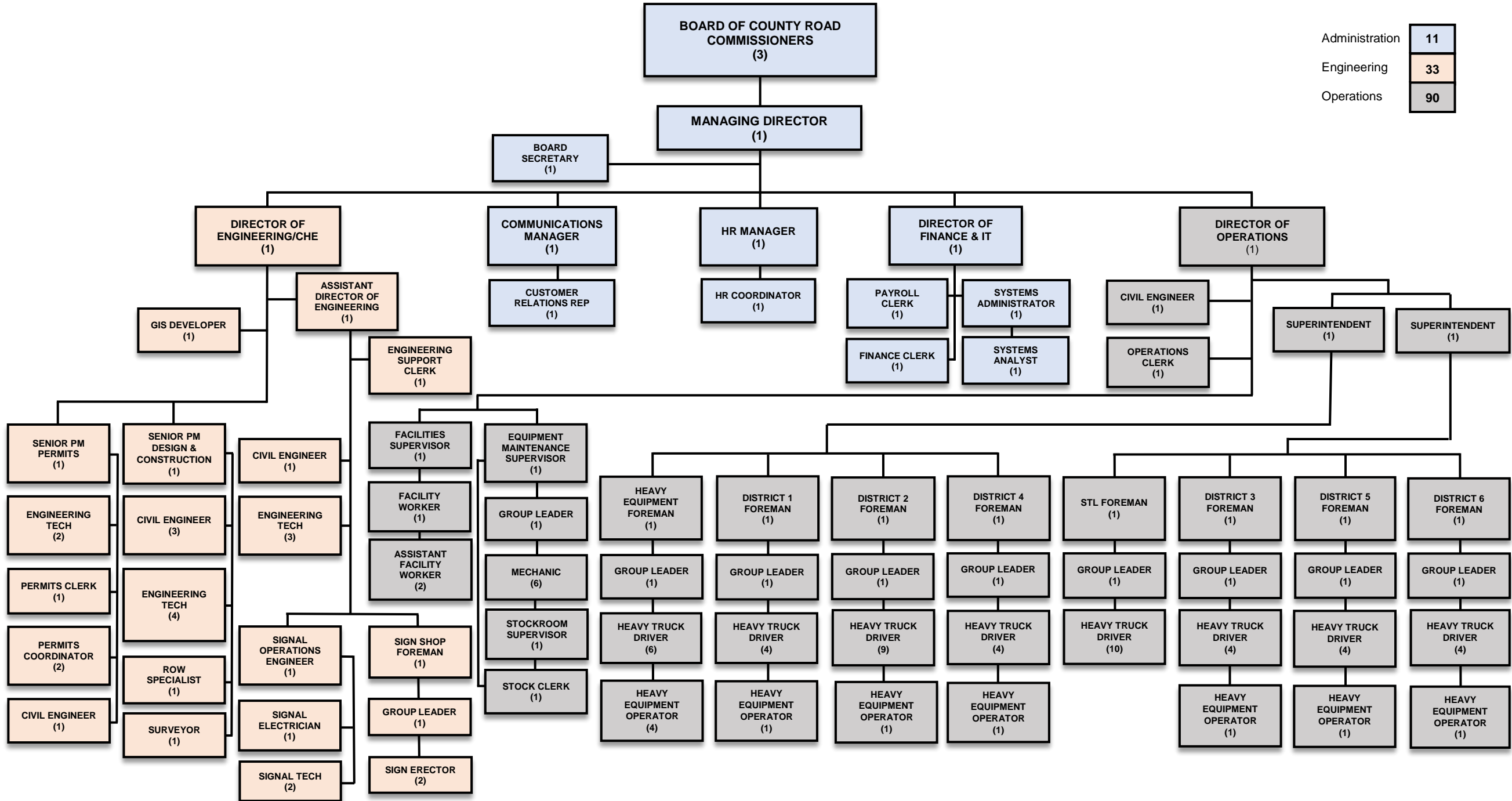
- Augusta Township
- York Township

District 6

- Ann Arbor Township
- Northfield Township
- Salem Township
- Superior Township
- Salem Township



Washtenaw County Road Commission Organizational Chart



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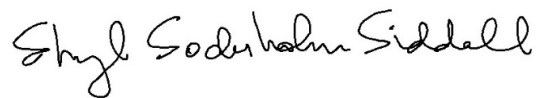
WELCOME

Welcome to Washtenaw County Road Commission (WCRC)! You are now a valuable member of a team which is committed to delivering quality service to the people of Washtenaw County. I sincerely hope that you will find your WCRC career to be interesting, challenging and rewarding.

This handbook is provided to help you become acquainted with employee benefits and WCRC policies and procedures. You will also find useful information regarding the types of services WCRC provides to the community. I encourage employees to become familiar with all WCRC departments to help serve the community with a balanced perspective and to fulfill our roles as ambassadors of WCRC.

If you have questions on any of the topics covered in the handbook, please do not hesitate to discuss them with your supervisor or human resources. We are honored to have you as part of our organization. Best wishes for success in your career with WCRC.

Sincerely,



Sheryl Soderholm Siddall
Managing Director



INTRODUCTION

ABOUT THIS HANDBOOK

The purpose of this handbook is to acquaint employees with applicable policies, procedures and benefits of WCRC. It is intended to provide information about WCRC that will be helpful to employees in the course of their employment.

This handbook is simply a summary of WCRC policies, procedures and benefits for employee education and therefore should not be construed as a legal document. This handbook is not a contract of employment.

Circumstances may occur that result in the policies, procedures, practices and benefits described in this handbook changing from time to time. WCRC reserves the right to amend, supplement or rescind any or all provisions of this handbook as it sees appropriate at its sole and absolute discretion.

Many employees are members of a collective bargaining unit and, therefore, are covered under a collective bargaining agreement. If the information in this handbook appears to conflict with the provisions of the collective bargaining agreement, the provisions of the collective bargaining agreement will prevail.

EMPLOYEE CENTRAL

Employee Central is an easily accessible webpage on WCRC's official site that contains information that current and prospective employees will find helpful including employee benefits, relevant policies and procedures, union contracts, forms and the safety data sheet library. Employees can access Employee Central here: wcroads.org/employee-central/.

ABOUT WCRC

WCRC is the county-level road agency in Washtenaw County, Michigan and is responsible for maintaining a road system that is reasonably safe and convenient to the traveling public. WCRC maintains approximately 1,650 miles of certified public roads, which includes 760 miles of gravel roads. All primary and local public roads in Washtenaw County, located outside of city and village limits, are maintained by WCRC crews.

The agency is governed by a three-member Board of County Road Commissioners, who are appointed by the Washtenaw County Board of Commissioners to (6) six-year terms. The day-to-day operations are overseen by the managing director and carried out by its employees. WCRC is divided into three departments: operations, engineering and administration.

Operations

The Operations Department comprises approximately 90 full-time employees. Employees are dispersed across the county into six (6) district crews, in addition, WCRC has a Heavy Equipment Crew, a State Trunkline (STL) Crew, a Facilities Group and the Shop. The primary duty of the Operations Department is the maintenance of roads, bridges, equipment and the facilities of WCRC.

The six (6) district crews are responsible for the daily maintenance of the county road system; including dust control, gravel road grading, snow removal, pavement patching, road drainage, tree cutting and a variety of other services.

The Heavy Equipment Crew assists with the daily maintenance activities performed by the district crews but also performs specialized projects such as chip sealing and culvert replacements.

WCRC is contracted by the Michigan Department of Transportation (MDOT) to maintain approximately 598 lane miles of state highways, which is maintained by the STL Crew.

The Shop is responsible for the service and repair of WCRC fleet as well as inventory management.

Engineering

The Engineering Department comprises approximately 30 employees and is divided into three sections – permits, traffic & safety and construction & design. The Permits Section is responsible for processing a wide range of right-of-way and transportation permits. The Traffic & Safety Section is charged with maintaining the approximately 30,000 signs and 200 signals across Washtenaw County. In addition, this section conducts traffic counts, safety studies and works closely with the Construction & Design Section. The Construction & Design Section is responsible for designing and building various road and bridge projects.

Administration

The Administration Department consists of approximately 10 employees and is divided into three (3) sections— finance & IT, human resources and communications. These departments are responsible for providing ongoing support to other departments of WCRC as well as the Washtenaw County Board of County Road Commissioners.

WCRC HISTORY

WCRC has been proudly serving the people of Washtenaw County since 1919. Check out the brief timeline below to learn about WCRC's funding history. Visit wcroads.org for more information.

1893 Public Act 149 was passed by state legislators allowing counties to create county roads systems and commissions	
	1905 A constitutional amendment was passed by state voters to form a State Highway Department and allowed the state to collect taxes to pay for the maintenance and building of public roads. These efforts were focused on improving "public wagon roads".
1913 On its second attempt, a county-wide road system was approved by Washtenaw County voters, by a narrow margin of 803 votes.	1914 After one year, the voters of Washtenaw County voted to dissolve the county-wide road system. Much of the opposition came rural residents concerned that they would not see the same benefits as the urban areas.
1919 WCRC was officially established in the April 7, 1919 election. After the drama of the five years prior, the "Good Roads Proposition" passed with a comfortable 6,000 vote margin. WCRC had two priorities – build and maintain roads.	1931 McNitt Act (PA 130) passes, mandating that county road agencies take over the improvement and maintenance of township roads over a five-year period.
1939-1945 During WWII – WCRC had 10 employees serving in the armed services during the war. The war emergency also brought great challenges to WCRC, including loss of staff, suspension of construction, difficulty getting equipment and replacement parts, lack of funds, etc.	1951 Act 1951 creates the Michigan Transportation Fund, this funding formula still used today to distribute state road funding between municipalities, road agencies and the Michigan Department of Transportation (MDOT).
1993 This was the last time the federal fuel tax was increased, to \$.184 per gallon of unleaded fuel. It was not indexed to rise with inflation.	
2016 Washtenaw County voters approve a four-year .5 mil property tax to improve roads and non-motorized pathways. This millage generates approximately \$7.7 million each year.	2015 State legislators pass the first increase in road funding since 1997. This effort increased fees generated from license fees, increased the state fuel tax and promised to appropriate additional funds each year from the state general fund.

EQUAL OPPORTUNITY & COMMITMENT TO DIVERSITY

COMMITMENT TO DIVERSITY & INCLUSION

WCRC is committed to fostering a diverse and inclusive workforce, which includes building an environment that respects the individual, promotes innovation and offers opportunities for all employees to develop to their full potential.

A diverse workforce helps WCRC realize its full potential. WCRC benefits from creativity and innovation that results when people who have different experiences, perspectives and cultural backgrounds work together.

EQUAL EMPLOYMENT OPPORTUNITY

WCRC is committed to providing equal employment opportunities for all individuals regardless of race, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, gender expression, disability, height, weight or veteran status, except as allowed for the need to fill bona fide occupational qualifications. Equal opportunity extends to all aspects of the employment relationship, including promotion, pay, training, classification, performance reviews, discipline and termination.

AMERICANS WITH DISABILITIES ACT

WCRC is committed to complying with the Americans with Disabilities Act (ADA) and its amendments and ensuring equal opportunity in employment for qualified persons with disabilities. The ADA and its amendments make it unlawful for an employer to discriminate against qualified applicants or employees with a disability.

WCRC will accommodate qualified applicants or employees with disabilities to enable them to perform the essential job duties unless such accommodation(s) would impose an undue hardship on the operation of the organization. Employees in need of accommodations should notify human resources as soon as he/she believes an accommodation is needed.

REPORTING HARASSMENT, DISCRIMINATION OR RETALIATION

WCRC is committed to providing a work environment that is free from discrimination and harassing conduct, including sexual harassment. All directors, supervisors and employees are expected to work actively to maintain a workplace environment free from unlawful harassment and to conduct themselves in such a way as to ensure no discrimination or harassment occurs.

Employees who believe they are the victim of harassment, discrimination or retaliation shall immediately report the issue to human resources. An employee can also report their concern to their supervisor or department director. Any supervisor or department director made aware of an employee concern regarding harassment, discrimination or retaliation must immediately contact human resources.

Employees who are aware of or witness potential harassment, discrimination or retaliation must report such conduct immediately. Refer to the [Harassment Policy](#) and [procedures](#) for additional information.



EMPLOYMENT

FILLING JOB VACANCIES

WCRC encourages employees to apply for new and vacant positions as they become available. WCRC is committed to fairly evaluating its employees' qualifications against external candidates' qualifications and selecting the best candidate for the position and in accordance with the collective bargaining agreement, if applicable. WCRC considers interested applicants' qualifications, abilities, quality of past work performance, discipline, attendance and all other relevant factors. Job vacancies are typically filled as a new hire, promotion, lateral transfer or demotion. In each, the employee must meet the minimum requirements of the job.

- A **new hire** is when a job candidate who does not currently work for WCRC is hired to fill a vacant, or soon to be vacant, position.
- A **promotion** is when an employee moves from one classification or job to another classification or job in a higher pay grade.
- A **lateral transfer** is when an employee moves from one classification or job to another classification or job in the same pay grade.
- A **demotion** is when an employee moves from one classification or job to another classification or job in a lower pay grade.

JOB ANNOUNCEMENTS

Job announcements for non-union positions typically will be posted internally for at least three (3) days. Vacancies for union positions will be posted in accordance with the collective bargaining agreement. All external job announcements will be posted on WCRC's website and other recruiting websites as needed.

BACKGROUND CHECKS

WCRC conducts appropriate background checks on applicants who have received a conditional offer of employment. WCRC may perform the following background checks, in compliance with relevant laws, including but not limited to:

- Personal background
- Criminal background
- Financial background

- Work history background
- Educational background
- Other backgrounds as required

When evaluating an applicant with criminal convictions, WCRC will consider the nature of the offense, the length of time since conviction, the relationship between the conviction and the duties and responsibilities of the position and any positive changes demonstrated since the conviction.

In accordance with the Fair Credit Report Act (FCRA), notices and forms will be provided to inform the applicant of the specific checks being conducted, and to obtain authorization prior to conducting investigations. Furnishing false or misleading information results in revocation of the conditional offer and/or immediate termination.

PRE-EMPLOYMENT PHYSICAL EXAMINATION AND DRUG SCREENING

Upon receiving a conditional offer of employment from WCRC, applicants will be required to undergo a pre-employment physical examination and drug screen performed by a physician designated by WCRC.

NEPOTISM

WCRC often employs members of the same family. Although there is no restriction regarding employment of relatives, there could be conflicts of interest in certain circumstances. Therefore, to avoid possible conflicts of interest, no person shall be employed, promoted or transferred to any position, whether permanent or temporary, if such employment would result in the person either directly supervising or being directly supervised by a relative. The term relative shall be defined as the parent, parent of spouse, spouse, sibling, child, grandparent, grandchild, or someone with whom the employee has a legal guardian relationship, a member of the employee's household related by blood or marriage, or a person whose relationship is similar to that of the relationships listed above.

AT-WILL EMPLOYMENT

The State of Michigan is an employment at-will state. While this handbook sets forth the current employment practices, policies and benefits applicable to employees, it does not constitute an employment contract. Although it is desirable for employees to have a long-term relationship with WCRC, either the employee or WCRC may end the employment relationship at will, with or without cause or notice, at any time.

ORIENTATION

WCRC has developed a comprehensive orientation program for all new employees. The purpose of the new hire orientation is to provide new employees with essential information on WCRC policies, procedures, benefits and other relevant information. Department specific training and orientation is to be arranged by the supervisor.

PROBATIONARY PERIOD

The probationary period allows the employer to assess a new employee's ability to perform the duties and carry out the responsibilities of his/her position. The probationary period provides an employee time to adjust to the job and for WCRC to determine if this is the right job for the employee. Union employees should refer to their collective bargaining agreement for additional information on the probationary period. Non-union employees are not subject to a probationary period.

EMPLOYMENT CATEGORIES

WCRC employees are categorized in three (3) different ways upon hire. Each employee is categorized as full-time or part-time, exempt or non-exempt and union or non-union. In addition, certain employees may be designated as temporary employees.

Full-Time/Part-Time

- **Full-Time** – An employee who is scheduled to work at least forty (40) hours per week. Full-time employees are eligible for benefits.
- **Part-Time** – An employee who is scheduled to work less than forty (40) hours per week. Part-time employees are not eligible for benefits unless required by Federal or State law.
- **Temporary** – An employee who is hired to perform work that is temporary in nature for a well-defined period, either on a full-time or part-time basis. Temporary employees are not eligible for benefits.

Exempt/Non-Exempt

In compliance with the Fair Labor Standards Act (FLSA), the federal wage and hour law governing employer pay practices, jobs are classified as “non-exempt” or “exempt” based on assigned tasks and responsibilities. These job classifications determine eligibility for overtime compensation and/or compensatory time.

Union/Non-Union

- **Union** – A labor organization certified by the Michigan Employment Relations Commission (MERC) for a specific bargaining unit. Periodically, WCRC and the

union negotiate a contract to establish wages, hours, terms and conditions of employment and procedures for resolution of differences.

- **Non-Union** – A non-union employee is not represented by a labor organization.

JOB DESCRIPTIONS

All WCRC positions have a written job description that sets forth each position's duties and responsibilities. Human resources maintains all job descriptions. Supervisors may submit changes to job descriptions and/or new job descriptions to human resources. Human resources can assist in updating or creating job descriptions.

ACCESS TO EMPLOYMENT FILES

WCRC maintains personnel files for each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Personnel files are the property of WCRC and access to the information they contain is governed by state law. Generally, only supervisors and department directors who have a legitimate reason to review information in a personnel file can do so.

Employees who wish to review their personnel file should provide a written notice to human resources. The review will take place in the human resources area during normal working hours.

LENGTH OF SERVICE

An employee's date of hire is used to determine length of service for annual leave eligibility and requests, pension and other benefit calculations, and, for union employees, as one factor in determining layoff and recall. This hire date is also referred to as the employee's anniversary date, not to be confused with the review date which is one's anniversary date in the position. For these purposes only, employees are placed on a length of service list. A regular employee loses his/her place on that list in the event of:

- Resignation
- Discharge
- Retirement
- Absence for three (3) consecutive working days without notification or authorization
- Being on layoff for a period equal to their length of service at the time of layoff or more than twelve (12) calendar months, whichever comes first; or two (2) years for union members

- Failure to respond to recall within the time set by the applicable contract or policy
- Engagement in gainful employment while on unpaid leave of absence

IDENTIFICATION BADGE

All employees are issued a photo identification badge upon hire. Employees are expected to have their photo identification badges in their possession and visible during working hours. Lost or stolen identification cards must be reported immediately to human resources. Refer to the [Access Security ID Badge Policy](#) for additional information.

OUTSIDE EMPLOYMENT

WCRC recognizes that some employees may need or want to hold additional jobs outside their employment with WCRC. Employees are permitted to engage in outside employment or hold other jobs if the outside employment does not interfere or conflict with the job responsibilities of the employee or any other employee. Refer to the [Outside Employment Policy](#) for additional information.

PERFORMANCE APPRAISALS

While WCRC encourages frequent and informal communication on performance between employees and supervisors, it also is important to formally document the employee's performance. An employee performance appraisal is one method to facilitate communication with an employee relating to his/her performance.

The purpose of such appraisal is to help the employee achieve a professional level of conduct and performance. Open communication between the employee and the supervisor is needed to conduct a successful review.

Performance appraisals will be conducted annually for non-union employees. Newly hired or promoted non-union employees will receive a performance appraisal at ninety (90) days, six (6) months of employment and then again at twelve (12) months.

Union employees should refer to their collective bargaining agreement for additional information.

WORK HOURS & PAYROLL

HOURS OF WORK

The regular workweek is established as eight (8) hours a day, five (5) days a week from Monday through Friday. The regular workday starts at 7 a.m. and ends at 3:30 p.m.

SUMMER HOURS

During the summer months, WCRC may implement summer hours. The workweek during summer hours is established as ten (10) hours a day, four (4) days a week from Monday through Thursday. The workday starts at 6 a.m. and ends at 4:30 p.m. Upon approval from his/her supervisor, non-union employees have the option of staying on normal hours or doing a modification of this schedule.

FLEXIBLE WORK ARRANGEMENTS

To meet challenges and provide options for work-life balance, WCRC supports flexible work arrangements which will benefit the employee, the department and WCRC. These variations must allow for operational needs to be met, may not alter the total number of hours worked in a workweek and must be approved by the employee's supervisor and department director. Not all positions lend themselves to flexible work arrangements therefore, decisions will be made on a case by case basis.

- **Modified Work Schedule**

A modified work schedule is a fixed schedule that deviates from the standard work schedule. Starting and end times remain consistent for the pay period and are not flexible or subject to change at the employee's discretion.

- **Flextime**

Flextime enables exempt employees to vary their starting or ending times, to come to work early and go home early, arrive to work late and stay late, or take extra time at lunch that is made up by arriving to work early and staying late.

- **Telecommuting**

WCRC offers telecommuting arrangements on an occasional basis to exempt employees. Exempt employees may be permitted to work out of the office during emergencies or other specific employer-approved situations and when doing so would not adversely impact WCRC operations or the employee's job performance.

Working a flexible work schedule is a privilege, not an employee right. Flexible work schedules are not appropriate for all job situations.

BREAK AND MEAL PERIODS

Employees who work a regularly scheduled workday are entitled to an unpaid lunch period of thirty (30) minutes and one (1) paid fifteen (15) minute break for each four (4) hour work period. Breaks should not interfere with the efficiency of the work unit. Breaks should not be used to extend the unpaid lunch or to arrive at work late or leave work early.

BREAK PERIOD FOR NURSING MOTHERS

In accordance with the Break Times for Nursing Mothers of the Fair Labor Standards Act (FLSA), an employee who is nursing will be allowed reasonable break time as needed to express breast milk for her nursing child for one year following the child's birth. Contact human resources to make accommodations.

PAY PERIODS/PAY DAY

Employees are paid bi-weekly (every two (2) weeks) for time worked for the preceding payroll period. The pay period starts on Thursday of week one and ends on Wednesday of week two. Payday is the Wednesday following the end of each two (2) week pay period.

DIRECT DEPOSIT

Direct deposit is mandatory for all union employees and is strongly encouraged for all non-union employees. Direct deposit allows for an employee's check to be directly deposited into their checking and/or savings account. This program allows employees the flexibility of simultaneously distributing funds to more than one account.

PAYROLL DEDUCTIONS

Various payroll deductions will be taken out of each employee paycheck. These deductions fall into two (2) categories, mandatory and voluntary.

Mandatory Deductions

Employees cannot cancel these deductions but can change the amount of some by submitting revised information, such as an updated withholding certificate for income tax purposes. These changes will be made through finance. Mandatory deductions include:

- State and Federal income tax
- Social Security and Medicare tax

- Municipal Employees Retirement System (MERS) – Defined Benefit Plan and Health Care Savings Program (HCSP)
- Court garnishment of wages, income withholding for child support or federal tax levies which can be deducted without consent. An employee will receive a notice if such a deduction is to be made.

Voluntary Deductions

Employees may elect certain voluntary deductions. Employees may cancel deductions for fringe benefits (i.e., insurance and deferred compensation) at any time by completing a cancellation form. However, depending on the deduction, the employee may be limited to certain times during which he/she may enroll or re-enroll.

Other optional deductions can be canceled at any time by written request to finance. These can also be reinstated at any time. Verbal requests for cancellation of a payroll deduction cannot be accepted. Voluntary deductions include but are not limited to:

- Health insurance
- Dental/vision insurance
- Voluntary wage assignments for child support can be accommodated through payroll deduction at an employee's initiation. Contact the Friend of the Court to institute this deduction.
- Deferred Compensation (457) Plan/Roth IRA plans
- Section 125 Plans/Flexible Spending Accounts (FSA)
- Union dues/fees

TIMEKEEPING

Each employee's paycheck will be based on a completed time record submitted for that work period and approved by the employee's supervisor. Employees are responsible for reviewing their time records for accuracy and correctness.

Approved time records are to be submitted to payroll by 9 a.m. the following business day unless as otherwise directed by finance. Exceptions to the deadline may result when holidays occur during a pay week. These exceptions will be communicated as they occur.

Any false entry or unauthorized altering to time records will be considered falsification of records and may result in disciplinary action up to and including termination.

COMPENSATION

COMPENSATION PHILOSOPHY

WCRC employs a high-quality work force by providing pay and benefits needed to compete in the labor market and stay in alignment with other similar governmental units.

OVERTIME/COMPENSATORY TIME

Overtime compensation shall be paid to all non-exempt employees at a rate of one and a half (1 ½) times their regular rate of pay for hours worked outside their normally scheduled workday. Non-union, non-exempt employees may choose to take compensatory time in lieu of monetary payment for overtime at a rate of one and a half (1 ½) times the rate it was worked. Union employees should refer to their collective bargaining agreement for additional information.

Under certain circumstances exempt employees are eligible to receive overtime compensation at a rate of one and a half (1 ½) times their regular rate of pay for hours worked outside their normally scheduled workday. Refer to the [Overtime/Compensatory Time Policy](#) for additional information.

Temporary and part-time employees will receive overtime compensation at a rate of one and half (1 ½) times their regular rate of pay for hours worked in excess of forty (40) hours in a workweek.

CHANGES IN COMPENSATION

An employee's compensation can change in the following ways:

- 1. General Increases**

The Washtenaw County Board of County Road Commissioners may at its discretion grant a general compensation increase to non-union employees. Such increases take effect on the date determined by the board.

- 2. Performance Increases (Non-Union)**

Performance increases may be awarded to non-union employees based on their annual performance appraisal. Performance increases are subject to the position's pay grade scale. Once an employee has reached the top of his/her pay scale, the employee is no longer eligible for further performance increases, but

rather receives a lump sum payment. Refer to the [Salary Administration Program Policy](#) for additional information.

3. Step Increases (Union)

Union employees will receive a step increase every year on their anniversary date in accordance with the collective bargaining agreement. Once an employee has reached the top of his/her pay scale he/she will no longer receive step increases.

4. Reclassification/Promotion/Demotion

Employee compensation may change in connection with a promotion, demotion or reclassification of the position.



LEAVE BENEFITS

ANNUAL LEAVE

Annual leave is earned in proportion to the length of time an employee has been working for WCRC. Annual leave will be awarded to the employee on his/her anniversary date in accordance with the [Annual Leave Policy](#).

BEREAVEMENT LEAVE

Employees are entitled to bereavement leave following the death of a family member in accordance with the [Bereavement Leave Policy](#).

HOLIDAYS

WCRC provides full-time employees with paid time off during the following, eleven (11) recognized holidays:

Holiday	Date Observed
New Year's Day	January 1
Martin Luther King Day Jr.	Third Monday in January
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Thanksgiving	Fourth Thursday in November
Day after Thanksgiving	Friday following Thanksgiving
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Holidays falling on Sunday are observed on the following Monday. Holidays falling on Saturday are observed on the preceding Friday.

Employees who are eligible for holiday pay must also work their scheduled hours the day before and the day after the holiday, or have an approved leave, to receive holiday pay.

VOTING LEAVE

Employees scheduled to work on any national or state election day are eligible for one (1) hour paid leave at the beginning or end their shift. Employees must give his/her supervisor notice of a desire to vote at least one (1) day in advance to be eligible for the leave.

JURY DUTY AND WITNESS DUTY

WCRC supports employees in their civic duty to serve on a jury. Employees must present any summons to jury duty to their supervisor as soon as possible after receiving the notice to allow for planning for an employee's absence.

Any employee required to serve on jury duty will suffer no loss of pay but will be paid the difference between jury pay and his/her regular pay when he/she provides acceptable prior notice of the obligation and proof of the attendance that prevented his/her working.

Any employee who is subpoenaed as the result of being involved in or witnessing an accident while on duty may, upon the employer's approval, suffer no loss of pay for honoring the subpoena.

Time for appearance in court for personal business will be the individual employee's responsibility.

UNPAID LEAVE OF ABSENCE

Eligible employees may request unpaid leave to attend an educational institute, for compelling personal circumstances or following the birth or adoption of their child (following the exhaustion of FML) in accordance with the [Unpaid Leave of Absence Policy](#). Union employees should refer to their collective bargaining agreement for additional information.

MILITARY LEAVE

Leaves of absence to perform military duty in the U.S. Armed Forces, the Military Reserves or the National Guard will be granted in accordance with applicable state and federal laws without loss of employment status. WCRC will also comply with applicable federal and state laws regarding the reemployment of individuals returning from military leave.

FAMILY MEDICAL LEAVE

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to twelve (12) weeks of unpaid, job-protected leave in a twelve (12) month period for specified family and medical reasons. To be eligible for FMLA benefits, an employee must have worked for WCRC for a total of twelve (12) months and been in active pay status for 1,250 hours during the previous twelve (12) months.

An eligible employee is entitled to up to twelve (12) work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

- The birth and care of a newborn child

- Placement with the employee of a child for adoption or foster care
- Care for an immediate family member with a serious health condition
- Medical leave when the employee is unable to work because of a serious health condition

Additional benefits up to twenty-six (26) weeks are available for eligible employees to care for a covered service member in the Armed Forces, National Guard or Reservices.

Under some circumstances, employees may take FMLA intermittently, which means taking leave in blocks of time or reducing their normal weekly or daily work schedules. If FMLA is for birth and care or placement for adoption or foster care, use of intermittent leave is subject to the employer's approval. Refer to the [Family Medical Leave Policy](#) and [procedures](#) for additional information. Union employees should refer to their collective bargaining agreement.

PAID PARENTAL LEAVE

WCRC provides non-union employees with paid parental leave which gives parents additional flexibility and time to care for and bond with their new child, adjust to their new family situation and balance their professional obligations. Refer to the [Paid Parental Leave Policy](#) for additional information.



BENEFITS

HEALTH INSURANCE

WCRC offers health insurance to all full-time employees and their eligible dependents. WCRC and the employee will share in the cost with pre-tax payroll deductions. The cost sharing will be based on the maximum employer payments as set forth in Public Act 152 of 2011.

For additional information on the plans offered, current employee contribution rates, plan documents and forms visit wcroads.org/health/#medical.

DENTAL/VISION

WCRC offers dental and vision coverage to all full-time employees and their eligible dependents. WCRC and the employee will share the cost with pre-tax payroll deductions.

For additional information on the plans offered, current employee contribution rates, plan documents and forms visit wcroads.org/health/#dental.

FLEXIBLE SPENDING ACCOUNTS (FSA)

WCRC offers Flexible Spending Accounts (FSA) to all full-time employees, which are Internal Revenue Service (IRS) sanctioned benefits that provide employees the opportunity to set aside pre-tax dollars for reimbursement of IRS approved health and dependent care expenses. For additional information visit wcroads.org/financial/#fsa.

HEALTH CARE SAVINGS PROGRAM (HCSP)

Participation in the Health Care Savings Program (HCSP) is mandatory for all full-time employees hired after January 1, 2012. The HCSP is an employer-sponsored program that provides a tax-free medical savings account for covering costs of post-employment medical expenses for employees and their eligible dependents. For additional information visit wcroads.org/financial/#hcsp.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

WCRC provides employees and eligible dependents with access to an Employee Assistance Program (EAP). The EAP is a confidential counseling and referral service that can help participants resolve a variety of personal concerns. For additional information visit wcroads.org/health/#eap.

LIFE INSURANCE

WCRC provides group life and accidental death insurance coverage to all full-time employees. WCRC also offers optional supplemental coverage which is funded solely by the employee through payroll deductions. For additional information visit wcroads.org/financial/#life.

SHORT-TERM/LONG-TERM DISABILITY

WCRC provides short-term disability (STD) and long-term disability (LTD) to all full-time employees. STD/LTD provides partial income replacement in the event an employee is disabled and unable to work due to a non-work-related injury or illness. For additional information visit wcroads.org/leave/#disability or refer to the [Short-Term Disability Policy](#) and [procedures](#).

RETIREMENT

Participation in the Municipal Employees' Retirement System (MERS) Defined Benefit Plan is mandatory for all full-time employees. Employee contributions are based on a percentage of gross wages. Employee contribution for union employees are negotiated during the collective bargaining process. For additional information visit wcroads.org/retirement/#pension.

DEFERRED COMPENSATION

WCRC offers supplemental, voluntary savings options for retirement in the form of deferred compensation (457(b)/IRA), these plans are administered by a third-party vendor. These plans are a way for employees to prepare for the future conveniently through payroll deductions. These voluntary contributions can be changed at any time. For additional information visit wcroads.org/retirement/#deferred.

TUITION REIMBURSEMENT

WCRC encourages continual learning and educational development of employees by providing tuition reimbursement in accordance with the [Tuition Reimbursement Policy](#). Union employees should refer to their collective bargaining agreement.

MEMBERSHIP FEES AND PROFESSIONAL FEES

WCRC strongly supports and encourages the professional participation, growth and advancement of its employees. In certain instances, employees may be eligible to receive reimbursement for membership and professional fees in accordance with the [Membership and Professional Fees Policy](#).

FITNESS REIMBURSEMENT

WCRC encourages employees to achieve and maintain a healthy lifestyle through physical fitness and weight management goals by providing partial reimbursement for gym memberships, fitness trackers, equipment, classes and weight management programs to eligible employees in accordance with the [Fitness Reimbursement Policy](#).

BENEFITS IN RETIREMENT

WCRC offers eligible employees hired prior to January 1, 2012 and their spouse's retiree healthcare benefits, including medical, prescription drug and dental benefits. The retiree coverage and cost sharing for these benefits will be the same as active employees. Spousal coverage will be limited to the employee's legal spouse on the date of the employee's retirement. There will be a dental benefit maximum of \$500 per individual per year. To be eligible for retiree health insurance, the employee must be 55 years of age or older and vested in the Employers pension plan. Employees eligible for retiree healthcare earn five percent (5%) of WCRC's regular contribution toward healthcare for each year of service with WCRC. Once the retiree or the retiree's spouse becomes Medicare eligible WCRC's plan will become supplemental.

Employees hired after January 1, 2012 are not eligible for retiree healthcare benefits, including medical, prescription drug and dental benefits.

Union employees should refer to their collective bargaining agreement for additional information.



WORKPLACE SAFETY

SAFETY

WCRC is committed to providing a safe and healthy work environment for all its employees in compliance with State and Federal laws. WCRC is also committed to having a proactive and effective safety program with support of both supervisors and employees.

Refer to the [Safety Policy Handbook](#) for additional information on WCRC's safety program, policies and procedures.

SMOKING POLICY

WCRC is committed to providing a healthy, comfortable and productive working environment for employees. Smoking is prohibited in all WCRC facilities and vehicles. Refer to the [Smoke Free Workplace Policy](#) for additional information.

DRUG-FREE WORKPLACE

The manufacturing, unauthorized use or possession, sale or distribution of illegal drugs/alcohol by WCRC employees while on duty or on WCRC property is strictly prohibited.

Employees shall not use illegal substances or abuse legal substances in a manner which may impair their ability to perform job duties safely and productively, or that might impair senses, coordination or judgment. Under no circumstances may an employee perform employment-related duties, whether on or off WCRC premises, while under the influence of alcohol or illegal substances.

An employee taking a prescribed drug or medication that may adversely affect such employee's ability to perform work in a safe and productive manner must report such use to his or her supervisor so that a determination can be made on the ability of such employee to commence or remain at work. Refer to the [Drug-Free Workplace Policy](#) for additional information.

VIOLENCE IN THE WORKPLACE

WCRC is committed to maintaining a workplace free from violence and threats of violence and will not tolerate such behavior. Every individual deserves the right to be treated with courtesy and respect at all times and to be free of concerns regarding violence in the workplace.

An individual, who engages in violence, or threats of violence, is subject to disciplinary action, up to and including termination. Employees who are subjected to violence, or threats of violence in the workplace should immediately report the incident to their supervisor or human resources.

WCRC will investigate all threats of violence promptly and thoroughly and, if found, will take appropriate action to remedy the situation. WCRC will not retaliate against any person who reports threats or acts of violence or who participates as a witness or victim in any investigation of workplace violence.

WEAPONS

WCRC is committed to providing a safe working environment for employees. In order to meet this goal, WCRC prohibits the possession of any dangerous weapon while on duty or at any other time while in a WCRC controlled building, property, job site or vehicle.

Employees may not carry a concealed weapon, as defined by the State's Concealed Weapons Act, while on duty or while on/in WCRC property, regardless of whether an employee has obtained a license to carry a concealed weapon. On-duty is defined as the hours between which an employee reports for work and the time the employee leaves work, including overtime work and call-outs.

FITNESS FOR DUTY

Employees are required to report for work and perform duties safely and in a manner that will not jeopardize themselves or the health and safety of those around them. Employees must advise his/her supervisor if they become unfit to safely perform their assigned duties for any reason including personal health issues or work-related conditions.

If a supervisor suspects that an employee may be unfit to safely perform the duties of his/her position, the supervisor may require that the employee obtain (at WCRC's expense) certification from a medical professional that the employee can perform essential functions of the job with or without reasonable accommodation.

WORKERS' COMPENSATION INSURANCE

Any WCRC employee injured because of duties performed in the course and scope of his/her job shall be eligible to receive workers' compensation benefits at no expense to the employee. Any accidents or on-the-job injury must be reported immediately. An employee that does not report an injury may not be eligible for workers' compensation benefits. Refer to the [Workers' Compensation Policy](#) and [procedures](#) for additional information.

WORKPLACE PRACTICES

INFORMATION TECHNOLOGY USE

WCRC provides employees with information technology (IT) resources including workstations, Internet access and electronic communications services for the performance and fulfillment of job responsibilities. These systems are to be used for business purposes in serving the interests of WCRC. It is the responsibility of every employee to know the guidelines within the [Information Technology \(IT\) Use Policy](#) and to conduct their activities accordingly.

EMPLOYEE RESPONSIBILITY FOR WCRC PROPERTY

Employees shall not abuse, neglect, waste or misappropriate WCRC property. All employees are responsible for the proper care of any tools, materials, equipment, vehicles, etc. assigned for the performance of their jobs. No WCRC property shall be used for any purpose other than authorized work-related activities, this includes computers and the Internet. No WCRC property shall be taken from the worksite for any purpose unless specifically authorized by the employee's supervisor.

In most cases, unless otherwise designated, uniforms, tools and equipment (e.g., WCRC-issued cell phones, computers, keys, uniforms, identification badges, etc.) must be returned upon separation from employment. As a condition of employment, all employees agree that if the employee does not return WCRC property the employee will be responsible for the replacement cost of the item(s).

NOTIFICATION OF CRIMINAL ARREST OR CONVICTION

Any WCRC employee who is arrested, charged and/or convicted for any crime, other than a minor traffic violation, must immediately report the incident to human resources. Examples of crimes that must be reported include, but are not limited to:

- Felonies (or being arrested for a crime punishable as a felony)
- A crime involving dishonesty, fraud or theft (e.g., forgery, burglary, robbery, credit card fraud, perjury, bribery, tax evasion)
- Crimes of moral turpitude (e.g., sex offenses, pandering, prostitution, importuning, public indecency)
- Crimes involving physical violence (e.g., domestic assault, patient abuse or neglect)
- Drug-related crimes (e.g., trafficking offenses, drug possession)

Criminal activity or undisclosed criminal arrests or convictions may constitute cause for discipline, up to and including termination. Determination of such action will be based on an analysis of the responsibilities of the position and the nature and time frame of the conviction or offense.

SOCIAL MEDIA

As an organization, WCRC uses Facebook and Twitter to help share messages with the public about WCRC's activities and projects. These channels are administered by the communications manager. Employees should refrain from commenting or arguing with the public on WCRC channels. If an employee notices something about WCRC he/she believes needs to be addressed, please contact the communications manager immediately.

In addition, WCRC has created a private employee Facebook group for current employees to connect. Employees are encouraged to participate in this group to share work updates, personal accomplishments, interesting articles, etc. Refer to the [Social Media Policy](#) for additional information.

MEDIA RELATIONS

All media inquiries should be directed to the communications manager.

TRAVEL

WCRC will reimburse employees for reasonable expenses incurred in the course of pre-approved travel on WCRC business, in accordance with the [Travel Policy](#).

VEHICLE USE

Some employees may be required to use WCRC vehicles as a part of their job. Employees who are assigned WCRC vehicles shall be responsible for the care and proper use. Seatbelts are to be worn at all times.

If personal use of a WCRC vehicle is permitted the employee will be taxed for the commute from home to work as a fringe benefit per the Internal Revenue Service (IRS) requirements.

Employees who operate vehicles must maintain current active license for the operations of that vehicle. Any change in status of an employee's license must be immediately reported to his or her supervisor.

Refer to the [Vehicle Use Policy](#) for additional information.

ATTENDANCE AND PUNCTUALITY

Employees are expected to arrive at work on time and to start performing the work required by their job at the scheduled start time. Punctuality and regular attendance are essential to the proper operation of WCRC business and the ability to provide services to WCRC customers. If an employee is unable to report to work for any reason, or if the employee will arrive late or leave early, the employee must notify the supervisor prior to the employee's starting/leaving time or as soon as possible when extenuating circumstances exist. Questionable attendance patterns or concerns may lead to disciplinary action, up to and including termination. Union employees should refer to their collective bargaining agreement for time and attendance requirements.

APPEARANCE AND DRESS CODE

It is important that employees of WCRC give a positive impression of themselves and others, as well as have pride in representing WCRC during working hours.

Employees should be properly attired for the office environment, meetings and other interactions with the public by maintaining a neat, well-groomed and professional appearance at all times. It is anticipated that employees will be able to utilize their own discretion in determining suitable clothing for the workplace.

Exceptions to the dress code guidelines are recognized for those employees required to participate in manual or physical labor and for other unique situations. Employees in these positions should refer to the Safety Policy Handbook for specific dress code requirements.

In situations where guidance is required, the supervisor is responsible for communicating proper standards and to notify his/her employee if his/her appearance does not meet these standards.

CHANGE IN PERSONAL INFORMATION

Employees are responsible for updating their own personal information with human resources should any change occur to their personal status. Such changes include change of name, dependents, marital status, address or telephone number.

OPEN DOOR POLICY

Employee opinions, suggestions and questions are important, encouraged and are basic to good management. WCRC will make every attempt to provide honest, clear responses. Supervisors are expected to listen to employee concerns, to encourage his/her input and to seek implementation/resolution of suggestions/issues.

PROGRESSIVE DISCIPLINE

WCRC subscribes to a policy of progressive discipline. The goal of progressive discipline is to help the employee recognize and correct unacceptable behavior before it becomes serious enough, or frequent enough, to warrant termination of employment.

WCRC may use any level or combination of progressive discipline steps, up to and including, termination of employment, and may proceed directly to termination under certain circumstances.

Refer to the [Progressive Discipline Policy](#) for additional information.

EMPLOYEE APPEAL PROCESS

WCRC strives to maintain a workplace that fosters a productive and harmonious working environment where work-related concerns are managed promptly, impartially and justly.

Minor problems can develop into larger disputes if they are not dealt with quickly and effectively. It is WCRC's intent to foster positive and collaborative relationships amongst employees. WCRC encourages quick and decisive resolutions to work-related concerns.

Non-union employees should refer to the [Employee Appeal Policy](#) for additional information. Union employees should refer to the procedures for filing grievances outlined in their collective bargaining agreement.

SEPARATION FROM EMPLOYMENT

WHEN EMPLOYMENT ENDS

Employment with WCRC is normally terminated through one of the following ways:

- **Resignation** – A resignation is the voluntary termination of employment at the employee's request or initiative. In the event an employee intends to resign, he or she should notify his/her immediate supervisor in writing at least two (2) weeks in advance of the effective date to assure continuity of WCRC operations.
- **Termination** – At-will non-union employees may terminate his/her employment at any time and WCRC may terminate the employment relationship with or without notice or cause. Union employees may terminate their employment or may be terminated by WCRC in accordance with the provisions of any controlling collective bargaining agreement.
- **Layoff** – A reduction in force is the release of an employee or employees due to lack of funds, curtailment of work or reorganization.
- **Retirement** – Employees may retire from WCRC by submitting the appropriate forms to Municipal Employees' Retirement System (MERS) and providing notice to human resources. Forms may be found on the MERS website: <http://www.mersofmich.com/> or by contacting human resources. WCRC asks that employees provide at least a two (2) weeks' notice of the intention to retire to assure continuity of WCRC operations.
- **Job Abandonment** – Any employee who fails to report to work for three (3) consecutive days without notice to his or her supervisor will be assumed to have abandoned the job and resigned. In such a case, the employee will be terminated.

EXIT INTERVIEW

WCRC provides separating employees with an exit interview prior to their last day of employment. The purpose of the exit interview is to review eligibility for benefit continuation/conversion, to ensure the necessary separation forms are completed, return WCRC property, discuss the reason(s) for the separation and solicit constructive feedback to improve WCRC's operations. Exit interviews are conducted confidentially by human resources.

COBRA

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under WCRC's health care plan when a "qualifying event" would normally result in the loss of eligibility.

Some common qualifying events are resignation; termination of employment; death of an employee; a reduction in an employee's hours; leave of absence; divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage after a qualifying event at the WCRC group rates plus a two percent (2%) administration fee for continuation coverage. WCRC provides each eligible employee with a written notice describing rights granted under COBRA when a qualifying event occurs. The notice contains important information about the rights and obligations of the employee and/or beneficiary(ies). Failure to timely comply with the notice may result in a loss of insurance coverage. It is imperative that each employee keep WCRC apprised of the status of his/her family life and age of dependents.

REHIRES

There are circumstances when former employees seek re-employment with WCRC. For a former employee to be considered for re-employment, the former employee will need to reapply and be considered as any other applicant. Only individuals who have left previous employment with WCRC in good standing will be considered for re-employment. An employee who has not provided advance written notice of resignation as required will not be eligible for re-employment.

