

BOARD OF HEALTH – PROGRAM, POLICY, & APPEALS COMMITTEE

Agenda for April 17, 2024 at 8:30 AM

1. Call to Order
 - a. Roll Call
 - b. Approval of the Agenda*
2. Public Comment
3. Unfinished Business
 - a. BOH Intergovernmental Agreement
4. New Business
 - a. Environmental Health Appeal – 175 Wayside Court, Quincy, MI*
 - Environmental Health Appeals Procedure – pg 2
 - Excerpt from EH Code which requires reserve area -pg 4
 - Summary and documents related to 175 Wayside Court property – pg 6
 - Summary and additional documents of other properties with similar issues – pg 19
 - b. Personnel Policy Manual Updates* - pg 28
5. Public Comment
6. Adjournment - Next meeting: Full Board meets April 25, 2024. PPA next meeting is scheduled for May 15, 2024

Public Comment:

For the purpose of public participation during public hearings or during the public comment portion of a meeting, every speaker prior to the beginning of the meeting is requested but not required to provide the Board with his or her name, address and subject to be discussed. Speakers are requested to provide comments that are civil and respectful. Each speaker will be allowed to speak for no more than three (3) minutes at each public comment opportunity.

Environmental Health Appeals

Procedure: Appeals received as outlined in the Environmental Health Code will be first reviewed and heard by the Program, Policy and Appeals Committee (PPAC) of the Board of Health. The PPAC then provides a recommendation for full board action at the next regularly scheduled Board of Health meeting.

Environmental Health Code for Branch, Hillsdale, St. Joseph Counties, Michigan: The Environmental Health Code (EHC) for Branch, Hillsdale, and St. Joseph Counties is a legal regulation supported by the three county government commissions that received final approval from the Board of Health. The version currently in effect was adopted by the Board of Health on December 20, 1990 and became effective April 1, 1991.

Authority: The EHC identifies in Article 1, Section 102. Authority. "...adopted under authority conferred upon local health departments by Section 2441(1) of the Michigan Public Health Code, P.A. 368 of 1978 as amended." This section states:

Sec. [2441.](#)

A local health department may adopt regulations necessary or appropriate to implement or carry out the duties or functions vested by law in the local health department. The regulations shall be approved or disapproved by the local governing entity. The regulations shall become effective 45 days after approval by the local health department's governing entity or at a time specified by the local health department's governing entity. The regulations shall be at least as stringent as the standard established by state law applicable to the same or similar subject matter. Regulations of a local health department supersede inconsistent or conflicting local ordinances. .

*History: 1978, Act 368, Eff. Sept. 30, 1978 ;-- Am. 1986, Act 76, Imd. Eff. Apr. 7, 1986 ;-- Am. [2010, Act 72](#), Imd. Eff. May 13, 2010
Popular Name: Act 368*

Purpose: The EHC identifies in Article 1, Section 104. Purpose. "...adopted for the purpose of protecting public health and safety and the quality of the environment as it affects human health, and to prevent the occurrence of public health nuisances."

Appeals Board: The EHC identifies in Article 1, Section 119. Appeals Board. "Appeals from the rulings of the Health Officer are provided for reasonable and equitable interpretations of the provisions of these regulations. The Branch-Hillsdale-St. Joseph district Board of Health, Board of Appeals shall hear any appeal presented in accordance with rules of procedure established by the Board. The Board shall furnish the appellant with a written report of its findings and decision."

Hearing of Appeals: The EHC identifies in Article 1, Section 120. Hearing of Appeals. “Appeals shall be submitted in writing, addressed to the chairman of the Branch-Hillsdale-St. Joseph District Board of health in care of the Health Officer. Hearing of an appeal shall be granted at the next scheduled or regular meeting the District Board of Health or at the discretion of the chairman thereof at a special meeting called for the purpose: provided, that no hearing shall be scheduled within less than ten (10) days of receipt of written request. *The Board may grant individual variances from the requirements of these regulations when said Board has adequately determined that all of the following conditions exists:*

- 1) *That no substantial health or nuisance is likely to occur therefrom.*
- 2) *That strict compliance with the code requirements would result in unnecessary or unreasonable hardship.*
- 3) *That no state statute or other applicable laws would be violated by such variance.*
- 4) *That the proposed variance would provide essentially equivalent protection in the public interest.”*

Criteria for Permit Denial: The EHC identifies in Article 6, Section 600.9.1. Criteria for Permit Denial. “The Health Officer may decline to issue a sewage disposal facility permit for any of the following reasons or causes:

- a) ...
- b) Failure of the proposed sewage disposal facility design to conform to the requirements of Article VII of these Regulations.
- c) Failure of the proposed installation site for the sewage disposal facility to conform to the requirements of Article VII of these regulations.....”

Site Acceptance Criteria : The EHC identifies in Article 7, Section 700.3. Site Acceptance Criteria. “An acceptable site for a sewage disposal facility shall possess soils which are of sufficient quantity and permeability to absorb all sewage effluent to be discharged upon such site, and to insure its confinement beneath the ground surfaces at all times. The following minimum criteria shall also be determined to exist by the Health Officer as the basis for any site approval:

- f) Sufficient suitable area shall be available and reserved to provide for a minimum of one replacement system without utilization or disruption of the initial installation.”

Contractual requirements between DEQ and the BHSJCHA to administer the on-site wastewater program.

MPR 1: The local health department shall have a wastewater treatment regulation capable of protecting the public health legally adopted under enabling state legislation. The regulation shall authorize an enforcement process that is utilized and includes the capability to deny permits, issue orders for corrections of failed systems, and/or other remedies for construction without a permit or for violating an order.

References: Sections 2433 through 2446 of the Public Health Code, 1978 PA 368, as amended; Part 31, Water Resources Protection, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended; and Part 22, administrative rules.

DEQ On-Site Wastewater Program Staff Advice.

- In a 2009 response to a request for input from DEQ on an appeal of a denial of a sewage permit, the Agency was advised that the request, “should be denied until sewer becomes available or additional land with suitable soils is obtained that can support an onsite sewage system that complies with your department’s Sanitary Code.”

702.10 – Effluent Pump Chambers: Gravity Distribution of Effluent

Effluent pump chambers shall be water tight and of corrosion resistant material. The chamber shall be equipped with an exposed manhole cover at ground surface for easy access to the pump. The pump chamber shall be large enough to allow locating the pump a minimum of 8 inches of the floor of the chamber and have a minimum of 50 gal. liquid capacity. The pump discharge line shall be equipped with a readily accessible disconnect device for ease of removal of the pump for servicing or replacement.

703 – SUB-SURFACE ABSORPTION SYSTEMS

703.1 - General Requirements

Sewage from any septic tank, or similar device which releases partially treated sewage effluent, shall be discharged into a soil absorption system or device designed to distribute and confine such effluent beneath the surface of the ground.

703.2 - Location Requirements

703.2.1 - General Requirements

A soil absorption system or device shall be installed in such a location as to maximize its potential for long-term satisfactory operation.

703.2.2 - Isolation Requirements

A soil absorption system or device shall be isolated from other structures objects, boundaries, or natural features in accordance with the distances specified in Table VII of these Regulations.

703.2.3 - Relationship to Buildings, Roads, Driveway, or Parking Areas

A soil absorption system or device shall not be installed beneath any building, road, driveway, or parking area, or in any other location which may subject it to damage from vehicular traffic.

703.2.4 - Relationship to Floodplain; Surface Drainage Pathways

A Soil absorption system or device shall not be installed in any location subject to periodic flooding, or frequent surface run-off due to precipitation.

703.2.5 - Depth to Groundwater

The bottom of the excavation for any soil absorption system or device shall be isolated a minimum vertical distance of 4.0 feet above the seasonal high water table elevation.

703.2.6 - Depth of Impermeable Soils or Underlying Materials

The lowest point of any soil absorption system or device shall be isolated a minimum vertical distance of 4.0 feet above an impermeable soil layer, or other material of an impermeable nature.



703.2.7 - Reserve Area

A soil absorption system or device shall be located in such a manner as to provide sufficient area for installation of a future system or device of equivalent capacity.

703.3 - MATERIAL REQUIREMENTS

703.3.1 - Distribution Piping or Tubing

Distribution piping or tubing materials utilized in soil absorption systems shall conform to the criteria in the then current edition "Michigan Standards for Certification and Utilization of Perforated Plastic Tubing for Drainfields", as adopted by the Michigan Department of Public Health. Other materials may be utilized subject to approval of the Health Officer.

703.3.2 - Drainstone and Aggregate

Materials utilized for drainstone or aggregate in soil absorption systems shall possess physical properties and characteristics equivalent to washed 6-A aggregate.

703.3.3 - Fittings

Fittings and connections shall be of a material, design, and size compatible with the piping or tubing to which they are attached

Mc Namara Appeal

The Mc Namara's are appealing the agencies denial of a septic permit for their property located at 175 Wayside Ct., located in Branch County. The property currently has a 2 bedroom home on the property. The Mc Namara's have proposed to build a new home on the site which would require space to construct the initial and a replacement drainfield for the new home. This requirement is addressed in the BHSJ EH Code **Section 703.2.7** which states: " A soil absorption system or device shall be located in such a manner as to provided sufficient for the installation of a future system or device of equivalent capacity." The lot is very small, 50'x 97' and is bordered on one side by Marble Lake which leaves very minimal area for the required drainfields.

The process for obtaining a permit for the new home started with a request for a change of use. The change of use request was submitted to our office on 8/1/22. Cody Johnson conducted an inspection of the property and sent the results of the inspection back to the homeowners on 8/10/22. The report indicated that the current sewage disposal system was not acceptable for the proposal of the new home. We had no record of the existing sewage system so we could not allow connection of the new proposed home to that system. Because the proposal was for a new home, Cody informed the Mc Namara's that the new home proposal could not be approved due to the lack of area for an original and replacement drainfields required by our code.

In the months following the release of the change of use report, there was a lot of communication (via email and telephone) between our office, the builder and the Mc Namara's. During that time we asked for scaled drawing to be submitted for review to determine if the required sewage disposal system could be constructed to code, meeting all required isolation distances. We also had in person meeting with the builder (Bob Buscher) and with the Mc Namara's to discuss their proposals. None of the proposals showed enough area to construct the required drainfields.

In January 2024, the Mc Namara's sent me another proposal. As part of this proposal they sought and were granted a variance to construct the proposed home closer to the lake and provide more room on the front of the lot for the drainfields. They also contacted the Branch Co. Road Commission to get approval to have the slope area from the septic mounds extend into the road right of way. Again this was done to try and gain enough room to construct the new drainfields. With the existing soil conditions and number of bedrooms proposed for the new home, the code would require (2) 400 Sq. Ft. drainfields. The soil condition indicated that the seasonal high water table was at 2' below existing grade which would require the field be constructed on 2' of fill with a 4' finished grade. The mounds would require tapers at a 2:1 slope back to original grade making the slope areas 8' from the edge of the mound. The drawings that were submitted in the proposal would allow for a drainfield of 400 sq. ft and the reserve area just less than 400 sq. ft. The septic tank and pump chamber would be located between the two fields. After review and consultation with staff we concluded that we could accept this proposal as long as the initial and replacement fields be installed immediately. We have required this in many proposals in the past when the replacement area is extremely limited.

Mr. Mc Namara did not want to construct the two drainfields and asked if they could consult with the Quincy Twp. Building and Zoning and work up a deed addendum to designate the replacement area on

the property as only for septic replacement. We did not agree to this proposal as there are land uses that would not require a building permit that could be used on this space.

On January 24, I received an email from Matt Ashenfelter (Quincy Twp. Zoning). In that email, Mr. Ashenfelter stated that Quincy Twp. Zoning requires two parking spaces on a residential parcels in the lake district. This information was not disclosed to us during our negotiations with the Mc Namara's. With this new information I informed the Mc Namara's that we could not accept their proposal because construction of the second drainfield would eliminate the required parking spaces. Mr. Mc Namara was very persistent in trying to persuade me to approve his proposal. I consulted with Rebecca Burns on the project to see if she had any further ideas but she agreed with my conclusion that we had to deny the proposal. I contacted Mr. Mc Namara to let him know of my discussion with Rebecca and he insisted he wanted to talk with her. I gave him her contact information and told him at this point his only option was to file an appeal. On January 31, 2024 I sent the Mc Namara's a letter outlining the denial of their proposal.

Deviating from our existing code that requires an adequate reserve area for any new construction would not be supported by this agency. We have received many requests for deviations from this requirement and have **routinely** and **consistently** denied these requests.

Branch-Hillsdale-St. Joseph Community Health Agency

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561 ext. 106

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395 ext. 311

www.bhsj.org

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161 ext. 233

Office Use Only	
Date Received	<u>08/01/2002</u>
"C" Receipt #	<u>9703</u>
Received by	<u>W</u>
Amount Received	<u>\$99.00</u>
Township Code	<u>BC</u>
Section Number	<u>32</u>
Record Search by	<u>W</u>

APPLICATION FOR: Change of Use
Fee is dependent on service provided. Contact your local office.

Make checks payable to: "Community Health Agency" (Drivers license number must be on all personal checks) (Signature below and payment of fees indicate that the applicant has or will provide all necessary information accurately. No refund will be available after staff has provided field assistance. There is a \$25.00 handling fee charged if no field service has been provided.)

Address/Location 175 WAYSIDE COURT QUINCY MI

Subdivision LIKE DEE PARADISE Lot # 33 Property Tax ID # 080-640-000-033-00

Owners' Name: JAMES MCNAMARA Phone: 313 805 3243

Owners' Current Address: 6879 WEATHERFIELD WAY City: CANTON State MI Zip 48187

Contractor or Contact Person _____ Phone: _____

Address _____ City: _____ State _____ Zip _____

TOWNSHIP ZONING PERMIT # _____

Send Permit to: • Owner • Contractor or Contact Person

Email address: JMCNAMARA@FORD.COM

Please answer the following questions:

	Yes	No
1. Does the proposal involve a property on a body of water?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Are you building or rebuilding beyond the existing footprint of the home?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3. Are you adding bedrooms to the home? Number of existing bdrms. <u>2</u> Total bdrms. upon completion <u>2</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Is or will there be a water softener?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Is or will there be a garbage grinder?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Does your proposal involve adding a		
a. detached garage - size _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. pole barn - size _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>
c. deck.....	<input checked="" type="checkbox"/>	<input type="checkbox"/>
d. patio.....	<input type="checkbox"/>	<input type="checkbox"/>
e. swimming pool.....	<input type="checkbox"/>	<input type="checkbox"/>
f. fence.....	<input type="checkbox"/>	<input type="checkbox"/>
g. other(explain) _____	<input type="checkbox"/>	<input type="checkbox"/>

THE FOLLOWING ANSWERS MAY HELP US LOCATE EXISTING PERMITS ALREADY ON FILE:

Check here if there is • WELL • SEPTIC system on site.

When was home built? 1953 Property size 50 X 97 SEE MAP

Name of original owner? _____ Name(s) of previous owners? TOM GILBERT

PROPOSED CHANGE AND DIAGRAM

Address/Location: 175 WAYSIDE COURT QUINCY MI

A detailed and accurate drawing is required. Please include the following in the diagram;

1. Site boundaries and property dimensions.
2. Locations of all buildings and driveways.
3. Locations of existing well and or sewage system (indicate tank and drainfield locations).
4. Prominent landmarks on or near the site (surface water, fences, large trees, buildings, neighboring houses, etc).
5. Wells, sewage systems, and fuel tanks on adjacent lots.
6. Indication of the direction (north arrow)

I, the owner, or the owner's representative, agree to allow a representative of the Community Health Agency access to the described parcel to perform necessary tests and observations. I also have submitted a diagram that I believe is accurate and correct to the best of my knowledge.

Signature James Mc Namara Date 7-29-2022

BRANCH – HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561
(517) 278-2923 Fax

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
(517) 437-0166 Fax

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
(269) 273-2452 Fax

EVALUATION REPORT: CHANGE OF USE OF EXISTING SEWAGE SYSTEM

Application Number 9703 Date 8/10/22
Township Quincy Section 32
Address or Location 775 Way Side CT
Property Tax ID# 080-440-000-033-00
Owner James Mc Namara
Mailing Address 6819 Weatherford Way
City Carleton State MI Zip 48187

See Attached

Sewage Permit Number None Date _____
Permit Approved? Yes No
Septic tank volume: 1st tank ? 2nd tank _____
[Determined by: Tank Volume written on Permit _____
Pumper's statement _____ (attach copy of statement)
Other _____]

Sub-surface Absorption System (circle one):
Trenches Filter Bed Mound Drywell Not Determined
Estimated size of absorption system: _____ square feet

Advanced Treatment Unit? Yes No
Indication of failure in absorption system? Yes No

Distance to water supply: 50
on premise being evaluated _____ feet
on adjacent premise(s) 50 feet
Distance to nearest body of surface water: 250 feet
Depth to seasonal high water table ~2 feet
Soil Type: Sandy

Comments: Proposed New house cannot be built on this lot without further approval

Sewage System IS NOT Acceptable for the Proposed Change of Use.
 Sewage System IS Acceptable for the Proposed Change of Use:
____ TOTAL # OF BEDROOMS, MAXIMUM
____ BUILDING ADDITION, NO NEW BEDROOMS
A copy of the site plan submitted for review and considered for this report is attached.

Sanitarian Signature [Signature]
Date 8/10/22

MS WORD change of use form.doc 9/13

BRANCH-HILLSDALE-ST. JOSEPH DISTRICT HEALTH DEPARTMENT

809 Marshall Road
Coldwater, MI 49036
(517)279-9561

20 Care Drive
Hilldale, MI 49242
(517)437-7395

1110 Hill Street
Three Rivers, MI 49093
(616)273-2161

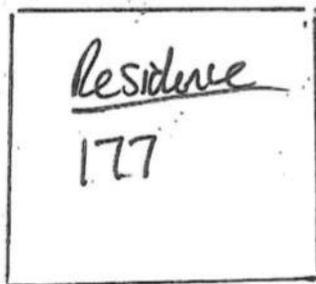
DESIGN LAYOUT SHEET

Sewage Permit # _____ Owner's Name: James McNamara
Well Permit # _____ Property Address: 175 Wayside Ct. City: Ann Arbor
Drawn by: _____ Date: _____

This drawing is meant as an attachment to the specific permits listed above. Installation of the well/septic must comply with the requirements listed on the corresponding permit(s). Health Department must be contacted before any changes are made from the drawing below.

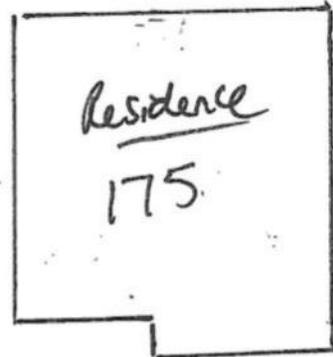
↑ LAKE ST

50x100 lot



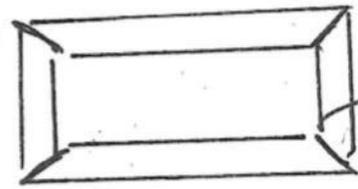
well

well



This lot is Public

septic tank



400-500 sqft drainfield

wayside Ct.

THIS IS NOT A PERMIT

11/98



8/16/2022

James McNamara
6879 Weatherfield
Canton, MI 48187

175 Wayside Ct., Coldwater, MI (080-L40-000-033-00)

Mr. McNamara:

This agency received a change of use application for the above-named property and the possibility of placing a residence on the property. The Environmental Health Code for Branch, Hillsdale and St. Joseph Counties Michigan (Section 700.3) states that the following minimum criteria shall be determined to exist by the Health Officer as the basis for any site approval:

- a. On-site soils shall have a permeability rate of not more than 45 minutes per inch
- b. At least 2 feet of natural permeable soil above the seasonal high-water table.
- c. A disposal system shall not be installed at an elevation below the flood plain of 100 years, nor otherwise located in an area subjected to seasonal flooding or ponding of surface water.
- d. A disposal system shall not be located where any factor would prohibit use of said system.
- e. A disposal system shall not be installed where the minimum required isolation distances specified in this regulation cannot be maintained.
- f. Sufficient suitable area shall be available and reserved to provide for a minimum of one replacement system without utilization or disruption of the initial installation.

Unfortunately, this parcel doesn't have the required room for a replacement septic system. New residential homes are required to have enough space for an initial septic system and a reserve area for a future system if failure occurs. Before well and septic permits can be issued further approval will be needed through the Environmental Health Director or this may be appealed before the Board of Health. If you choose to appeal this situation please contact me for the appeal process.

Sincerely,

A handwritten signature in black ink, appearing to read "Cody Johnson", followed by a horizontal line extending to the right.

Cody Johnson
Sanitarian

Branch-Hillsdale-St. Joseph Community Health Agency

www.bhsj.org
 570 Marshall Road 20 Care Drive 1110 Hill Street
 Coldwater, MI 49036 Hillsdale, MI 49242 Three Rivers, MI 49093
 (517) 279-9561 ext. 106 (517) 437-7395 ext. 311 (269) 273-2161 ext. 233

Office Use Only
 Date Received 7/21/2023
 "C" Receipt # 19201
 Received by LM
 Amount Received \$236.
 Township Code 0530
 Section Number 1W
 Record Search by LM

APPLICATION FOR:
 Sewage Permit (\$235)
 Well Permit (\$215)
 Site (vacant land) Evaluation (\$150)

Make checks payable to: "Community Health Agency" (Drivers license number must be on all personal checks) (Signature below and payment of fees indicate that the applicant has or will provide all necessary information accurately. No refund will be available after staff has provided field assistance. There is a \$25.00 handling fee charged if no field service has been provided.)

Address/Location 175 Wayside Court Quincy, MI
 Subdivision Like Des Paradise # 30 Property Tax ID # 080-140-000-033-00
 Owners' Name: James & Sharon McNamara Phone: 313-805-3243
 Owners' Current Address: 699 Weatherfield City: Centon State: MI Zip: 48187
 Contractor or Contact Person Bob Bumscher Homes Phone: 248-448-7467
 Address 1200 N 200 R City: Anaola State: IN Zip: 46703
 Send Permit to: Owner Contractor or Contact Person
 Email Address: mb1st@bbumscherhomes.com

Existing	Proposed	TOWNSHIP ZONING PERMIT#
# of bedrooms <u>2</u>	<u>2</u>	APPLICANT MUST INCLUDE SKETCH OF:
# of bathrooms <u>1 1/2</u>	<u>2 1/2</u>	1. site boundaries and property dimensions
# of occupants <u>2</u>	<u>2</u>	2. locations of all buildings and driveways
Water softener? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	3. locations of existing well and/or sewage system
Garbage disposal? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	4. prominent landmarks on or near the site (surface water, fences, large trees, buildings, neighboring houses, etc.)
Fuel oil tank? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	5. wells, sewage systems, and fuel tanks on adjacent lots
Previous Health Dept. Site Evaluation <input type="checkbox"/> Yes <input type="checkbox"/> No		6. indication of the direction (north arrow)

THE FOLLOWING ANSWERS MAY HELP US LOCATE EXISTING PERMITS ALREADY ON FILE
 Check here if there is a WELL SEPTIC system on site.
 When was home built? _____
 Name of original owner? _____
 Name(s) of previous owners? _____
 Property size _____

Signature Wesley Spore
 Date 7/21/23

PRELIMINARY

E-MAILED JUN 13 2023

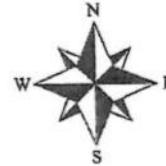
DATE: December 12, 2022

SURVEY NO.: 32605-29993

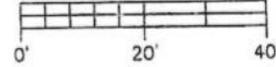
CERTIFIED SURVEY

RE: JAMES J. & SHARON M. MCNAMARA
175 WAYSIDE COURT
SECTION 32, QUINCY TWP.
BRANCH COUNTY, MI

E-MAILED DEC 18 2022

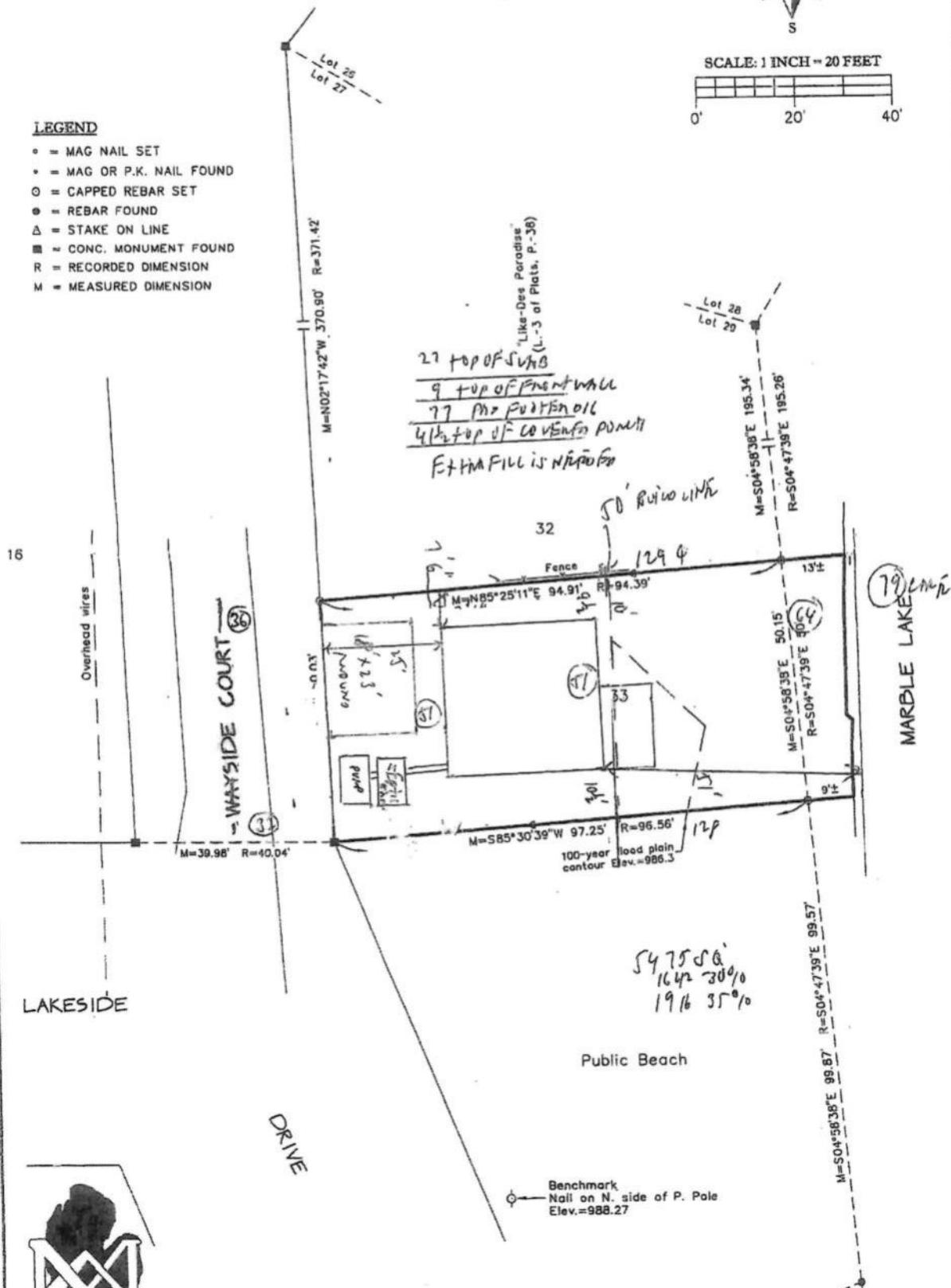


SCALE: 1 INCH = 20 FEET



LEGEND

- = MAG NAIL SET
- * = MAG OR P.K. NAIL FOUND
- = CAPPED REBAR SET
- = REBAR FOUND
- △ = STAKE ON LINE
- = CONC. MONUMENT FOUND
- R = RECORDED DIMENSION
- M = MEASURED DIMENSION



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LAKE

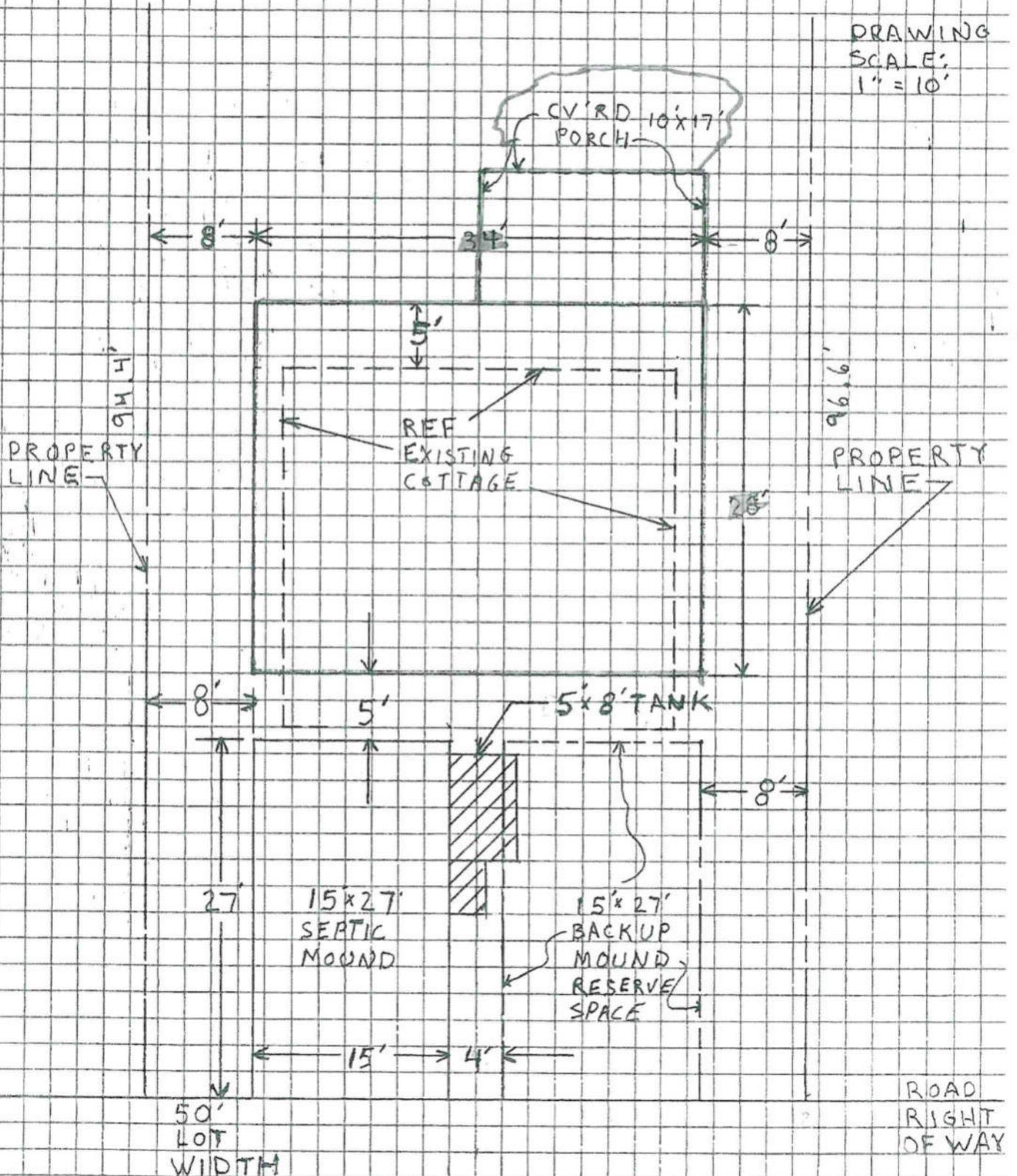
← NORTH

LOT 33

175 WAYSIDE COURT
QUINCY MI

GREEN = NEW BUILD PRPS
34' x 28'

DRAWING
SCALE:
1" = 10'



Re: Fwd: Re: Fwd: Re: Septic Proposal 175 Wayside Court, Quincy

MA Matt Ashenfelter <ma^{sh}@toast.net>
Wed, 24 Jan 2024 10:22:54 AM -0500 •

To "Paul Andriacchi" <andriacchip@bhsj.org>, "JAMES
MCNAMARA" <jmcmamar20@comcast.net>

Hi Paul,

In regards to the reserve septic mound area for the McNamara build request at 175 Wayside Court:

The requirement of the installation of a second septic mound (future septic mound) now would eliminate any available parking area on the lot. Quincy Twp zoning requires at least two parking spaces on a residential parcel in the lake district.

If there is a future failure of the septic mound drain field, a new septic mound would be installed in the open parking area as described on the drawing. The old mound would then be removed and the parking area established there (see Jim's attached drawing).

The parking space requirement runs with the land in perpetuity regardless of ownership. So, the parking area is a "no build area" and will be recorded on the parcel description and zoning permit. The possibility of a future owner building in the "no build area" is strictly controlled by the zoning permitting process and parking requirements of the ordinance. There is no getting around the parking requirement now or in the future.

I hope this adds some clarity for septic approval for Mr. McNamara's new build proposal.

Regards,
Matt Ashenfelter
Quincy Twp Zoning
419-276-1478

January 31, 2024

James Mc Namara
175 Wayside Ct.
Quincy, MI 49082

Re: Septic permit denial

Dear Mr. Mc Namara:

You have applied for a septic permit for your proposed new home at 175 Wayside Ct., Quincy, MI. You have submitted a number of proposals to try and fit the required drainfield(s) in the space available. Due to the limitations of your lot we are not able to issue you a permit and this correspondence will serve as a denial to your project. You do have the option of filing an appeal of our decision and you have been provided the procedure necessary to follow that path. If you have any questions regarding this notice, please feel free to contact me at 269-273-2161 ext. 229.

Sincerely

Paul Andriacchi REHS
Director of Environmental Health
BSHJ-CHA

570 N. Marshall Road
Coldwater, MI 49036
(517) 279-9561
(517) 278-2823 Fax

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395
(517) 437-0166 Fax

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161
(269) 273-2452 Fax

1555 E. Chicago Rd
Suite C
Sturgis, MI 49091
(269) 273-2161

Additional Information for Mc Namara Appeal

There were some concerns expressed from a member of the appeal board regarding other properties located in the area of the Mc Namara's home where new, larger homes were built. The concerns centered around these properties having adequate space for replacement systems as required for the Mc Namara proposal. I have included with this document, 4 properties within the subdivision that build new homes. These examples provide documentation that demonstrate proposals for new homes were required by this agency to have space available for the initial sewage disposal system and a reserve area of equal size. In each of these examples, the owners either had additional property on the other side of the road or they had multiple lots that provided enough space to accommodate a septic replacement area. The agency has been diligent in treating each proposal consistently, addressing the code requirement for adequate space for a replacement system for all new build applications.

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561 ext. 106#

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395 ext. 311#

1110 Hill Street
Three River, MI 49093
(269) 273-2161 ext. 233#

C

SEPTIC SYSTEM CONSTRUCTION PERMIT Permit # S 40135

Application Receipt Number		Property Identification Number 880-440-000-032-00													
Township Name Quincy	Section 32	Building number and Road name 177 Wayside Ct.	Subdivision/Site Condominium like-dee Paradise												
Property Owner: Raymond Finley		Soil and Site Evaluation Report: (This information is provided ONLY to establish the soil permeability and to describe any restrictions on soil adsorption system design. DO NOT assume that a basement installation will be feasible using the details from this soil evaluation) Soil exposure: <input checked="" type="checkbox"/> auger <input type="checkbox"/> backhoe cut <input type="checkbox"/> other													
Mailing Address: Same															
City: Quincy, MI 49082															
Issued by: <u><i>[Signature]</i></u> Date: 8/30/22 (Health Officer/Representative) 8/30/22		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Soil Depth Range (inches) (qualifier)</td> <td>Soil Texture</td> <td>Presence of Mottles (Y or N)</td> </tr> <tr> <td>0-8"</td> <td>2 for soil</td> <td>N</td> </tr> <tr> <td>8-48"</td> <td>variable / 5' fill</td> <td>Y</td> </tr> <tr> <td></td> <td>Saturated</td> <td></td> </tr> </table>		Soil Depth Range (inches) (qualifier)	Soil Texture	Presence of Mottles (Y or N)	0-8"	2 for soil	N	8-48"	variable / 5' fill	Y		Saturated	
Soil Depth Range (inches) (qualifier)	Soil Texture	Presence of Mottles (Y or N)													
0-8"	2 for soil	N													
8-48"	variable / 5' fill	Y													
	Saturated														
Building Information: New <input checked="" type="checkbox"/> Repair <input checked="" type="checkbox"/> Alteration _____ Number of Bedrooms: 3 water softener / garbage disposal <input checked="" type="checkbox"/>	Single-family (P) <input checked="" type="checkbox"/> Apartment (C) _____ Other Commercial: _____ Industrial Agricultural Institutional _____	(Qualifier may be soil color or other texture description) Soil Texture Codes: S-sand LS-loamy sand SL-sandy loam CSL-coarse sandy loam VFSL-very fine sandy loam Si-Silt L-loam SiL-silt loam CL-clay loam SCL-sandy clay loam SiCL-silty clay loam SC-sandy clay SiC-silty clay C-clay													
Well Permit Number _____ WSSN _____		Limiting layer/water table 24 inches below ground surface <input type="checkbox"/> impermeable soil (SC, SiC, C) <input checked="" type="checkbox"/> saturated (seasonal, perched, permanent) <input type="checkbox"/> muck <input type="checkbox"/> marl <input type="checkbox"/> compacted glacial till <input type="checkbox"/> no limiting layer was observed													
This permit authorizes the construction, repair, enlargement or relocation of the sewage disposal system in accordance with plans and information contained in the approved application submitted to the Community Health Agency. Work authorized by this permit shall be subject to any special conditions or requirements as noted on the permit and shall comply with all requirements of the Environmental Health Code for Branch, Hillsdale, and St. Joseph Counties, Michigan. It shall be unlawful for any sewage system constructed under the authority of this permit to be placed in operation without the prior approval. Installer must contact county office for an inspection before final cover is applied.		Soil profile location: 18' S 6' W off SE corner of Garage.													
System Design Layout (Permit page 2) must be attached to copies made of this permit.		Soil Survey series name (if known) _____ Elevated Drainfield Deed Addendum _____ Other Deed Document _____													

REMINDER: Call MISS DIG before excavation 800-482-7171

PERMIT EXPIRES ONE YEAR FROM THE ISSUE DATE

Permit Page 2: # 40135 Site Address: 177 Wayside Ct. Township Osney

Design Specifications: (All changes in location or size of system must be approved by the Health Department).
(Existing septic tank must be 750 gallons or more, in sound condition, properly isolated and not be of metal)

Septic Tank: Existing 150 Septic drain/leach field: 600
(minimum gallon capacity) (MINIMUM, more square feet=longer service)
Maximum excavation: Stone bottom from original grade: 5 inches
Elevated drainfield: Top of clean, coarse sand above grade: 24 inches
No more than 3 feet of final soil cover above stone or chambers
Minimum horizontal isolation from: Water supply well: 50 feet
Property boundary: 5 feet Surface water: 50 feet
Sub-surface building foundation: 10 feet Concrete slab 5 feet
Other:

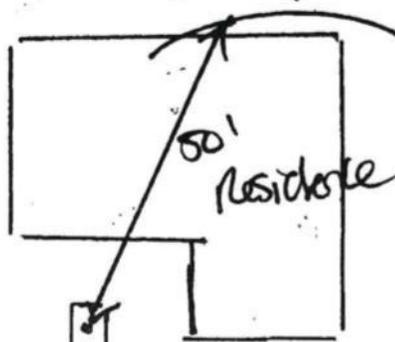
Additional requirements/Comments: _____
6-4 washed stone
clear sand.

Proposed leach field: Stone-filled trench Filter bed Raised filter bed Plastic chamber Gravel-less pipe
 Alternating Fields (initial and reserve area required) Other systems allowed: _____
Existing leach field or dry well: Must be abandoned - dry wells filled in. May be used with alternating valve as a back-up system.

Lake ↑

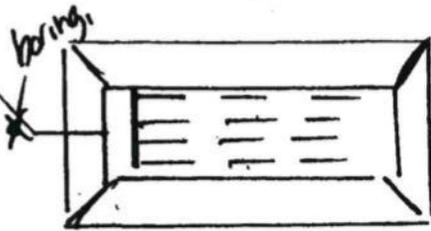
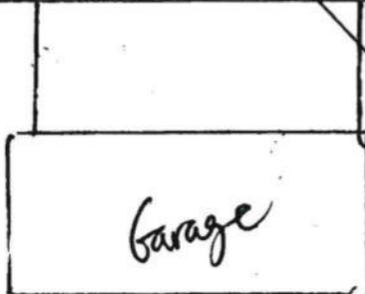
well

N ←



Pump mid of 50 gal

Wayside Court



boring

No leach field may be installed when soils are in a saturated condition. Precautions shall be taken to minimize the smearing or sealing of absorption system sidewalls and bottom during excavation. Connecting sewer pipes between house, tank and field must be PVC / Schedule 40

BRANCH – HILLSDALE – ST. JOSEPH COMMUNITY HEALTH AGENCY

C

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561 extension 0106#

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395 extension 0311#

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161 extension 233

SEPTIC SYSTEM CONSTRUCTION PERMIT Permit # **S 37464**

Application Receipt Number <p align="center"><i>191257</i></p>		Property Identification Number <p align="center"><i>12-080-140-000-027-99</i></p>																
Township Name <p align="center"><i>Quincy</i></p>	Section <p align="center"><i>32</i></p>	Building number and Road name <p align="center"><i>185 Wayside Ct.</i></p>	Subdivision/Site Condominium <p align="center"><i>Like-Dee-Paradise</i></p>															
Lot # <p align="center"><i>27/28</i></p>																		
Property Owner: <p align="center"><i>George + Sandra Haig</i></p>		Soil and Site Evaluation Report: (This information is provided ONLY to establish the soil permeability and to describe any restrictions on soil adsorption system design. DO NOT assume that a basement installation will be feasible using the details from this soil evaluation) Soil exposure: ___ auger ___ backhoe cut ___ other <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Soil Depth Range(inches)</th> <th>Soil (qualifier) Texture</th> <th>Presence of Mottles (Y or N)</th> </tr> </thead> <tbody> <tr> <td><i>4"</i></td> <td><i>Ts Loom</i></td> <td align="center"><i>N</i></td> </tr> <tr> <td><i>8"</i></td> <td><i>Fill Sand</i></td> <td align="center"><i>N</i></td> </tr> <tr> <td><i>24"</i></td> <td><i>Clay, Muck, Marl</i></td> <td align="center"><i>N</i></td> </tr> <tr> <td><i>160"</i></td> <td><i>Course Sand (water)</i></td> <td align="center"><i>Y</i></td> </tr> </tbody> </table>		Soil Depth Range(inches)	Soil (qualifier) Texture	Presence of Mottles (Y or N)	<i>4"</i>	<i>Ts Loom</i>	<i>N</i>	<i>8"</i>	<i>Fill Sand</i>	<i>N</i>	<i>24"</i>	<i>Clay, Muck, Marl</i>	<i>N</i>	<i>160"</i>	<i>Course Sand (water)</i>	<i>Y</i>
Soil Depth Range(inches)	Soil (qualifier) Texture			Presence of Mottles (Y or N)														
<i>4"</i>	<i>Ts Loom</i>			<i>N</i>														
<i>8"</i>	<i>Fill Sand</i>			<i>N</i>														
<i>24"</i>	<i>Clay, Muck, Marl</i>	<i>N</i>																
<i>160"</i>	<i>Course Sand (water)</i>	<i>Y</i>																
Mailing Address: <p align="center"><i>7015 Lauren Ct.</i></p>		City: <p align="center"><i>Gurnee, IL</i></p>																
Issued by: <i>R. Hendly</i> Date: <i>10-6-17</i> <small>(Health Officer/Representative)</small>																		
Building Information: New <input checked="" type="checkbox"/> Repair _____ Alteration _____ Number of Bedrooms: <u><i>5</i></u> <u><i>water softener / garbage disposal</i></u>		Single-family (P) <input checked="" type="checkbox"/> Apartment (C) _____ Other Commercial: _____ Industrial Agricultural Institutional																
Well Permit Number <u><i>35233</i></u> WSSN _____																		
This permit authorizes the construction, repair, enlargement or relocation of the sewage disposal system in accordance with plans and information contained in the approved application submitted to the Community Health Agency. Work authorized by this permit shall be subject to any special conditions or requirements as noted on the permit and shall comply with all requirements of the <u>Environmental Health Code for Branch, Hillsdale, and St. Joseph Counties, Michigan.</u> It shall be unlawful for any sewage system constructed under the authority of this permit to be placed in operation without the prior approval. Installer must contact county office for an inspection before final cover is applied.		(Qualifier may be soil color or other texture description) Soil Texture Codes: S-sand LS-loamy sand SL-sandy loam CSL-coarse sandy loam VFSL-very fine sandy loam Si-Silt L-loam SiL-silt loam CL-clay loam SCL-sandy clay loam SiCL-silty clay loam SC-sandy clay SiC-silty clay C-clay																
		Limiting layer/water table <u><i>~24</i></u> inches below ground surface ___ impermeable soil (SC, SiC, C) ___ saturated (seasonal, perched, permanent) ___ muck ___ marl ___ compacted glacial till ___ no limiting layer was observed																
		Soil profile location: <u><i>Used previous permit info.</i></u>																
		Soil Survey series name (if known) <u><i>Aquents</i></u>																
Elevated Drainfield Deed Addendum _____		Other Deed Document _____																
<div style="border: 2px solid black; padding: 5px; margin-top: 10px;"> System Design Layout (Permit page 2) must be attached to copies made of this permit. </div>																		

REMINDER: Call MISS DIG before excavation 800-482-7171

PERMIT EXPIRES ONE YEAR FROM THE ISSUE DATE

Permit Page 2: #37464 Site Address: 185 WAYSIDE CT. Township QUINCY

Design Specifications: (All changes in location or size of system must be approved by the Health Department)
 (Existing septic tank must be 750 gallons or more, in sound condition, properly isolated and not be of metal)

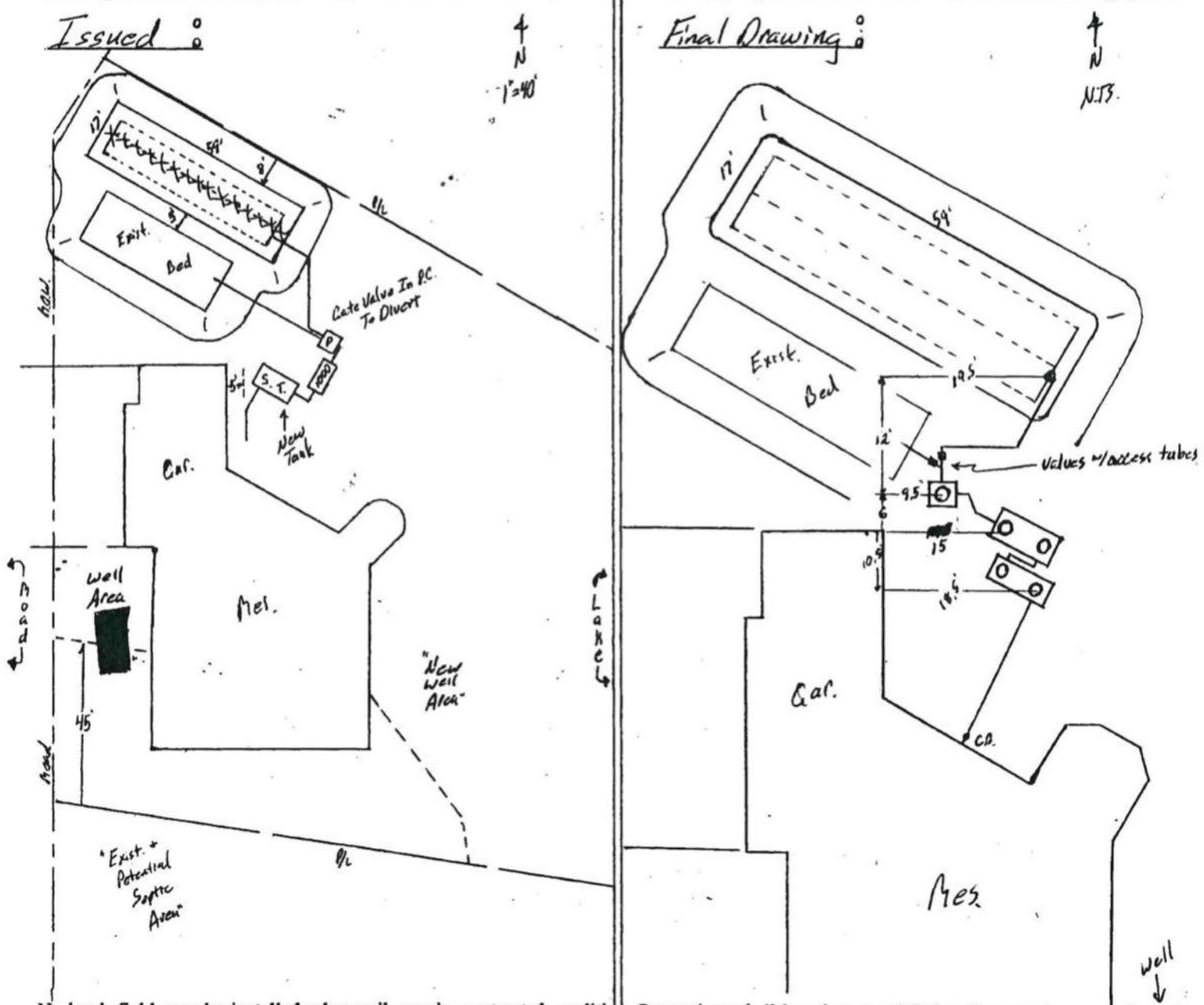
Septic Tank: ^{Exst.} 1000 / ^{Need} 1000 Septic drain/leach field: ^{Exst.} 600 / ^{Need} 1000
 (minimum gallon capacity) (MINIMUM, more square feet=longer service)
 Maximum excavation: Stone bottom from original grade: inches
 Elevated drainfield: Top of clean, coarse sand above grade: ~24 inches
 No more than 3 feet of final soil cover above stone or chambers
 Minimum horizontal isolation from: Water supply well: 50 feet
 Property boundary: 05 feet Surface water: 50 feet
 Sub-surface building foundation: 05 feet Concrete slab 05 feet
 Other:

Additional requirements/Comments: Match elevation of existing bed. Slit trench, bucket wide, to water sand at ~3ft. below grade, backfill w/ clean sand.

Proposed leach field: Stone-filled trench Filter bed Raised filter bed Plastic chamber Gravel-less pipe
 Alternating Fields (initial and reserve area required) Other systems allowed:
 Existing leach field or dry well: Must be abandoned - dry wells filled in. May be used with alternating valve as a back-up system.

Issued:

Final Drawing:



No leach field may be installed when soils are in a saturated condition. Precautions shall be taken to minimize the smearing or sealing of absorption system sidewalls and bottom during excavation. Connecting sewer pipes between house, tank and field must be PVC / Schedule 40

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561 ext. 106

HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY
20 Care Drive
Hillsdale, MI 49242
(517) 437-7395 ext. 111

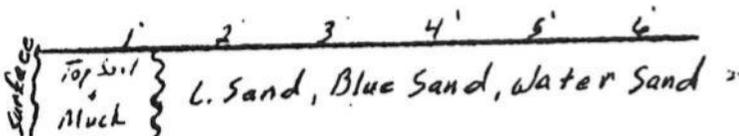
1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161 ext. 233

SEWAGE SYSTEM CONSTRUCTION PERMIT Permit # **S 33155**

Application Receipt # 161850		Tax ID # 080-440-000-030-99	
Township Name Quincy	Section 32	Site Address 181 Wayside Ct.	Subdivision/Site Condominium Libe-Dee-Paradise
Property Owner: Doug Keeslar		Lot # 17-30	
Mailing Address: 50816 Deer Run Trl.		REMINDER: Call MISS DIG before excavation 800-482-7171	
City: Elkhart IN	Phone: 574-262-9036	Proposed Location Of Septic System Is Shown On The Sketch On The Attached Design Layout Sheet	
Received by: _____ Date: _____		Minimum Design Specifications	
Issued by: C. Headley Date: 11-13-06 <small>(Health Officer/Representative)</small>		Septic Tank: <u>1000</u> Drainfield Area <u>800</u>	
Building Information: New <input checked="" type="checkbox"/> Existing		Proposed Type of Absorption Area:	
Number of Bedrooms: <u>4</u> <small>* (water softener / garbage disposal)</small>	Comm. Type: _____ Water Supply: <u>II</u> <u>III</u>	<u>_____</u> Trenches <u>_____</u> Filter Bed <u><input checked="" type="checkbox"/></u> Mound	
Well Permit #: <u>14015</u> WSSN -	<u>_____</u> Other:		

Bottom of absorption area must be at least 4 feet above the seasonal high water table or limiting layer

Seasonal High Water Table or Limiting Layer Observed: 4.5
Depth To Seasonal High Water Table or Limiting Layer: 36
Soil Test Location & Soil Profile: 33.5' NW + 15' SW from NE corner of Lot #17.



Absorption area must have no more than 3 feet of final soil cover. No absorption area may be installed when soils are wet.
Additional Requirements:

Follow Attached Drawing!!

* Do Not place soft-water discharge into this system. Install a small trench or drywell for this use on residence side of road.

Note: A Final Inspection and Approval From This Office Is Required Prior To Back Filling.

Soil information is provided ONLY to establish the soil permeability and to describe any restrictions on septic system design. DO NOT assume that a proposed basement can be sited using the details from this soil evaluation. Work authorized by this permit shall be subject to any special conditions or requirements as noted on the permit and shall comply with all requirements of the Environmental Health Code for Branch, Hillsdale, and St. Joseph Counties, Michigan.

Final Inspection and Permit Approval

New Existing
Septic Tank(s) Size & Type 1000 gal Becker & Scribblers Outlet Baffle Type "T" Alternating Valve: Y(N)

Absorption Type Mound Soil cover depth _____ Trench: Width _____ Length _____ # of Trenches _____

Amount of fill (Raised Bed Systems) 12" Depth of stone beneath pipe 6" Barrier: straw

Pump Chamber Size & Type 500 gal B & S Filter Bed: Width 16' Length 50 Laterals: 4

Sanitarian: Mark Kresylin Date 5-15-07 Installer: Pifer Septic

PERMIT EXPIRES ONE YEAR FROM THE ISSUE DATE

BRANCH - HILLSDALE - ST. JOSEPH COMMUNITY HEALTH AGENCY

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395

1110 Hill Street
Three Rivers, MI 49093
(616) 273-2161

DESIGN LAYOUT SHEET

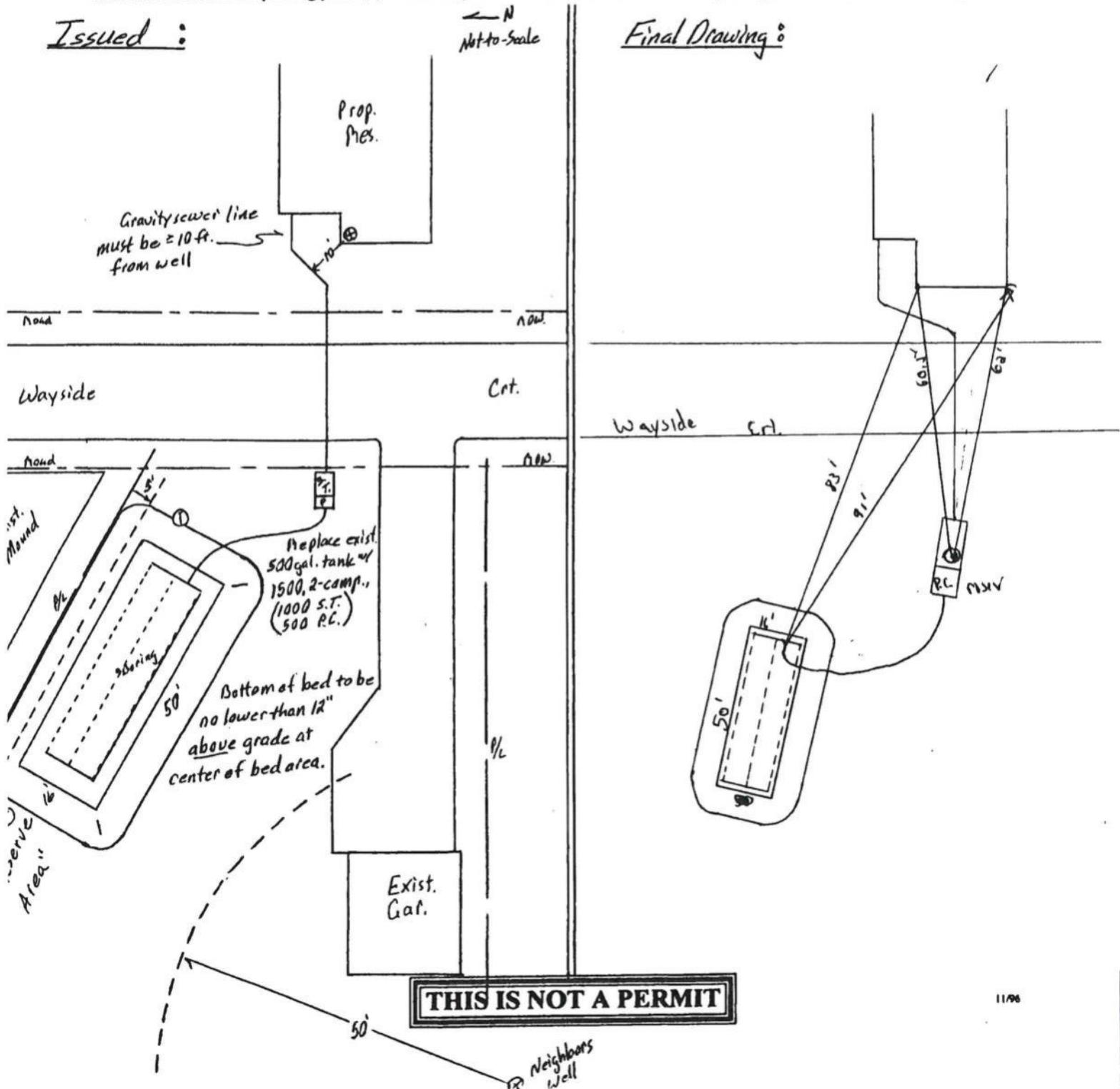
Sewage Permit # 33155 Owner's Name: Doug Keeslar
Well Permit # 14015 Property Address: 181 Wayside Crt. City: OU
Drawn by: [Signature] Date: 3-9-07

This drawing is meant as an attachment to the specific permits listed above. Installation of the well/septic must comply with the requirements listed on the corresponding permit(s). Health Department must be contacted before any changes are made from the drawing below.

Issued :

← N
Not to Scale

Final Drawing :



BRANCH – HILLSDALE – ST. JOSEPH COMMUNITY HEALTH AGENCY

570 Marshall Road
Coldwater, MI 49036
(517) 279-9561 extension 0106#

20 Care Drive
Hillsdale, MI 49242
(517) 437-7395 extension 0311#

1110 Hill Street
Three Rivers, MI 49093
(269) 273-2161 extension 233

SEPTIC SYSTEM CONSTRUCTION PERMIT Permit # S 37008

Application Receipt Number 188840		Property Identification Number 12-080-L10-000-001-00	
Township Name Quincy	Section 32	Building number and Road name 191 Lakeside Dr.	Subdivision/Site Condominium Lakeside Beach
Property Owner: Mandall Skidmore		Soil and Site Evaluation Report: (This information is provided ONLY to establish the soil permeability and to describe any restrictions on soil adsorption system design. DO NOT assume that a basement installation will be feasible using the details from this soil evaluation) Soil exposure: ___ auger ___ backhoe cut ___ other	
Mailing Address: 73 Arrowhead Dr.		Soil Depth Range(inches)(qualifier)	
City: C/W		Soil Texture	
Issued by: <i>[Signature]</i> Date: 12-1-16 (Health Officer/Representative)		Presence of Mottles (Y or N)	
Building Information: New <input checked="" type="checkbox"/> Repair ___ Alteration ___ Number of Bedrooms: 3 <u>water softener/</u> <u>garbage disposal</u>	Single-family (P) <input checked="" type="checkbox"/> Apartment (C) ___ Other Commercial: ___ Industrial Agricultural Institutional	<i>Tank & P.C. Installation Only!!</i>	
Well Permit Number 6312 WSSN _____		(Qualifier may be soil color or other texture description) Soil Texture Codes: S-sand LS-loamy sand SL-sandy loam CSL-coarse sandy loam VFSL-very fine sandy loam Si-Silt L-loam SiL-silt loam CL-clay loam SCL-sandy clay loam SiCL-silty clay loam SC-sandy clay SiC-silty clay C-clay	
This permit authorizes the construction, repair, enlargement or relocation of the sewage disposal system in accordance with plans and information contained in the approved application submitted to the Community Health Agency. Work authorized by this permit shall be subject to any special conditions or requirements as noted on the permit and shall comply with all requirements of the <u>Environmental Health Code for Branch, Hillsdale, and St. Joseph Counties, Michigan</u> . It shall be unlawful for any sewage system constructed under the authority of this permit to be placed in operation without the prior approval. Installer must contact county office for an inspection before final cover is applied.		Limiting layer/water table _____ inches below ground surface ___ impermeable soil (SC, SiC, C) ___ saturated (seasonal, perched, permanent) ___ muck ___ marl ___ compacted glacial till ___ no limiting layer was observed	
System Design Layout (Permit page 2) must be attached to copies made of this permit.		Soil profile location: _____ _____	
		Soil Survey series name (if known) _____	
		Elevated Drainfield Deed Addendum _____	
		Other Deed Document _____	

REMINDER: Call MISS DIG before excavation 800-482-7171

PERMIT EXPIRES ONE YEAR FROM THE ISSUE DATE

Permit Page 2: # 37008 Site Address: 191 Lakeside Dr Township Quincy

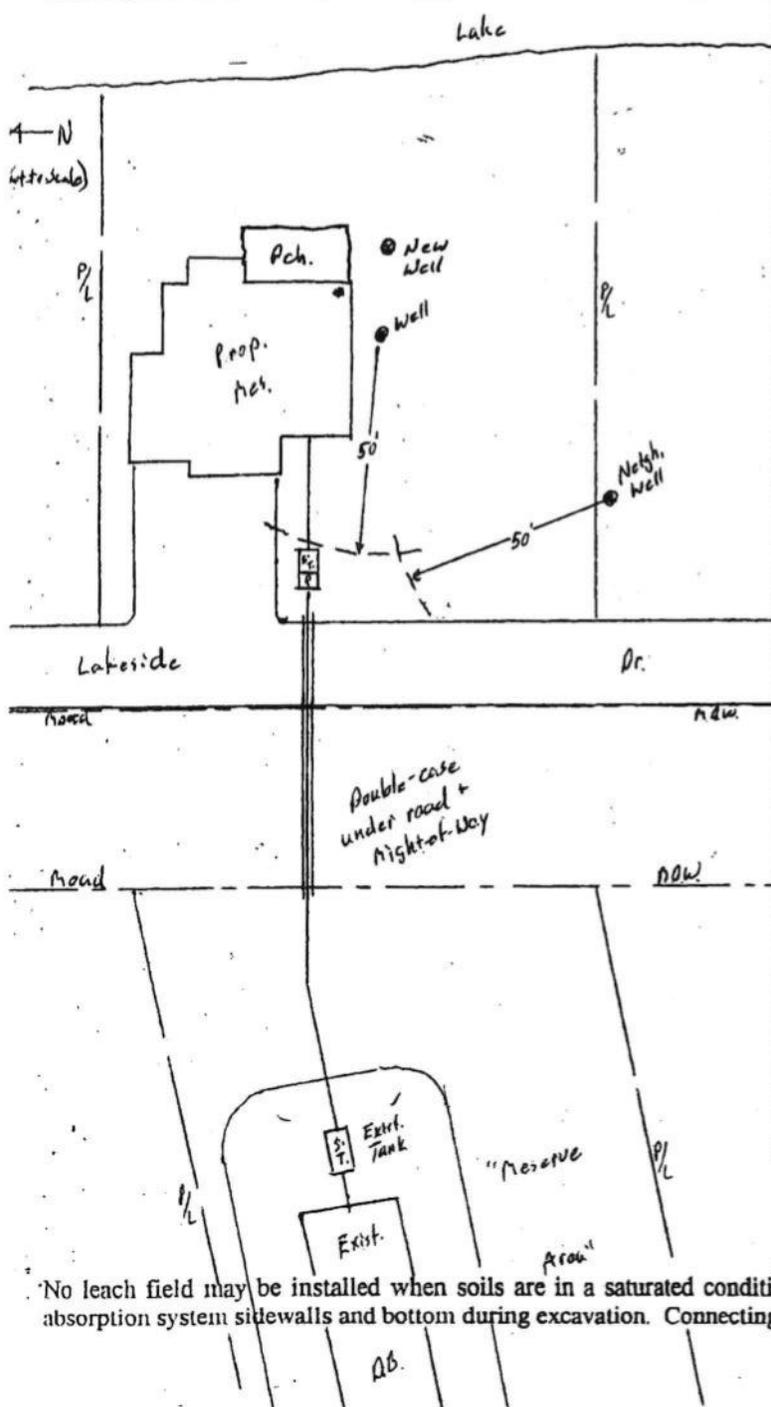
Design Specifications: (All changes in location or size of system must be approved by the Health Department)

(Existing septic tank must be 750 gallons or more, in sound condition, properly isolated and not be of metal)

Septic Tank: ^{Exist.} 1000/1000 ^{Need} Septic drain/leach field: ^{Exist.} 1600
 (minimum gallon capacity) (MINIMUM, more square feet=longer service)
 Maximum excavation: Stone bottom from original grade: — inches
 Elevated drainfield: Top of clean, coarse sand above grade: — inches
 No more than 3 feet of final soil cover above stone or chambers
 Minimum horizontal isolation from: Water supply well: 50 feet
 Property boundary: 05 feet Surface water: 50 feet
 Sub-surface building foundation: 10 feet Concrete slab 10 feet
 Other: _____

Additional requirements/Comments: Recommend installing a 1500, 2-comp. tank (water table permitting) and using second chamber to pump to tank across road. Also recommend a baffle filter before pump chamber or eliminate garbage grinder.

Proposed leach field: Stone-filled trench Filter bed ^{Exist.} Raised filter bed Plastic chamber Gravel-less pipe
 Alternating Fields (initial and reserve area required) Other systems allowed: _____
 Existing leach field or dry well: Must be abandoned - dry wells filled in. May be used with alternating valve as a back-up system.



No leach field may be installed when soils are in a saturated condition. Precautions shall be taken to minimize the smearing or sealing of absorption system sidewalls and bottom during excavation. Connecting sewer pipes between house, tank and field must be PVC / Schedule 40

Summary of Proposed Changes to the Personnel Policy Manual

The Agency continuously strives to provide a comprehensive set of administrative policies. As part of this process, we routinely review the existing policy document to determine 1) if the policy is still relevant and needed, 2) whether the purpose or goal of the policy is being met, and 3) to determine if changes or clarifications are needed to ensure that staff and supervisors are understanding and administering the policies in the same manor across the entire Agency.

The changes summarized below are a compilation of changes that have been identified through routine business, programmatic audits, discussions with the agency's attorney, or issues that came up that were not clearly addressed in current policy.

- Page 5-6 – The Personnel Policy Committee had a sperate document for its bylaws. The section has been updated to incorporate the items from the bylaws into the Personnel Policy Manual eliminating the need for a separate document.
- Page 9 – changed language from 3 consecutive months to 6 consecutive payrolls to clear up confusion.
- Page 13 – Added language to the policy for employee promotions, which indicates that promoted employees are placed on the wage scale at the minimum rate of pay of the higher-level, or to that salary step on the higher level which is at least a 3% increase above their current rate of pay.
- Page 14 – Added meal allowance expense dollar amounts to the policy. The amounts were not defined in the policy before, but on the agency's training form. The amounts have been updated from \$7.50 to \$10.00 for breakfast; from \$10.00 to \$15.00 for lunch; and from \$15.00 to \$20.00 for dinner. This increases the daily total from \$32.50 to \$45.00, an increase of \$12.50 per day.
- Page 16 – Adjusted language to match the column headers of the updated uniform pay scale approved by the Board in December.
- Page 26 – fixed grammatical errors
- Page 33 – Added additional language which requires employees to use any available paid time off if they fail to qualify for holiday pay. Also details that accruals will be adjusted if the employee has no paid time off to cover the missed time.
- Page 35 – Added language that requires employees to work through their notice period. This is implied on page 26, under bullet #9, but it isn't explicitly spelled out.

PURPOSE OF THE PERSONNEL POLICY MANUAL

This manual was developed to describe some of the expectations of our employees and to outline the policies, benefits, and procedures available to eligible employees. Employees should familiarize themselves with the contents of the Personnel Policy Manual as soon as possible, for it will answer many questions about employment with Branch-Hillsdale-St. Joseph Community Health Agency.

No personnel policy manual can anticipate every circumstance or question about policy. As time goes on, the need may arise and the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health reserves the right to revise, supplement, or rescind any policy or portion of the manual from time to time as it deems appropriate, in its sole and absolute discretion.

This Personnel Policy Manual supersedes any and all previous personnel policies created separately and collectively by the Branch-Hillsdale-St. Joseph Community Health Agency Board of Health.

This Personnel Policy Manual shall be distributed to appropriate agency personnel at the time of hire. Copies of subsequent updates of this manual shall be provided to appropriate agency personnel as soon as possible after the adoption of such updates.

Board of Health
Branch-Hillsdale-St. Joseph
Community Health Agency

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SECTION 1: DEVELOPMENT OF PERSONNEL POLICIES

A. COMPOSITION OF THE PERSONNEL POLICY MANUAL COMMITTEE

~~There shall be a~~ committee shall be composed of the Health Officer, a designee of the Health Officer, three (3) voting members and three (3) alternate members. There shall be one (1) a representativemember -and one (1) alternate member from each of the three counties - Branch, Hillsdale, and St. Joseph. The purpose of the committee is to provide suggestions to the Health Officer regarding personnel policies contained within.

The Health Officer and their designee serve as representatives of Administration and neither will have voting privileges. They are responsible for taking committee recommendations back to the Board of Health for approval.

B. SELECTION OF OFFICE ~~REPRESENTATIVES~~ MEMBERS AND ALTERNATES

A request for ~~volunteers as representatives~~ nominations of members shall be ~~conducted at~~ accepted from all staff in December ~~the beginning~~ of each calendar year, term beginning January 1st. Elections will be held each year to elect the alternate member for each county. Staff members ~~Representatives~~ shall serve for a two-year term ~~from for~~ their respective county's offices. Employees elected shall serve the first year as the alternate ~~representative member~~ and the second year as the ~~representative~~ voting member. There are no term limits and a member finishing their second year could be re-elected as the new alternate. Staff members may only vote for the member in their home office location.

~~In the event the office of representative~~ If there is a vacancy of the voting member or alternate representative member is vacated during the elected term, a request for a volunteer to replace the alternate will be conducted in the office involved. If the representative vacates, the current alternate representative shall move into that position. These names will be posted annually in the mail room of each office ~~the current alternate member shall move into the voting member position for the remainder of their term. If there is a vacancy of an alternate member, a special election will take place to replace the member. The newly elected member will serve the remainder of the current year as alternate and then serve the following year as the voting member.~~

The committee members, voting and alternates, will elect a chair and a secretary during the first meeting of each year. The secretary shall arrange for the minutes of each meeting to be distributed to each committee member. Committee member names shall be posted annually in the mail room of each office.

C. MEETING SCHEDULE AND PROCEDURES OF THE COMMITTEE

The committee shall meet at ~~least once a year to provide suggestions to the Health Officer regarding the personnel policies~~ the beginning of the year to set a schedule of

meetings to be held quarterly. The committee shall meet in special meetings when there are significant issues that warrant meeting more frequently. Meetings are presided over by the Chair or in his/her absence, the Health Officer. The Chair will have an agenda prepared for all meetings. All materials and the agenda will be provided to the members at least two (2) days prior to the scheduled meeting. The Secretary will prepare minutes of all meetings, share approved minutes with the staff by sharing them in the “personnel Policy” folder on the shared drive, and document draft policy changes discussed by the committee.

Each office shall have one vote. If both the ~~alternate representative voting member~~ and ~~representative alternate member~~ from an office are present, they will be allowed only one vote. In the event of a tie vote, the issue is to be tabled until the next scheduled meeting, at which time if the issue still results in a tie ~~then~~ it is considered defeated. ~~The chair of the committee will be elected by the representatives and alternates during the first meeting. The Health Officer will not have voting privileges.~~

~~A secretary shall be selected from the committee and will arrange for minutes of each committee meeting to be distributed to each committee member.~~ The committee members are responsible for posting the minutes in each office. The announcement of personnel policy committee meetings and the minutes from the meetings will be sent to ‘everyone@bhsj.org’ through the Agency’s employee’s email system and in the Personnel Policy folder on the Coldwater shared drive. Each employee shall be responsible for reading the minutes and providing input to a member of the committee.

D. IMPLEMENTATION AND INTERPRETATION OF THE PERSONNEL POLICIES

The Health Officer shall be responsible for the implementation of the approved personnel policies within this manual. The Administrative Services Director shall be available to the employees and management regarding the interpretation of the personnel policies.

SECTION 2: EMPLOYMENT POLICIES, PROCEDURES AND REQUIREMENTS

A. EMPLOYMENT POLICIES

1. Employment Relations. The Board of Health believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly with their immediate supervisors.

2. Equal Opportunity Employer. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the agency will be based on

merit, qualifications, and abilities. The agency does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age, disability, or any other characteristic protected by law. The agency will make reasonable accommodations for qualified individuals with known disabilities. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

3. Job Posting. The agency provides employees an opportunity to indicate their interest in open positions and advancement according to their skills and experience. Job openings will be posted and normally remain open for five (5) workdays. Each job posting will include the dates of the posting period, job title, department, grade level, essential duties and qualifications.

4. Immigration Law Compliance. In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and eligibility.

5. Hiring of Relatives. Employment of more than one member of the family may be permitted, providing each individual possesses the necessary qualifications and competed in the usual manner with other qualified applicants.

6. Conflict of Interest. An actual or potential conflict of interest occurs when an employee is in the position to influence a decision that may result in personal gain for that employee or for a relative as a result of the agency's business dealings. If employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to their immediate supervisor as soon as possible the existence of any or potential conflict of interest so that safeguards can be established to protect all parties. For the purposes of this policy a relative is any person related by blood or marriage.

7. Outside Employment. Employees may hold outside employment as long as such employment does not present a conflict of interest or in any way interfere with the efficient discharge of duties required to satisfactorily function in the position held with the agency.

8. Pre-Employment Medical Exam and Drug Test. After an offer has been made to an applicant entering agency employment, the new hire shall undergo a medical examination and drug test at the agency's expense. The offer and assignment to duties is contingent upon satisfactory completion of these exams. Information on employees' medical condition or history will be kept separate from other employee information and will be maintained confidentially.

9. Background Check. When an offer has been made to an applicant entering agency employment, the new hire shall undergo an ICHAT background check, a search of the state and national sex offender lists, and a central registry check for anyone working with

children or vulnerable adults (as required by contracts and/or grant funding). The offer and assignment to duties is contingent upon satisfactory completion of this background check process. In order to maintain compliance with the boilerplate language in requirements of the agency's grant contracts, any findings in background checks may be reviewed by the Agency's attorney. Any finding that would cause compliance issues with the contracts will cause the conditional offer of employment to be rescinded. The Agency will conduct annual background checks on all employees.

All employees are required to notify the Administrative Services Director immediately of criminal convictions, pending felony charges, or listing on the CPS Registry. Failure to comply may result in discipline, up to and including dismissal.

10. Hire Date. The date an employee was hired. In the event that an employee had been employed and left employment and subsequently rehired, the Hire Date will be the most recent date of hire.

11. Anniversary Date. The Anniversary Date is the Hire Date or if an employee moves into a new job classification the Anniversary Date will change to the date that the new job classification becomes effective.

12. Continuous Length of Service. Continuous Length of Service is defined as the period of time in which an employee continues in agency employment without interruption subject to the conditions described in other sections of this manual.

13. Orientation. The immediate supervisor will provide each new employee an introduction to their co-worker, work environment, job responsibilities, procedures, and policies. All necessary employment forms and paperwork must be completed on the first day of work with the Administration division.

14. Probationary Period. All new and rehired employees will be on a twelve-month probationary period following their date of hire or rehire. At any time during the twelve-month probationary period, the agency may terminate employment for any or no reason. If an employee is granted an approved medical leave during their probation, the probationary period will be extended to ensure the Agency has the full twelve months of time worked to evaluate the employee. Employees in their probationary period have no bumping rights. Seniority will be calculated by the date of hire in a position.

15. Work Schedule. Work schedules may vary throughout the agency. Immediate supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

16. Performance Evaluations. Immediate supervisors and employees are encouraged to discuss job performance and goals on an informal, day-to-day basis. The immediate supervisor shall prepare the formal evaluations at three months, at six-months and at the

one-year probationary period and then every subsequent year following the hire or reassignment of employees.

17. Residency Requirement. There shall be no residency requirement that employees live within the boundaries of the areas served by the agency.

18. Approval for Hiring. Final approval of the hiring of all agency employees shall rest with the Health Officer.

19. Removal from Payroll. An employee who is defined as “casual” and does not work in within 6 consecutive payroll periods ~~three (3) consecutive months~~ shall be removed from payroll as a voluntary resignation.

20. Reporting of Accidents/Incidents. The employee must report any & all accidents/injuries within 24 hours to the Administrative Services Director.

21. Reporting of Neglect/Abuse/Exploitation. Employees must report any and all suspected case/cases of abuse, neglect, and exploitation immediately by calling State of Michigan Centralized Intake at 855-444-3911. Employee must also notify immediate supervisor.

22. Identification Badges. All employees are issued an identification badge and are required to wear it during the performance of their job duties. In the event the badge is lost, stolen, or damaged the employee must notify the Administrative Division for a replacement immediately.

23. Sign In/Sign Out Policy. All employees shall sign in when they arrive at work and sign out at the time of leaving the building at any time during the day. This is required so we know who is in the building and who isn't in the event of an emergency. Sign out sheets are in the mail room. Each staff member will be responsible for their own time in and out.

24. Drivers Licenses and Car Insurance. Every employee must possess a valid driver's license and car insurance—you will be asked to present copies of these to the Administrative Division at hire and upon renewal.

B. PERSONNEL FILE PROCEDURE

1. Contents of the Personnel File. The agency maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, performance evaluations, documentation of reassignments and salary increases, and other employment records.

2. Review of the Personnel File. Personnel Files are the property of the agency and access to the information they contain is restricted. Generally, only the immediate supervisor,

division director, and other agency personnel who have a legitimate reason, as determined by the Health Officer to review the information in a personnel file, are allowed to do so. Employees are entitled to inspect the contents of their personnel files. Employees who wish to inspect their own personnel file should contact the Administrative Services Director. With reasonable advance notice, employees can review the content of their personnel files in the presence of the Administrative Services Director.

3. Personnel Data Changes. Employees are responsible for promptly notifying the Administrative Division of any changes in personnel data. Changes relating to personal information such as mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency, dependents covered by agency provided insurance, or marital status must be accurate and up to date.

4. Verification of Employment Requests. No information will be shared on an employee until verified with that employee. Verification needs to be made before giving any institutions any information on any employees. **No information will be shared until validated by the Administrative Services Director.**

C. PERSONAL CONDUCT REQUIREMENTS

1. General Statement of Policy. It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The agency expects employees to perform their job in a manner that will protect the interests and safety of all employees and the agency. Violation of the following Personal Conduct Requirements may lead to progressive disciplinary action, up to and including termination of employment.

2. Personal Appearance. Employees are expected to present a clean and neat appearance and to dress according to the requirements of their position. Employees who appear for work inappropriately dressed will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

3. Agency Phone, Cell Phone, E-mail and Fax Usage. Employees should practice discretion when making personal phone calls and sending e-mail or faxes. Employees shall be required to reimburse the agency for any charges resulting from their personal use of the telephone, fax machine, or copier. Any employee, who has misplaced, lost, or damaged agency property must report such to their supervisor or the Administrative Services Director as soon as possible. The employee may be asked to reimburse the agency for the replacement/repair of said item or items if the loss or damage was a result of negligence by the employee.

4. Smoking Policy. In keeping with the agency's intent to provide a safe and healthful workplace, smoking or the use of E-cigarettes is prohibited in any agency facility or within 50 feet of the building.

5. Breaks and Lunch Periods. Employees will be granted two (2) paid fifteen-minute breaks during the full workday. Employees will have a ½ hour unpaid lunch period for each full workday. The timing of the breaks and lunch periods will be at the discretion of the department head and in compliance with labor law. It is the supervisor's responsibility to have staff coverage during all service hours, allowing for uninterrupted breaks and lunches.

6. Drugs and Alcohol in the Workplace. It is the agency's desire to provide a drug-free, safe and healthful workplace. Employees may not use, possess, distribute, sell, or be under the influence of illegal drugs or alcohol while on agency premises or while conducting agency business-related activities off agency premises. Please refer to the Agency's Substance Abuse Policy.

7. Harassment in the Workplace. The agency is committed to providing a workplace that is free of discrimination and unlawful verbal and physical harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal, or physical conduct of a sexual nature. All allegations of harassment should be reported, in writing, to the Administrative Services Director's office as soon as possible. In the event the Administrative Services Director is the alleged harasser, the allegations of harassment should be reported, in writing, to the Health Officer.

8. Sexual Misconduct, Domestic Violence and Dating Violence in the Workplace. The agency is committed to providing a workplace that is free of discrimination, unlawful verbal and physical sexual misconduct, domestic violence and dating violence. All allegations of sexual misconduct, domestic violence and dating violence that occurs in the workplace or by an agency employee should be reported, in writing, to the Administrative Services Director's office as soon as possible. In the event the Administrative Services Director is the alleged harasser, the allegations of harassment should be reported, in writing, to the Health Officer.

9. Attendance and Punctuality at Work. To maintain a safe and productive work environment, the agency expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the agency. When employees cannot avoid being late to work or unable to work as scheduled, they must notify their immediate supervisor as soon as possible in advance of anticipated tardiness or absence.

10. Solicitation. In an effort to ensure a productive and harmonious work environment, persons not employed by the agency may not solicit or distribute literature or products in the workplace at any time for any purpose without the permission of the Health Officer. Employees may not solicit or distribute literature or products concerning outside event and organizations during working time without the permission of the Health Officer.

11. Contributions. Contributions by employees to community organization fund drives shall be entirely voluntary. Agency management personnel or Board of Health shall at no time estimate or determine what amount such contributions shall be.

12. Use of Agency Equipment. Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using agency property, employees are expected to exercise care, and follow operating and safety standards and guidelines. Employees shall not engage in the improper, careless, negligent, destructive, or unsafe use or operation of agency equipment. In the event that any Agency owned or leased equipment is misplaced, stolen, lost, or damaged you must report it to the Administrative Services Director immediately. Employees may be asked to reimburse the Agency for the repair/replacement of said item or items if it is deemed the employee was careless and negligent. For legal liability reasons, employees are not to transport non-employees during work time unless special authorization is given.

13. Political Activity. Employees are subject to the rights and limitations of the Hatch Act.

14. Gifts and Favors. Employees or their immediate family shall not be permitted to accept loans, gifts of money or goods, services or other preferred arrangements for personal benefit under any circumstances directly or indirectly involving possible influence or appearance of influence upon the manner in which they perform work, make decisions to otherwise discharge their duties as an employee.

15. Confidentiality of Information. The agency shall be in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Protected information contained in reports, records or communications of the agency shall be considered confidential. Unauthorized disclosure of such information by staff members shall be considered sufficient grounds for dismissal.

16. Dating Supervisors. Supervisory staff are strictly forbidden from dating staff they directly supervise. This includes consensual romantic or sexual relationships. Non-consensual relationships constitute sexual harassment and should be reported immediately so appropriate remedial action may occur.

D. EMPLOYEE CLASSIFICATIONS

1. Full Time. An employee who is regularly scheduled to work at least 37.5 hours per workweek.
2. Minimum Full Time. An employee who is regularly scheduled to work less than 37.5 hour per workweek but a minimum of 30 hours per workweek.

3. Part Time. An employee who is regularly scheduled to work at least 20 hours per workweek but less than 25 hours per workweek.
4. Casual. An employee who works irregular hours.
5. Contractual Employees. An individual performing a service, job or duty as outlined in the terms of a contract are not subject to the Agency's travel reimbursement, pay schedule, vacation or sick time schedule or other benefits unless stated in their contract, but are subject to portions of the Personnel Policy that relate to personal conduct.
6. Seasonal Employees. An employee that has been hired to work in a specific program which is suspended each year and the program is scheduled to begin again within 12 months. Employee on seasonal layoff will not earn vacation, sick time, or cash-in-lieu while on layoff. The employee while on seasonal layoff will not be covered by the Health Insurance Policy offered by the Agency and will be transferred to COBRA. The Agency will not issue payments for any benefits which come due while the employee is on seasonal layoff. Such benefits include cash-in-lieu or longevity payments. Any longevity payments normally paid or the cash-in-lieu benefit earned by the employee prior to being placed on seasonal payoff will be paid once the employee returns to work or at the end of our current fiscal year or if the employment is terminated during the seasonal layoff period.

E. EMPLOYEE PROMOTION OR RECLASSIFICATION

The rate of pay, for employees who have been promoted to a higher-level position, will be adjusted to the minimum rate of pay of the higher-level₂ or to that salary step on the higher-level which is at least a 3% increase above their current rate of pay_{2,5} whichever is higher.

The rate of pay, for employees who have been reclassified to a position in a lower level, will be paid at their current level or adjusted to their salary step rate of pay, whichever is lower.

The health officer shall authorize all reclassifications.

F. EMPLOYEE TRANSFER

The rate of pay, for employees who have transferred to a position in the same classification, the rate of pay shall be determined by the Health Officer and the division Director based on employee knowledge and training needed.

G. WORK RELATED TRAVEL

Employees who use their own personal vehicles for agency business will be reimbursed at the rate established by the Board of Health. The Board of Health set travel reimbursement at the standard mileage rate as set by the IRS each year. However, if the Health Officer determines that there are budgetary concerns of the agency, any increase in the agency's Travel Reimbursement must be postponed until the budgetary concerns have been addressed.

1. Agency Travel Policy. Travel expense reimbursement is based upon the following:

- Every employee is assigned a home base office
- Any employee or contractual employee of this Agency who drives a vehicle for business related activities or receives mileage reimbursement from this Agency must possess at all times, a valid driver's license that does not restrict their driving for Agency related business.
- Within the health district, employees are paid mileage from their home base to the place of work assignment and back to their home base. If an employee leaves from their residence to a work assignment other than their home base, the mileage is paid from their residence if the distance is less than from their home base.
- Employees who request to work at an agency office that is not their home base shall not be reimbursed for travel time and mileage from the home base to the office where they have chosen to work.
- Employees assigned by their immediate supervisor to job responsibilities at an agency office that is not their home base shall be reimbursed for mileage.
- Meal expenses incurred within a work day are reimbursed only if they are pre-approved by an immediate supervisor. Supervisors shall use discretion approving meal expenses for offsite training, hosting visiting officials, etc.
 - Breakfast \$10.00
 - Lunch \$15.00
 - Dinner \$20.00
- Reimbursement for travel outside the health district must be pre-approved by the division director.
- Travel time that occurs outside of assigned business hours will be reimbursed in accordance with the adjusted time policy.
- Reimbursement for training and related expenses (tuition, meals, etc.) must be pre-approved by the division director. To begin the pre-approval process, employees shall submit an agency Training form, detailing the anticipated training expenses, to their supervisors.
- Travel mileage between offices shall be calculated as follows:
 - Coldwater to Hillsdale, 25 miles
 - Coldwater to Three Rivers, 40 miles
 - Coldwater to Sturgis, 26 miles

- Three Rivers to Sturgis, 23 miles

H. STAFF DEVELOPMENT

The Board of Health encourages employees to develop professionally through training and continuing education. Subject to management approval and agency budgetary constraints, employees will be assisted to attend identified training and education events. Attendance at approved conferences, training, or exams shall be treated as a special work assignment. The agency will require an employee to sign a payback agreement to protect the agency from a premature departure of the employee once high-investment specialty training is concluded.

1. Staff Development Procedure. Pursuant to Section 2, Part H of the Branch-Hillsdale-St. Joseph Community Health Agency's Personnel Policies the following procedure has been developed and approved for implementation regarding employee requested training.
 - All regular full-time, minimum full-time, and regular part-time employees are eligible to apply in writing for staff development assistance.
 - Applications for staff development assistance shall be endorsed by the appropriate division director, then reviewed and approved by the health officer for being in the "best interest of the agency".
 - Approved applicants must maintain employment throughout the training period.
 - Approved applicants are eligible for reimbursement of courses taken, not to exceed \$3,000 in four consecutive quarters, three consecutive trimesters, or two consecutive semesters.
 - Pre-approval of expenses must be obtained prior to the beginning of the school term.
 - Covered course expenses are tuition and books.
 - All courses must be through an accredited institution.
 - All courses must be part of an educational program that relates to the employee's current position or a future position with the agency.
 - An employee may request reimbursement for the course or training by submitting a copy of the receipt showing that the fee had been paid by the employee along with the following:
 - ✓ An employee must obtain a grade of "C" or better at the undergraduate level and "B" or better at the graduate level.
 - ✓ Upon the completion of the course(s) and the posting of grades the employee must present the grades to the health officer.
 - Employees who leave before one year's time after the last staff development reimbursement payment must reimburse the agency a pro-rate share of that

last payment. This requirement may be waived by the health officer upon appeal.

SECTION 3: COMPENSATION POLICIES

A. MONETARY COMPENSATION

1. Rate Determination. The Board of Health shall approve an employee salary scale that seeks to assure that covered salaries are externally competitive and are internally comparable in terms of job difficulty and responsibility. A copy of the approved salary scale shall be available in each office.
2. Starting Wage. A newly hired employee will start at the minimum of the approved salary range for the position for which they were hired. The Health Officer may approve that an employee be started above the starting wage but not at a wage exceeding the maximum of the salary range. The Health Officer shall seek approval from the Board of Health of any new hire that is started above ~~the first-year step~~ two on the employee salary scale.
3. Credit Transfer. A division director may recommend to the Health Officer that an employee transferring from a full time or minimum full-time position to another full-time position or minimum full-time position at the same salary range be credited with their prior service for salary.

B. PAY PERIODS

1. Schedule. All employees are paid on two-week cycles beginning on Saturday at 0:01 a.m. and ending on Friday at midnight. Payday is on the Friday one week following the close of the pay period. If the regular payday falls on a federal banking holiday, employees can receive their paychecks the last day of work prior to the federal banking holiday.
2. Payroll Reporting Responsibility. All employees are responsible for submitting a completed time sheet to their immediate supervisor for approval and processing no later than 9 a.m. of the first work day following the end of the payroll period. The immediate supervisors are responsible for seeing that all submitted and approved time sheets are electronically processed to the agency accounting office no later than 10 a.m. of the first work day following the end of the payroll period.

C. ADDITIONAL TIME POLICY

The additional time policy applies to staff that are required to work on Saturday, Sunday or in excess of normal business hours or on Agency observed Holiday to conduct Agency work at scheduled venues. Staff will receive a minimum of two (2) hours for reporting on the weekend and if the time worked exceeds two (2) hours they will receive an additional ½ hour for each ½ hour worked. The agency recognizes two types of additional time; adjusted-time and overtime.

1. Adjusted Time Schedule

Policy: Full time staff members are limited to a 75 hour per pay period work schedule. Minimum full-time staff members are limited to a 60 hour per pay period work schedule. Part-time staff members are limited to less than 60 hours per pay period work schedule, as specified by their supervisor.

For most staff, their work schedule coincides with the Agency's regular work hours: 7.5 hours per day, Monday through Friday. (Note: While normal business hours are 8 a.m. to 4 p.m., clinic staff, working a late clinic which starts later than 8 a.m. and ends after 4 p.m., should consider a late clinic normal business hours).

Certain positions within the agency (i.e., communicable disease nurse, health educator, sanitarian, outreach worker, etc.) may have work assignments as part of their job duties/responsibilities which require work that can only be done outside of the Agency's normal work schedule. Due to these requirements, the work schedule for these employees can be adjusted, with prior written approval from their division's director, to accommodate these specific duties and responsibilities. (During the affected pay period, the employee will work to accommodate any overages in hours on one day by taking time off on one or more subsequent days. Days selected to adjust for time overages shall be low volume work days or days with limited work commitments.)

Staff members are instructed that, without prior written authorization of the health officer and their director, they are not allowed to work more than their budgeted hours as identified on their Payroll Status Wage Form and are not eligible for overtime payments.

Procedure:

- A. Employees who have work commitments which fall outside of the Agency's regular work hours of Monday through Friday will submit an adjusted time schedule form to their director for the pay period prior to the time being adjusted.
- B. The form will indicate the Employee's name, Employee Number, and the pay period being adjusted.
- C. Employees will identify the number of hours they are working each day, and include the start and end times for each day.

- D. Employees will identify the reason for the adjustment for those days where they are working outside their normal 7.5 hours per day.
 - E. Employees will document that for those days in which they are working more than 7.5 hours, they have made an appropriate adjustment on a subsequent day. Employees will do their best to work with their directors to assure that these adjustments are not made on days which will result in unnecessary work assignment shifts or undue hardship for their co-workers or to the Agency. Scheduled adjustments to offset time in excess of a 7.5-hour day should occur on days that are low volume or with limited commitments.
 - F. Employees will certify that they will not deviate from the schedule or work in excess to the schedule by signature without prior notification and approval. In addition, they will also certify they will not work in excess of budgeted hours without written approval of their director and the health officer. An employee cannot use paid time off to exceed their budgeted hours.
 - G. Once received, the director will provide written approval in a timely manner, but no later than 24 hours prior to the start of the adjustment.
 - H. Written requests and approvals can be submitted in paper form, fax or electronically, as the director prefers.
 - I. The director will keep documentation of adjusted work schedules as required by document retention policies.
 - J. Failure to submit adjusted work schedule forms and to comply with the adjusted policy and procedures will result in progressive disciplinary action.
2. Compensation for Overtime. Hourly/Professional/Technical – When the Agency’s budget permits, or as otherwise required by law. Staff that work in excess of eighty (40) hours in a single week may be compensated at one and one-half their regular rate of pay for the time in excess of 40 hours. Staff may only work in excess of their budgeted schedule with prior division Director and Health Officer written approval. Paid time off is not considered as time-worked toward the calculation for overtime. Employees will only be compensated at time and a half only if they actually worked more than 40 hours in a week.

D. LONGEVITY COMPENSATION

1. Purpose and Eligibility. Longevity Compensation is granted to regular employees based upon their consecutive years of service. Casual employees are not granted

longevity compensation.

2. Amount Granted. The amount of longevity compensation granted to an eligible employee varies with the number of consecutive years of service from their anniversary date as shown in the following schedule:

5-9 Years of Service	=	\$150
10-14 Years of Service	=	\$300
15-19 Years of Service	=	\$450
20 Years Plus of Service	=	\$600

3. Payment Schedule. Longevity compensation payments are paid out to eligible employees on the first payday following the employee’s anniversary date. Seasonal employees receive longevity as outlined under the seasonal employee definition.

E. JURY SERVICE

1. Purpose and Eligibility. Jury Service Compensation is available to eligible employees to encourage employees to fulfill their civic responsibility by serving jury duty when required. If an employee of the Branch-Hillsdale-St. Joseph Community Health Agency has been called to serve, notification to the employee’s immediate supervisor and the Administrative Services Director is required for jury service compensation.
2. Amount Compensated. Employees will be compensated at their normal rate of pay, provided they surrender all compensation received for hours served from other sources associated with their jury duty services.
3. Giving Notice. Employees must give reasonable advance notice to their immediate supervisor and the Administrative Services Director of their summons to serve as a possible juror. Employees must also give periodic updates in respect to anticipated jury service completion time.
4. Maintenance of Benefits. All paid leave benefits: vacation leave, sick leave, and holidays will continue to accrue during jury service. All insurance plans the employee participated in prior to the jury service will continue during the jury service.

F. 457 DEFERRED COMPENSATION ACCOUNTS

The agency offers two “457” or deferred compensation plans that allow employees to put pre-tax or post-tax dollars away for future retirement needs. All employees are eligible for

benefits that are subject to state and federal regulations. Employee participation is voluntary.

G. MERS RETIREMENT PROGRAM

The agency provides a compulsory retirement plan through the Municipal Employees Retirement System (MERS) for its employees classified as full time and minimum full time. In 2015, the Agency's MERS plan changed from defined benefit to defined contribution. Eligible employees contribute 3% of their gross wages to MERS. The agency contributes an amount determined by MERS as the employer match contribution for those employees under the defined benefit plan. The agency contributes 5% of an employee's gross wages to MERS for those employees on the defined contribution plan. A 55/25 waiver for all participating employees is in effect.

H. HEALTH CARE SAVINGS PLAN (MERS)

A post-employment Health Care Savings Program (HCSP) is an employer-sponsored program that allows employees to save money by getting reimbursed for medical expenses and or health insurance premiums after termination of service from their employer. All contributions made to the program are tax free, will accumulate tax free, and since payouts are used for reimbursing medical expenses they will remain tax free. The Health Care Savings Plan was suspended effective January 1, 2018.

I. BASIC FLEX

The Agency offers staff the opportunity to transfer a portion of their gross pay to a flexible spending plan. The employee determines a dollar amount to be set aside in a special account that can be used to pay for qualifying expenses as they occur. Only full-time and minimum full-time employees qualify to use Basic Flex. See the Accounting department for additional detail regarding this plan.

IRS regulations state that if an employee or an employee's spouse is enrolled in a General Purpose Flex plan, the employee would be disqualified from establishing a Health Savings Account (HSA)

J. AFLAC

The Agency offers AFLAC as part of a flexible spending plan.

K. REIMBURSEMENT FROM SOURCES OTHER THAN THE AGENCY

In the case where some other organization reimburses an employee for job-related expenses, employees shall be allowed reimbursement from one source only for job-related expenses. If reimbursement from a non-agency source is sufficient to cover expenses incurred by an employee, the employee shall submit an expense voucher to the agency, and the reimbursement from the non-agency source shall be turned into the agency.

SECTION 4: INSURANCE BENEFITS

A. HEALTH INSURANCE

1. Purpose and Eligibility. The agency provides access to health (medical, dental, and vision) insurance for eligible employees and their families. Full time and minimum full-time employees and their dependents until age 26 are eligible for access to health insurance coverage under the agency's plan. Part time and casual employees are not eligible for access to health insurance coverage through the agency's plan.
2. Start of Coverage. Application for health insurance coverage must be made with the Administrative Division upon hiring. Coverage for eligible employees should become effective the first day of employment.
3. Cash-in-Lieu of Health Insurance. Those employees that meet the following eligibility requirements:
 - are full time or minimum full time as outlined in (1.) above, and
 - provide proof of health insurance from another provider on an annual basis to the Agency,Eligible employees may elect to receive a cash-in-lieu payment. This payment is made after the conclusion of each fiscal quarter. An eligible employee as defined above, may elect to take the dental and vision plan and receive a cash-in-lieu payment that is reduced.
4. Insurance Benefit During an Unpaid Leave.
 - a) FMLA qualifying event: Employees on an unpaid leave who are eligible for FMLA are charged their regular cost of the health care plan premium during the qualifying FMLA period. A bi-weekly invoice will be provided and employees have a 30-day grace period in which to remit payment. If payment is not received, the insurance will be cancelled.
 - b) Non-qualifying FMLA leave: If an employee is taking unpaid leave, the employee is responsible for the entire cost of the health care plan premium. This rate will be figured on a daily basis of the monthly premium. Contact the Administration Division regarding what the daily charge would be based on the health care plan selected. A bi-weekly invoice will be provided and employees have a 30-day grace period in which to remit payment. If payment is not received, the insurance will be cancelled.

B. LIFE INSURANCE

1. Purpose and Eligibility. The Agency provides term life insurance in the amount of \$15,000 for eligible employees. Full time and minimum full-time employees are eligible for life insurance coverage. Part time and casual employees are not eligible for life insurance. Group life insurance coverage will decrease to \$11,000.00 on the first day of the month after an employee's 65th birthday and further shall decrease to \$8,000.00 on the first day of the month after an employee's 70th birthday.
2. Accidental Death and Dismemberment Coverage. As part of the agency's life insurance plan, each full time and minimum full-time employee is also covered up to \$15,000 for accidental death and dismemberment. Employees who are on layoff may purchase continuation life insurance coverage.

C. SHORT TERM DISABILITY INSURANCE

1. Purpose and Eligibility. The agency provides short-term (up to twenty-six weeks) disability insurance for eligible employees who are unable to work because of a qualifying disability due to injury or illness. Full time and minimum full-time employees are eligible under the agency's short-term disability plan. Part-time and casual employees are not eligible for short-term disability insurance.
2. Scope of the Plan. Eligible employees are provided with disability insurance that becomes effective 30 days after the disability and pays 70% of an employee's weekly earnings up \$750.00 during the eligibility period.
3. Restrictions. Eligible employees may not collect disability payments in addition to accrued leave time. Only one source of payment either from disability insurance payments or accrued leave time can be collected during any one-time period. Employees who are on layoff are not covered by the short-term disability insurance.
4. Relationship to Worker's Compensation. Disabilities covered by worker's compensation are excluded from the agency's short-term disability plan coverage.
5. Medical Insurance. The employee is responsible for their portion of the bi-weekly payment of the health care plan they have selected while on short term disability. Invoices will be generated and sent out bi-weekly. Employees are given a 30-day grace period to send in the payment. If payment is not received, the agency will give notice that the policy will be cancelled. If the employee does not qualify for FMLA protection, or FMLA protection has expired, the employee is responsible for paying 100% of the premium for their medical insurance.

D. UNEMPLOYMENT INSURANCE

The agency participates in the state/federal unemployment insurance program. All employees are eligible for benefits that are subject to state and federal regulations.

E. WORKER'S COMPENSATION

The agency provides a comprehensive worker's compensation program that covers employee injuries or illnesses sustained in the course of employment that requires medical, surgical, or hospital treatment. All employees are eligible for benefits that are subject to applicable legal requirements. All work-related injuries or illnesses are to be promptly reported within 24 hours to the Administrative Services Director.

F. PROFESSIONAL LIABILITY INSURANCE

The agency provides liability insurance coverage for all employees engaged in the day-to-day operations of the agency. The agency shall include surety bond coverage.

G. SOCIAL SECURITY

The agency participates in the Federal Social Security Plan. All employees shall supply the payroll department with the necessary information for reporting.

H. COBRA REQUIREMENT

1. Purpose and Eligibility. The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives regular full-time employees and minimum full-time employees (who have participated in the health insurance plan) the opportunity to continue health insurance coverage when a "qualifying event" would normally result in the loss of health insurance eligibility.
2. Qualifying Event Defined. Under COBRA, qualifying event is defined as resignation, termination of employment, or death of an employee; reduction of employee's work hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.
3. Payment of Costs. Under COBRA, the employee or beneficiary pays the full cost of coverage at the agency's health insurance premium rates plus an administration fee.

SECTION 5: EMPLOYEE LEAVE POLICIES

A. VACATION LEAVE

1. Purpose & Eligibility. Vacation Leave with pay is available to eligible employees. Full time employees are eligible for vacation leave and minimum full-time employees are eligible for vacation leave on a pro-rata basis. Part time and casual employees do not accrue vacation leave.
2. Amount Accrued. The amount of vacation leave employees accrue each year varies with the length of consecutive years of employment. The following accrual schedule assumes a thirty-seven and one-half hour workweek:
 - First 5 years of service = Sixteen (16) days or 4.61 hours per pay period
 - After 5 years of service = Twenty-Two (22) days or 6.34 hours per pay period

- After 10 years of service = Twenty-Eight (28) days or 8.07 hours per pay period

The following accrual schedule assumes a thirty-hour workweek:

- First 5 years of service = 3.68 hours per pay period
- After 5 years of service = 5.06 hours per pay period
- After 10 years of service = 6.456 hours per pay period

3. Start of Accrual. Employees begin to accrue vacation leave from the date of employment. Earned vacation leave is available for use on the 61st day of employment.
4. Vacation Leave and Leaves without Pay. Employees who are on a leave without pay do not accrue any additional vacation leave until their return to service.
5. Requesting a Vacation Leave. Employees must request advanced approval from their immediate supervisor to utilize accrued vacation leave. Requests will be reviewed based on a number of factors, including department operational needs and staffing requirements.
6. Rate of Payout. Vacation leave will be paid out at the employee's pay rate at the time of vacation leave.
7. Maximum Accrual. Employee may accrue vacation leave up to twice the maximum annual accrual allowance schedule. Once an employee has accrued the maximum, no additional vacation leave will be accrued until the employee has used vacation leave to reduce their total below the maximum.
 - a. The following accrual maximum for employees who are full-time:
 - First 5 years of service = 240.00 hours maximum
 - After 5 years of service = 330.00 hours maximum
 - After 10 years of service = 420.00 hours maximum
 - b. The following accrual maximum for employees who are minimum full-time :
 - First 5 years of service = 210 hours maximum
 - After 5 years of service = 270 hours maximum
 - After 10 years of service = 360 hours maximum
8. Upon Termination. Upon termination of employment, employees will be paid for all unused accrued vacation leave that has been earned through the last day of work. Payment will be received as a lump sum pay off of the accrued vacation leave. Payment will be withheld if the employee owes the agency money, or will be reduced by the amount of money the employee owes the agency.

B. SICK LEAVE

1. Purpose & Eligibility. Sick Leave with pay is available to eligible employees for periods of temporary absences for the following purposes:
 - a) a personal mental or physical illness or injury or to seek treatment for such illness or injury, including a Medical/Dental or preventative care appointment;
 - b) a mental or physical illness or injury or to seek treatment for such illness or injury of a family member or any person that the employee is designated as the primary caregiver in accordance with FMLA. A family member includes any child, stepchild, foster child, parent, spouse, grandparent, grandchild, sibling, or any other individual included in the definition of “family member” under Sec. 2(g) of Paid Medical Leave Act (PMLA), MCL 408.962(g).
 - c) to permit an employee to work less than their regularly scheduled work hours until full recovery following a prolonged illness, injury or surgery;
 - d) for purposes of bereavement for events not covered under the bereavement policy;
 - e) due to the closure of the Health Department, the primary Health Department worksite the employee, or to care for the child of the employee due to the closure of the child’s place of care, if such closure is by order of a public official due to a public health emergency;
 - f) if the employee or a family member of the employee is the victim of sexual misconduct, domestic violence, dating violence, or sexual assault, for medical care or counseling, the receipt of victim services, relocation or legal services, or participation in level proceedings related to or resulting from the sexual misconduct, domestic violence, dating violence, or sexual assault;
 - g) for any other purpose not listed above but identified in Section 4 of the PMLA, MCL408.964(1)(a) – (b).
2. Amount Accrued. Each full-time employee shall accrue sick leave at the rate of 3.46 hours per pay period and each minimum full-time employee shall accrue sick leave at the rate of 2.76 hours per pay period. Each employee that works a minimum of 25 hours per week on average, but less than 30 hours per week and does not otherwise qualify as a minimum full-time employee, shall accrue sick leave at the rate of 2.31 hours per pay period. Part time and casual employees who work less than 25 hours per week on average do not accrue sick leave.
3. Start of Accrual. Employees begin to accrue sick leave from the date of employment. Earned sick leave is available for use on the 61st day of employment.
4. Sick Leave and Leaves without Pay. Employees who are on a leave without pay do not accrue any additional sick leave until their return to service.
5. Notification of Supervisor. An employee requesting to use sick leave must notify their immediate supervisor as soon as possible, preferably before the scheduled start of their next workday. The immediate supervisor must also be contacted on each additional day of absence.

6. Extended Absences. An employee who is off on sick leave three or more consecutive workdays may be required by their immediate supervisor to submit a physician's verification of illness prior to returning to service. Such verification must include the reason for the absence and any job restrictions that may exist prior to returning to work.
7. Rate of Payout. Sick leave is paid at the employee's pay rate at the time of illness or injury.
8. Maximum Accrual. Employees will be allowed to accrue sick leave up to a maximum of 263 hours. Once an employee has accrued the maximum, no additional sick leave will be accrued until the employee has used sick leave to reduce their total below the maximum. Once a year in December, an employee that has accrued sick leave over 200 hours will be paid for those hours. All payments will be made in the last payroll of the calendar year.
9. Limitation on Payment of Accrued Sick Time. Upon resignation of employment, in good standing, employees who have accrued sick leave on the date that they tender their letter of resignation will be paid their accrued and unused hours of their sick leave up to, but not to exceed, a total of 200 hours. Payment may be made in a lump sum. The purpose of this payment is to encourage an employee who intends s to resign their employment to continue working through the effective date of their resignation.

In all other cases where the conditions of this policy are not met, an employee forfeits payment for sick time that has accrued, but remains unused, on the date their employment is terminated. Resignation in good standing is defined in Section 7 (G) below.

C. BEREAVEMENT LEAVE

1. Purpose & Eligibility. Bereavement Leave with pay is available to eligible employees who need immediate time off to deal with a death in the immediate family. Immediate family shall be defined as spouse, son, daughter, parent, brother, or sister. Full time and minimum full-time employees are eligible for bereavement leave. Part time and casual employees are not eligible for paid bereavement leave.
2. Amount Available. Eligible employees may utilize up to three (3) days of bereavement leave per event.
3. Requesting Bereavement Leave. Employees should request approval from their immediate supervisor for needed bereavement leave.

4. Rate of Payout. Bereavement leave is paid at the employee's rate of pay at the time of the emergency leave.
5. Use of Bereavement Leave. Bereavement leave is set up to assist employees with the death of an immediate family member. Bereavement leave cannot be carried from one calendar year to the next.
6. Upon Termination. There is no accrued bereavement leave for employees upon termination.

D. FAMILY AND MEDICAL LEAVE

Family and Medical Leave, as specified in federal law (Family and Medical Leave Act of 1993), is available to eligible employees who wish to take time off from work duties to attend to the personal circumstances as outlined in the law. A detailed policy has been approved by the Board of Health

FAMILY AND MEDICAL LEAVE POLICY

In compliance with the Family Medical Leave Act of 1993 and the Branch-Hillsdale-St. Joseph Community Health Agency Personnel Policies:

It is the Branch-Hillsdale-St. Joseph Community Health Agency's policy to grant unpaid family and medical leaves of absence to all full-time and regular part-time employees who worked 1,250 hours or more during the 12 months prior to the request for family and medical leave. You are entitled a maximum of 12 work weeks of leave during any calendar year for one or more of the following purposes:

- To care for your child after birth, adoption or placement of a child in your home for fosters care. Such leave may be taken only in the first year after the birth, adoption or placement of the child.

We shall require medical certification (or rectification on a reasonable basis) of the existence of a "serious health condition" of you or your eligible family member, which certification shall contain the date the health condition commenced, the probable duration of the condition, the appropriate medical facts within the health care providers knowledge regarding the condition. Medical Certification Forms may be obtained from Director of Human Resources.

In certain cases, the following additional information may be required in the Medical Certification:

- If the leave is required because of the serious health condition of an employee's child, parent or spouse, a statement that the eligible

employee is needed to care for the covered individual and the amount of time necessary for such care.

- If the leave is needed because of the employee's own serious health condition, a statement that the employee is unable to perform the function of his/her position.
- For an intermittent leave or a reduced leave schedule for planned medical treatment for the employee, the dates that such treatment is expected to be given and the duration of such treatment; or if not for planned treatment but for rehabilitation, a statement of the medical necessity for and duration of such intermittent leave or reduced leave schedule.
- For an intermittent leave or leave on a reduced schedule for a child, spouse or parent, a statement that the employee's leave is necessary for the care of such individual or will assist in their recovery, and the expected duration and schedule of the intermittent leave or reduced leave schedule.

We may obtain a second opinion of another physician to verify the health condition certified by your physician.

In the event a conflict exists between the medical opinion of the employee's or covered family member's health care provider and that of the Company in the second opinion examination, a third examination will be required to be performed by a health care provider selected and paid for by the Company. In such instances, the opinion of the third health care provider will be final and binding on the Company and the employee.

Leave may be taken intermittently, when medically necessary, provided that if such leave is recurring, we may require you to transfer temporarily to an available position (at the same pay and benefits) which better accommodates recurring periods of leave.

As part of the leave granted under this policy, you must first use all accrued and unused vacation, sick or earned time off days during a period of family or medical leave.

If you are taking a family and medical leave because of a serious health condition, which makes you unable to perform the functions of your position; you may also be eligible for short- or long-term medical disability benefits. You may not elect to discontinue your family and medical leave at the time you begin receiving medical disability benefits.

All employment benefits that are calculated on an accrual basis, such as vacation, sick time or paid time off, will not accrue during a leave under this policy.

All current group medical insurance benefits will continue during periods leave under this policy, subject to continued payment of your employee premium contribution, if any, which was in effect before your leave.

Participation in pension or retirement plans will continue, subject to the terms and conditions of the plan.

An expected date of return will be determined at the beginning of the leave. If you fail to return within three (3) working days of the expected date of return, you will be considered as having voluntarily resigned employment, without further notice from the employer.

You will be required to report to your supervisor at least every four (4) weeks to report on your status and the possibility that you will be able to return to work at the end of the leave period. You must give the Director of Human Resources five (5) days' notice of the date you expect to return from such leave.

You may not accept nor seek any other employment while on such leave or your employment will be terminated.

When you are released for work by your attending physician, you may be required to make an appointment with our designated physician in order to return to work. The designated physician has the authority to delay or deny your return to work if it is determined that your ability to meet the physical requirements of your position are in question or if it is determined that your condition presents a health hazard to other employees.

- To care for a spouse, child or parent who has a serious health condition.
- To allow you to recover from or receive treatment for a serious health condition which makes you unable to perform the functions of your position.

DEFINITIONS

For purposes of this policy the following definitions apply:

Calendar Year—the employer has elected to use the “rolling year” method for determining the “12-month period” in which the 12 weeks of leave entitlement occurs. The calendar year is measured backward from the date an employee uses any FMLA leave. Each time an employee takes leave under this policy the

remaining leave entitlement would be any balance of the 12 weeks, which has not been used during the immediately preceding 12 months.

Child-includes a biological, adopted, foster child, stepchild, legal ward who is under 18 or older than 18 if incapable of self-care because of a mental or physical disability.

Parent-biological parent or individual legally recognized as a parent to an employee when the employee was a child.

Serious health condition--an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment by a health care provider (i.e., a doctor of medicine or osteopathy who is licensed to practice medicine or surgery by the state in which he/she practices).

PROCEDURES FOR REQUESTING AND MAINTAINING LEAVE

If the leave is based upon the expected adoption or placement of a child, or for planned medical treatment of you or your child, spouse or parent, you must provide not less than thirty (30) days' notice of the time your leave is to commence.

If you need to take Family or Medical leave, you must provide us with enough information to determine whether or not you are entitled to such leave as soon as you are able, preferably, before the leave commences.

REINSTATEMENT AFTER LEAVE

Eligible employees taking leave under this policy will be reinstated to their former position, or to an equivalent position, with equivalent benefits and other terms and conditions of employment. However, no employee is entitled under this policy to any right, benefit, or position other than that to which the employee would have been entitled had he/she not taken leave. Thus, for example, if a layoff or some other extenuating circumstances or business condition arises which affects the employee's position, reinstatement may not be possible. Additionally, employees on a leave extension are not guaranteed reinstatement.

The Branch-Hillsdale-St. Joseph Community Health Agency also reserves the right, however, to deny leave reinstatement to "key employees," where such denial is necessary to prevent substantial economic injury to the Agency's operations. Key employees will be notified of the Agency's intention as soon as a determination is made. In the event such notice is given to a key employee already on leave, the employee will be offered the opportunity to terminate his/her leave and immediately return to work. Key employees notified while on leave, who decide not to return to work, will remain on leave. Key employees are

defined as the highest paid 10 percent of the employees employed by the Agency, within 75 miles of the facility at which the employee is employed.

E. EDUCATIONAL LEAVE

1. **Purpose & Eligibility.** Educational Leave without pay is available to eligible employees who wish to take time off from work duties to pursue professional educational goals. The department head determines eligibility for educational leave with concurrence from the Health Officer.
2. **Amount Received.** Eligible employees may request educational leave for a defined period of length. Requests will be evaluated based on a number of factors, including department operational needs and staffing requirements.
3. **Requesting an Educational Leave.** Employees must request an educational leave from their immediate supervisor. Each request for educational leave must be in writing.
4. **Rate of Payout.** Educational leave will be unpaid unless the employee has accrued vacation leave to utilize.
5. **Suspension of Benefits.** All paid leave benefits: vacation leave and sick leave will be suspended during the unpaid educational leave. Health insurance benefits may continue during the unpaid educational leave. If an employee is taking unpaid leave, the employee is responsible for the entire cost of the Health Insurance premium. This rate will be figured on a daily basis of the monthly premium.

F. MILITARY LEAVE

1. **Purpose & Eligibility.** Military Leave without pay is granted to employees who are absent from work because of short term and long-term service in U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws.
2. **Amount Received.** Employees may request up to ten (10) days per calendar year for use as short-term military leave. Employees may request an indefinite period of time for use as long-term military leave.
3. **Requesting Military Leave.** Employee must give advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

4. Rate of Payout. Military Leave will be unpaid unless the employee has accrued vacation leave time to utilize.
5. Continuation of Benefits. Continuation of health insurance is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the health insurance plan for which the employee is eligible.
6. Termination of Benefits. The military leave and the right to restoration of his/her former position shall automatically terminate if the employee voluntarily remains in the military service beyond the requirement of minimum service.

G. LIFE ENRICHMENT LEAVE

1. Purpose & Eligibility. Life Enrichment Leave without pay is available to employees wishing to take time off from work duties to pursue personal enrichment activities. Full time and minimum full-time employees are eligible for sabbatical leave. Part time and casual employees are not eligible for sabbatical leave.
2. Amount Received. Eligible employees may request to take up to two months of life enrichment leave each calendar year. Requests will be evaluated based in a number of factors, including department operational needs and staffing requirements.
3. Requesting Life Enrichment Leave. Employees must request life enrichment leave from their immediate supervisor. Each request for life enrichment leave shall be in writing.
4. Rate of Payout: Life enrichment leave will be unpaid unless the employee has accrued vacation leave time to utilize.
5. Suspension of Benefits: All paid leave benefits: vacation and sick leave will be suspended during the unpaid life enrichment leave. Employees will be responsible for the cost of health insurance benefits.

SECTION 6: HOLIDAY POLICY

A. HOLIDAY PAY

1. Purpose & Eligibility. The agency has designated 12 days for observance of holidays. These holidays are granted with pay for eligible employees. Full time employees are eligible for holiday pay at a rate of 7.5 hours per holiday. Minimum full-time employees are eligible for holiday pay only if the holiday falls on a day that they are scheduled to work. Part time & casual employees are not eligible for holiday pay. To

be eligible for Holiday pay, employees must either have preapproved vacation days, a medical slip from a doctor, or work their scheduled work days both before and after the holiday. Employees who are on leave without pay or other extended leaves do not qualify for holiday pay.

2. Designated Holidays. The following days are designated as holidays:
 - New Year's Day
 - Martin Luther King, Jr. Day
 - Presidents' Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veterans' Day
 - Thanksgiving
 - Day after Thanksgiving
 - Christmas Eve Day
 - Christmas Day
 - New Year's Eve Day

3. Scheduling. In the event Veterans' Day, Christmas Eve, Christmas Day, New Year's Eve Day, New Year's Day and/or Independence Day fall on Sunday the following Monday is recognized as an agency holiday. If an aforementioned holiday falls on Saturday, the preceding Friday is recognized as an agency holiday. If two holidays are observed together, and one or both fall on the weekend, the Agency will try to mirror its holiday observances with our fiduciary, Branch County.

4. Rate of Payout. Holiday days will be paid out at the employee's pay rate at the time of the holiday.

5. Compensation for a Holiday Worked: Employees (including supervisors) required to work during an agency designated holiday shall be compensated at one and one-half times the current rate of pay for the time worked in accordance with the additional time policy. Eligible employees will also receive holiday pay. Employees must receive prior approval from their division director before working on a holiday.

6. Loss of Holiday Pay: An employee who fails to qualify for holiday pay must take any available paid time off. If no paid time off is available, accruals and benefit withholdings will be adjusted accordingly.

- 5.—

SECTION 7: TERMINATION PROCEDURES

A. RESIGNATION

Resignation is a voluntary act initiated by the employee to discontinue employment with the agency. All employees should give at least ten (10) working days, but where possible twenty (20) working days, written notice of their intention to terminate employment with the agency. All employees that are ending their employment with this Agency must inform the Administration division so that all necessary paperwork can be completed prior to their resignation.

B. DISCHARGE

Discharge is a non-voluntary act initiated by the employer to discontinue the employment of the employee with the agency. Any employee may be discharged by the immediate supervisor, provided notification is given to the Health Officer and provided the steps of progressive discipline have been followed.

C. LAYOFF

Layoff is a non-voluntary act initiated by the employer to discontinue the employment of the employee with the agency for non-disciplinary reasons. Employees may be laid off for the lack of sufficient work or funds. Employees shall be laid off and recalled according to seniority within their service division. Employees on layoff may bump into a position for which they are qualified and trained that is held by a person with less seniority within their service division.

Employees who are notified of a layoff may appeal the decision of layoff utilizing the Grievance Procedure outlined in Section 8 of this manual.

D. FURLOUGH DAYS

As a result of unforeseen or unplanned budgetary deficiencies, the Health Officer may order that furlough days be taken by employees. An employee required to take a furlough day does not report to work that day and does not receive any payment for that day. When an employee is taking a required furlough day they will accrue the same benefits and seniority as when they are on a paid leave. The employee will not be able to use sick leave when taking a required furlough day.

E. JOB ELIMINATION

Job elimination is a management action taken to address a chronic and seeming permanent situation of lack of sufficient work or funds. Employees whose jobs are eliminated are not entitled to bumping rights. Employees who are notified of a job elimination may appeal the decision of job elimination utilizing the Grievance Procedure outlined in Section 8 of this manual.

F. RETURN OF AGENCY PROPERTY

Employees are responsible for all agency property and materials issued to them or in their possession or control. Employees must return all agency property and materials immediately upon request or termination. Where permitted by applicable laws, the agency may withhold from the employee's check or final paycheck the cost of any items that are not returned when required.

G. RESIGNATION IN GOOD STANDING

To resign in good standing an employee must meet all of the conditions listed below:

- 1) Meet with their immediate supervisor and agree to a written plan, acceptable to the Agency for transitional staffing of their position.
- 2) Submit a letter of resignation in accordance with "A" above
- 3) ~~B~~Be eligible for re-hire, or retirement, and have no pending or unresolved disciplinary or grievance issues.
- ~~3)~~ Work the entire notice period other than pre-approved days off or holidays.

SECTION 8: PROGRESSIVE DISCIPLINE, AND GRIEVANCE AND APPEAL PROCEDURES

A. PROBLEM RESOLUTION STATEMENT

The Branch-Hillsdale-St. Joseph Board of Health is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any work-related problem, complaint, suggestion, or question receives a timely response from management.

Not every problem, complaint, suggestion, or question can be addressed to everyone's total satisfaction, but through understanding and discussion, employees and management can develop confidence and trust in each other.

A pre-disciplinary meeting may be used when the Administrative Services Director has been made aware of a situation, action or behavior of an employee that could result in disciplinary action against an employee. The immediate supervisor shall notify the Administrative Services Director as soon as possible when they become aware of a situation that may result in disciplinary action against an employee. The Administrative Services Director shall request, in writing, and within five (5) days of the alleged situation, that a pre-disciplinary meeting be scheduled with the immediate supervisor and employee. Within the request, the Administrative Service Director shall schedule the date, time, and location of the meeting and state the nature of the allegation(s). The employee may bring a personal representative to the meeting. The Administrative Services Director will act as the mediator of the meeting. If the situation is not resolved, the supervisor will continue with the steps listed in the next section (Progressive

Discipline). In the event the Administrative Services Director is also the Supervisor; the Health Officer will appoint another director as mediator.

Where appropriate, the following progressive discipline policy and grievance and appeal procedures are superseded by applicable state laws and rules as further outlined in B(4).

B. PROGRESSIVE DISCIPLINE

1. Purpose. The purpose of this policy is to promote the equitable and consistent administration of discipline for unsatisfactory work performance and behavior in the workplace.
2. Types of Disciplinary Action. Disciplinary action may call for any five steps – oral reprimand, written warning, suspension without pay, demotion or dismissal. Disciplinary action taken will be dependent on the severity of the problem and the number of occurrences.

Oral Reprimand – This is an action taken by the immediate supervisor in which he/she tells an employee about an action or behavior of the employee which he/she as the immediate supervisor find objectionable and/or wishes corrected. This action must be done in a private setting. The Oral Reprimand is an informal action only for the employee's benefit and is not relevant to Group I, II, or III Offenses as defined below.

Written Warning – This is an action taken by the immediate supervisor in which the supervisor writes out the action or behavior which the supervisor wishes the employee to change, cease, or begin. The written warning must describe in detail the behavior to be corrected, and must give direct and concrete orders for the future, and must point out the consequences of non-compliance with the Written Warning.

Suspension Without Pay – This is an action taken by the immediate supervisor which removes the employee from the workplace and payroll for a definite period of time. The reason(s) for the suspension must be in writing. The employee does not accrue salary, vacation or sick leave credit during the time of suspension, nor can the employee use such leave time while on suspension. At the end of suspension, the employee returns to the same salary and benefit conditions that existed prior to the suspension.

Demotion – This is an action taken by the immediate supervisor which reduces an employee's classification to a classification with a lower minimum salary. The reason(s) for the demotion must be in writing. The employee's salary must be reduced to fall within the range of the new, lower classification, but no lower annual step designation than the one held in the higher classification. The employee's job duties and responsibilities must be reduced to those of the new, lower classification.

Dismissal – This is an action taken by the immediate supervisor which permanently removes an employee from agency employment. The reason(s) for the dismissal must be in writing. Dismissed employees shall leave the premises at the time of dismissal and will be reimbursed for time remaining in the day. Dismissed employees shall be paid for all unused vacation leave that has been earned through the last day of work through a lump sum pay off. Dismissed employees shall not be entitled to any form of ‘severance pay’.

3. Group Offenses. Examples of behavior that would be cause for disciplinary action are provided below. These examples are divided into three groups of offenses. Guidelines for administering discipline are set forth within each of these groups and the immediate supervisor shall follow these guidelines when dealing with the types of behavior described.

GROUP I OFFENSES include,

- Habitual tardiness at the beginning of a work day or after lunch (Habitual shall be interpreted to mean two instances in one month without sufficient reason, as determined by the immediate supervisor.)
- Excessive absenteeism, or absenteeism without sufficient reason or proper notification
- Disregard of safety rules or common safety practices
- Abuse of break time
- Use of profanity or obscene language in the presence of fellow employees or the public
- Quarreling with fellow staff members on the premises.
- Inefficient use of work time
- Any other offenses of like consequences

The disciplinary procedure in this group shall be: 1st offense, written warning; 2nd offense, one-day suspension without pay, 3rd offense, three-day suspension without pay; 4th offense, seven-day suspension without pay, 5th offense, dismissal. The violations shall be cumulative for a period of not more than one year.

GROUP II OFFENSES, include

- Injurious or dangerous pranks
- Physical fighting on the premises
- Faulty work and/or covering up faulty work
- Making or publishing of false and vicious and/or malicious statements concerning a fellow employee
- Abuse of the public, either verbal or physical
- Willful disobedience to the proper directive of a supervisor, or other acts of insubordination

- Consumption of any alcoholic beverages during work hours
- Intentionally accessing or discussing patient information for purposes other than the care of the patient or other authorized purposes but for reasons unrelated to personal gain or other breaches of privacy by negligence
- Supervisor dating direct report
- Violation of the agency's Social Media Policy
- Any other offenses of like consequences

The disciplinary procedure in this group shall be: 1st offense, three-day suspension without pay, 2nd offense, seven-day suspension without pay, 3rd offense, dismissal. The violations shall be cumulative for a period of not more than two years.

GROUP III OFFENSES, include

- The misuse or removal from the premises, without prior authorization, of any agency records, confidential information, or of any agency property, except as necessary in the performance of the employee's job duties and responsibilities
- Theft of any property belonging to a fellow employee, a customer, or the agency
- Knowingly falsifying any time slip or other payment voucher, or intentionally giving false information to anyone whose duty it is to make such records
- Absence of three consecutive workdays without notice and without justifiable reason for the failure to report
- Using delegated job responsibilities in an unlawful manner to gain unfair advantage against a fellow employee or the public
- Intentionally accessing or discussing patient information for personal gain or with malicious intent
- Listing on the CPS Registry, Sex Offender Registry, or Criminal Background check failure
- Sexual harassment, sexual misconduct, domestic violence, and/or dating violence
- HIPAA violation
- Any other offenses of like consequences.

The disciplinary procedure in this group shall be up to and including immediate dismissal.

4. Exceptions for Severity. There are certain types of employment problems that are serious enough to justify either a three-day suspension, or, in extreme situations, dismissal from employment, without going through the normal progressive discipline steps.

5. Suspension with Pay. It may be necessary to separate an employee from the workplace while an investigation of an allegation against the employee is taking place. At such times, the employee will be placed on suspension with pay pending the investigation. The employee will retain all other fringe benefits during this time.

C. GRIEVANCE AND APPEAL PROCEDURES

1. Purpose. The purpose of this procedure is to provide a method for complaints to be voiced in an orderly manner such that the proper authorities can resolve such matters fairly and in a timely manner.

This procedure outlines for employees and management the proper steps involved when employees believe that there has been:

Alleged violations or misinterpretation of agency policies but not limited to such matters as conditions of employment, promotion, demotions, dismissals, and layoffs, and a claim of discipline without just cause; and

Alleged discrimination due to political opinion or affiliation, religious opinion or affiliation, gender, race, color, national origin, age, or physical disability.

2. Content of the Grievance. The content of the grievance shall include the following:

- Who is the grievant?
- What specific event occurred?
- When did it happen?
- Where did it happen?
- What sections(s) of the Personnel Policies have allegedly been violated?
- What adjustments or corrections are requested for each alleged violation?

3. Representation. The grievant may elect to have one representative of their choice at any step in the grievance and appeal procedure. The representative must be an employee of the agency. The name of the representative attending the grievance or appeal proceeding shall be submitted to the agency's Administrative Services Director at least two (2) working days prior to the hearing date. The grievant and one representative, shall be granted the necessary and reasonable absence from work for the scheduled proceeding under this procedure without loss of pay or leave credits.

4. Steps of a Grievance. All grievances and appeals shall be initiated and processed in the following manner:

Step 1. Employee presents the issue in writing to their immediate supervisor within ten (10) workdays after the occurrence of the alleged incident. The immediate supervisor shall respond in writing, to the employee within five (5) workdays of the initial written presentation of the issue.

Step 2. If the grievance cannot be resolved in Step 1, the employee has the option of submitting a written appeal to the Health Officer within five (5) workdays of receiving written notification from their immediate supervisor. The Health Officer shall confer orally with the employee within five (5) days of receiving the written appeal. The Health Officer shall respond back in writing within ten (10) workdays of receiving the written appeal. If the Health Officer is the immediate supervisor in Step 1 of the grievance process, skip directly to Step 3.

Step 3. If the grievance cannot be resolved in Step 2, the employee has the option of submitting the written grievance to the Board of Health within five (5) workdays of receiving the Health Officer's written response. The Board of Health's Program, Policy and Appeals Committee shall schedule a hearing with the employee at their next regularly scheduled meeting in order to review the grievance. The Program, Policy and Appeals Committee shall respond back in writing within five (5) days of hearing the grievance.

5. Time Limitations. Time for this grievance and appeal procedure shall be computed in terms of workdays, which are defined as Monday through Friday, excluding holidays. In the absence of a timely appeal by a grievant, the last decision at any step of the procedure becomes final. In the absence of a timely answer by any level of management, the grievant may appeal to the next step of the procedure within ten (10) workdays from the expiration of management's time for a decision. Time limits may be extended by mutual agreement in writing. Late appeals at any step may be filed upon showing a good cause for the delay.
6. Appeal Hearing Procedure. The appeal hearing is conducted so that the Board of Health's Program, Policy, and Appeals Committee can review pertinent facts and documents. Some guiding principles apply to the appeal hearing, including:
 - Prior to the appeal hearing, the entire appeal file shall be made available to the Committee and the grievant. The appeal file shall include the initial written grievance and all subsequent management written decisions.
 - Attendance at an appeal hearing is limited to persons determined by the Committee to have a direct connection with the grievance. When requested by the grievant, and the Committee does not object, the hearing may be open to the public.
 - As far as it is operationally possible, the agency must make its employees available as witnesses when requested.
 - The order in which the parties are heard is at the discretion of the Committee.
 - Testimony shall be under oath or by affirmation; both the grievant and their representatives shall be given the opportunity to cross-examine all witnesses who appear to testify.
 - A written record of the hearing shall be kept.
 - Each member of the Committee shall have an equal vote. Decision shall be by majority vote.

7. Freedom from Reprisal. This procedure shall be available to employees and their representatives without restraint, interference, coercion, discrimination or reprisal. No employee of the agency, whether acting in an official capacity for the agency or any other basis, shall interfere with another employee's exercise of their rights under this procedure. No employee of the agency, whether acting in an official capacity employee or any other basis, shall take or threaten to take, any act of reprisal against another staff member because they have exercised, or expressed an intention to exercise any of these rights under this procedure.
8. Group Grievances. Employees having a common complaint may file a group grievance. The grievance shall be filed at the lowest step of the procedure involving a common level of supervision. Employees must choose one spokesperson and one representative of their choice.
9. Appeal by External Applicant for Employment. An external applicant for employment who is not selected may appeal the selection decision if they believe they were discriminated against because of political opinion or affiliation, religious opinion or affiliation, gender, race, color, national origin, age, or physical disability.

Such appeals shall be made in writing and directed to the health officer within fifteen (15) workdays following notification of non-selection. The health officer shall render a written decision within five (5) workdays of receiving an appeal. If the applicant is not satisfied with the written decision of the health officer, he/she may make a written appeal to the Board of Health's Program, Policy, and Appeals Committee. All appeal-hearing procedures outlined previously would then apply.

D. WHISTLEBLOWER POLICY

Purpose: The purpose of this policy is to further define and supplement the Agency's obligations under the Whistleblowers Protection Act, MCL 15.361, et seq.

Authority: Branch-Hillsdale-St. Joseph Community Health Agency Board of Health. Administrative policies shall be subject to revision or termination by the Board of Health at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to Board of Health Members and all Branch-Hillsdale-St. Joseph Community Health Agency employees. This policy does not apply to a separate branch of government or co-employer that has its own policies covering the same matters covered in this policy.

Responsibility: The Administrative Services Director or designee shall be responsible for the administration and enforcement of this policy.

In support of this policy and in compliance with the Michigan Whistleblowers' Protection Act and certain federal statutes, it is the policy of the Branch-Hillsdale-St. Joseph Community Health Agency that no employee of the Agency will be discharged,

threatened or otherwise discriminated against regarding compensation, terms, conditions, location or privileges of employment because that employee or a person acting on behalf of the employee reports or is about to report a violation or a suspected violation of federal, state or local laws or rules or regulations. Likewise, a violation of any state or federal law protecting an employee from retaliation for reporting violations or suspected violations of the law, is prohibited.

Any employee desiring to report a violation or suspected violation of law, may do so by reporting the same to their division Director, the Health Officer, or the Administrative Services Director.

SECTION 9: EMERGENCY-WEATHER-DISASTER POLICIES

A. BAD WEATHER POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency offices shall remain open to provide services to consumers unless one of the following occurs:

- Employee receives a text message alert from the agency stating an office is closed. This should occur by 7:30 a.m.
- It is announced on the Coldwater, Hillsdale, Sturgis, or Three Rivers local radio station that an office is closed. This should occur by 7:30 A.M.
- The immediate supervisor informs employees that the local agency office is closed for the day due to weather.

The Administrative Services Director is responsible for conferring with the Health Officer prior to 7 a.m. to determine whether an office shall be closed. When a determination is made to close an office, the Health Officer and Administrative Services Director, or their designee, will utilize the Staff text alert system. Staff are expected to reply to the text by texting “1” to indicate the message was received. The Emergency Call List will be used in the event of a failure within the texting system.

In the event an agency office is closed due to the weather, staff will be compensated _at their normal pay rate unless they have already been granted approved leave time, either calling in sick or approved vacation time. Staff that have approved time off will be required to utilize their paid time off.

If an agency office is open, employees who are unable to report due to weather conditions may use annual vacation to be compensated. Employees must inform their immediate supervisor that they are unable to report due to weather conditions as soon as possible. Scheduled staff members are expected to use common sense and good judgment in determining their ability to report to work in bad weather.

B. BOMB THREAT PROCEDURE

When a bomb threat call comes in, the person receiving the call should remain calm and should cause no undue alarm.

The person receiving the call should do the following:

1. Write down the time the call was received and make notations, if possible, while still listening carefully.
2. If another person is available, notify them by passing a note that you have a bomb threat on the phone.

The second person should then do the following:

- a) Notify local law enforcement authorities by calling 9-1-1.
- b) Notify the person in charge: Health Officer, Administrative Services Director, or immediate supervisor
3. Keep the caller talking as long as possible. Do not hang up on the caller.
4. Try to find out where the bomb is supposed to be located. Try to pinpoint the area and time it is set to go off.
5. Try to find out something about the bomb, (size, type of explosives).
6. Record the time that the caller hangs up.
7. Try to write down or communicate as many specifics and facts that you can immediately after the call. This includes the caller ID number on your phone, any distinguishing voice characteristics, conversation details, and any background noises heard.
8. If you are alone when the call is received, follow the procedure outlined in 2 above as soon as possible after the caller hangs up.
9. If evacuation becomes necessary, this will be a decision of the Health Officer, Agency Directors, or other Supervisory staff present. If not the Health Officer, contact him/her as soon as possible.

C. DR. STRONG POLICY

Any employee who feels that he/she is being threatened or is in harm's way shall page on the overhead paging system: "Dr. Strong to (department or building area)." Employees hearing this page should immediately pick up the phone and dial 9-1-1. Employees hearing this page should **not** report to that specific location. Employees may choose to exit the building or shelter in place for safety. Once the threat is removed from the premises, return to the office gathering place (parking area, main lobby or conference room) for administration to confirm all employees are safe and accounted for.

D. EMERGENCY CONTACT PROCEDURES

In the event of an emergency, or bio-terrorism event, the Agency's text alert system will be used. Employees are expected to text "1" back to the agency to confirm message was received. The Emergency Call Down list will be used in the event of a failure in the texting system. Documentation of employee contacts is made on the Emergency Contact List Documentation Log by the supervisor and forwarded to the Emergency Preparedness Coordinator. The log sheets are retained by the Emergency Preparedness Coordinator. Instructions will be given and employees are expected to follow them in the case of any emergency situation.

Any changes in an Employee's contact information or emergency contact information should be reported to the Administrative Services Assistant and Emergency Preparedness Coordinator.

E. FIRE ALARM EMERGENCY PLAN

When the fire alarm/smoke detector is activated everyone, employees and visitors, will leave the building and go at least 100 feet from the building. Staff are to call 9-1-1.

Visitors with disabilities will be assisted by Agency staff or family member/caregiver. An employee working with a visitor at the time of the alarm is responsible for the visitor's evacuation. Visitors in the lobby should be assisted and accounted for by the staff. If there is an elevator located in the office, no one is authorized to use it.

No one will re-enter the building until they are notified to enter. All cars parked near the entrance should be moved as soon as possible.

****A Fire drill will be held once a year on a randomly selected day and time****

F. LOCK DOWN POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency takes the safety and security of our staff and clients very seriously. Circumstances may present themselves whereby the Agency must secure its doors and verify the identity of all those who enter. These circumstances may be related to incidents that happen within the Agency or possibly influenced by incidents (such as a prison escape) from outside the Agency. As it is our aim to serve our clients whenever possible we have developed a series of policies that will detail the Agency's actions during such emergencies

Lock Down Initiation

The decision to lock down a clinic or building will rest with the Health Officer, Agency Director(s), or Supervisor on site. Any employee who notices an incident or is aware of a threat to another employee or client, shall immediately make the information available to one of the above persons. Appropriate action will be taken and the doors to the building will be secured with staff posted to monitor the doors. If the decision is made by the Supervisor it shall be reported as soon as possible to the Health Officer or Administrative Services Director. These actions will be in effect until such time as the Health Officer or Administrative Services Director shall determine they are no longer appropriate.

Circumstances that may initiate a lock down may consist of:

- Domestic violence threat to a client or staff member
- Workplace violence issue or threat
- Civil unrest within the community including protests and picketing of the Agency
- Prison or Jail escapes (mainly Coldwater or Hillsdale)

Lock Down Procedure (during business hours)

- Deal immediately with whatever issue has prompted the lock down and call the appropriate authorities.
- The staff member directing the lock down should remain calm as to dissuade panic among the staff or visitors.
- Secure all entry points into the buildings.
- Staff and visitors may be moved to an interior or more secure area of the building should the situation require it
- Post a staff member to monitor the entry points even if these points are not to be used to enter into the Agency office.
- All entry points to the Agency will be posted with a sign directing inquiries to a single entry point these signs will be available in the mail room of each office.
- If operations can continue, the person monitoring the designated entry point shall verify the identification and purpose of the person seeking admittance prior to their gaining entry.
- If we are unable to continue operations, a sign shall be posted at all entry points indicating that the Agency is closed and will re-open as soon as possible; we apologize for any inconvenience; please direct them to call the Agency phone number or consult our web site for further information.
- Regardless of which operational state we are in, Public Safety (Law Enforcement, Fire Department, and/or Emergency Medical Service) personnel will be admitted.

After Business Hours Lock Down

Our Agency is normally secured during our non-service hours; however, circumstances may present themselves which necessitate the Health Officer or Administrative Services Director to designate the building “locked down” until further notice. The Agency’s text alerting system will be used to notify employees as soon as practical. Employees are expected to text “1” back to the agency to confirm message was received. The Emergency Call Down list will be used in the event of a failure in the texting system. In the event that staff are already in route to work, or did not receive their text or call, they may find that one of the above lock down conditions exists. The Health Officer, Administrative Services Director, (their designee or Public Safety) should already be present and will direct the staff accordingly. It is important that staff maintain their Agency identification badge with them at all times so that they may be positively identified by whoever may be monitoring the entrance. If admitted to the building staff will be directed to a conference room where a briefing will take place to advise them of the situation

G. DISASTER INITIAL RESPONSE PLAN

The Agency is part of the National Disaster Framework, as such, we may be called up to support a local jurisdiction emergency, natural disaster, outbreak, or other. All employees

are requested to maintain personal preparedness in order to mobilize agency resource as soon as possible. The following steps are followed in the event of an Agency emergency response request:

Notification

- Employees will receive notification of situation from; Agency text message, Agency email, MiHAN alert, Phone; or other
- Advise your family members of situation and make any arrangements necessary to cover the time you may be absent from your home
- Report to the stated location for assignment to your designated location

Assignment

- Report to the Incident Commander or their designee to sign in for duty
- Receive assignment and Job Action Guidelines for that assignment
- Receive the appropriate Identification badge, vest, or other such to designate your duty or position
- Read and understand the guidelines; ask any questions prior to reporting to your station
- Upon arrival at your station identify yourself to your supervisor; any further questions regarding your assignment may be answered at this time; be sure to understand the chain of command structure related to your assignment
- Upon reporting to your station, inventory and assess the condition of any equipment you will be responsible for operating, maintaining, or using during the incident. If you require further equipment or items that are missing from inventory, report this immediately to your supervisor for re-stocking or re-supply.
- Assignment of duty may be in an area of job responsibility outside of your normal daily duties. If you feel the duty is beyond your abilities, notify your supervisor for additional training or reassignment.

H. OFFICE CLOSURE PROCEDURE

In the event of circumstances, such as mechanical failures or loss of utilities, that may warrant closure of any Agency office(s), the Agency's text alerting system will be used to notify employees as soon as practical. Employees are expected to text "1" back to the agency to confirm message was received. The Emergency Call Down list will be used in the event of a failure in the texting system. Office closure is announced on the Coldwater, Hillsdale, Sturgis, and/or Three Rivers local radio. Employees assigned to that office will be notified if they are to be temporarily reassigned to another Agency office location. All other agency offices shall be notified of the situation and will continue normal operations.

I. ROBBERY POLICY

When a robbery threat is evident, remain calm and do the following:

1. Follow the instructions of the robber and do not try to intervene.
2. Give them whatever they demand.
3. Stay calm, and listen carefully and try to remember everything about the individual for future use.
4. Call 9-1-1 as soon as possible.

J. TORNADO EMERGENCY PLAN

In the event of a **Tornado Watch** the weather radio or local radio station will be monitored and regular operations will be maintained until a warning is issued.

In the event of a **Tornado Warning** the entire staff will evacuate to the inner corridor or the restrooms Of the lowest level, avoiding the West and South walls.

- Close office windows and doors.
- Stay away from areas with windows and glass doors to avoid flying glass.
- Stay away from corners of rooms and small spaces to avoid debris.
- All persons will remain there until the warning is over.
- Visitors with disabilities will be assisted by Agency staff or family member/caregiver. An employee working with a visitor at the time of the warning is responsible for the visitor's evacuation to the shelter area. Visitors in the lobby should be assisted and accounted for by the clinic administrative staff. Visitors can not be forced to remain at the Agency's office, but they should be advised of the risk if they leave the facility.

The Clinic Administrative Assistant or EH Administrative Assistant will collect the sign-in/sign-out log and bring it to the evacuation location where employees will be accounted for. The sign-in/sign-out sheet will be evaluated to determine which staff are out working in the field.

Staff working in the field will be notified by the Agency's text alerting system as soon as practical. Employees are expected to text "1" back to the agency to confirm message was received or text "2" if they need assistance. The Emergency Call Down list will be used in the event of a failure in the texting system. Field staff are encouraged to seek shelter in a nearby home or building. If no structure is available, find the lowest lying area to seek cover.

****A Tornado drill will be held once a year on a randomly selected day and time****

K. UTILITY SHUT OFF PROCEDURES

Any employee who is notified that any area utility is going to shut down their services, at any time of the Agency's work day, must contact the Administrative Services Director . Information on the utility service, caller, and contact phone number should be obtained for the Administrative Services Director to contact. In the absence of the Administrative Services Director, contact the Health Officer. We do not want services interrupted during

business hours unless it is an emergency or the utility company cannot fix the problem after Agency hours.

L. BURGLARY OR VANDALISM TO THE AGENCY

It is possible that an early arriving employee shall discover that a window is broken, door ajar, or other condition which may mean that building has been entered or is unsecured. This staff member shall report this immediately to 9-1-1 for action by Public Safety officials. Under no circumstances should a staff member or client be allowed to enter the building until it is cleared and secured by Public Safety officials.

If this condition is found after entering the building the staff member should immediately exit the building and call 9-1-1. The staff member should then notify the Health Officer or Administrative Services Director. Until the building has been cleared by Public Safety no staff or client should be allowed to enter.

SECTION 10: INFORMATION TECHNOLOGY POLICIES

A. COMPUTER USAGE & INTERNET POLICY

1. PURPOSE: To ensure that the use of email and internet activities do not negatively impact the confidentiality, availability, integrity, and reputation of Branch-Hillsdale-St. Joseph Community Health Agency (BHSJ) and their assets and to ensure compliance with applicable federal and state laws. Any wired or wireless connecting to BHSJ network falls under this policy.

2. PHILOSOPHY: An authorized user's access to the Internet and/or email services for limited personal use is a privilege that, if not properly monitored and controlled, could result in harm to the organization or violations of certain federal and state laws. The primary use of these services is for business and clinical purposes and thus need be appropriately protected.

3. APPLICABILITY: This standard applies to all BHSJ Covered Entities.

4. DEFINITIONS:

4.1. *Protected Health Information (PHI):* Health information, including demographic information collected from an individual and created or received by a health provider, health plan, employer or health care clearinghouse that relates to the past, present, or future physical or mental health or condition of any individual; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual that identifies an individual or there is a reasonable basis to believe the information can be used to identify the individual and that is transmitted or maintained by electronic media or any other form or medium. PHI does not include individually identifiable health information in education records covered and protected by the Family Educational Right and Privacy Act and employment records held by a covered entity in its role as an employer.

4.2. *Sensitive Information or Data*: Data that should be kept confidential. Access to these data shall require authorization and legitimate need-to-know. It includes Protected Health Information, financial information, personnel data, trade secrets, and any information that is deemed confidential or that would negatively affect BHSJ if inappropriately handled.

5. POLICIES:

5.1. All email messages, documents, correspondence, and data obtained through BHSJ or BHSJ network resources are considered BHSJ property.

5.2. Users shall have no expectation of privacy on BHSJ computers, in email or internet use.

5.3. BHSJ may monitor messages and internet use without prior notice.

5.4. Users are responsible for reporting any suspected or confirmed violations of this policy to their supervisor or either the BHSJ IT staff.

5.5. Users shall not misuse their Internet privileges, i.e., spending excessive time on the Internet for non-work-related business or accessing inappropriate sites.

5.6. Users need to refrain from streaming music or radio due to excessive bandwidth on business or personal devices, connected wired or wireless. Refrain from use of sounds and visuals which might be disruptive to others.

5.7. Users shall delete chain and junk email messages without forwarding or replying to them. Electronic chain letters and other forms of non-business related mass mailings are prohibited.

5.8. Personnel shall not use BHSJ resources to view, record, or transmit materials which violate BHSJ policies. Inappropriate messages, pictures, and/or other visual images/materials include, but are not limited to:

5.8.1. **Fraudulent messages** - Messages sent under an anonymous or assumed name with the intent to obscure the origin of the message.

5.8.2. **Harassment messages** - Messages that harass an individual or group for any reason, including race, sex, religious beliefs, national origin, physical attributes, or sexual preference.

5.8.3. **Obscene messages** - Messages that contain obscene or inflammatory remarks.

5.8.4. **Pornographic materials** - This includes, but is not limited to pictures, audio/video files, literature, or newsgroups.

5.9. Users shall not engage in spamming activities. Electronic chain letters and other forms of non-business-related mass mailings are prohibited.

5.10. Users shall not photograph, post, or transmit patient images or information, electronically or otherwise, unless doing so is in accordance with an approved use or disclosure, and approved methods for doing so are utilized.

5.11. Users shall not share sensitive, restricted, or protected health information (PHI) to any cloud provider that has not been approved by the Information Technology Manager (including but not limited to Google Apps, DropBox.com, GoogleDocs, iCloud, etc.).

5.12. Personal email accounts shall not be used for official BHSJ business.

5.13. BHSJ reserves the right to block access to non-business-related material.

5.14. Email transmission of PHI, if necessary, shall be conducted with the highest level of security applied and only in situations where the email is necessary for the treatment of the patient, payment, and health care operations.

5.14.1. For users of the BHSJ email system only: To send email transmissions over the Internet (outside the BHSJ networks), PHI and other sensitive information shall be encrypted. Email shall not be transmitted over the Internet from any other email system unless/until an encryption method is approved for that email system.

5.15. Users shall comply with all laws related to copyright, intellectual, and personal property.

5.16. Users shall check their email regularly and delete unneeded email.

5.17. Users shall not knowingly download executable files from the Internet without approval from the IT staff.

5.18. Users shall not knowingly enable anyone to gain unauthorized access or control of any device, application, or system to the data networks

5.19. For the BHSJ network, the use of any software or service that hides the identity of the user or the location of the user while using the Internet is prohibited (including but not limited to proxy bypass or anonymization networks such as Tor).

5.20. Users shall not utilize BHSJ passwords on any non-corporate systems (i.e., banking, personal email, etc.).

5.21. Users shall not circumvent BHSJ technical security controls.

5.22. Users shall not transfer restricted or sensitive information to an unencrypted or unapproved device. Any removable storage media assigned by the Agency to individuals,

is the property of the Branch-Hillsdale-St. Joseph Community Health Agency. Removable storage media belonging to the Agency should never be used with other devices or equipment that is not owned by the Agency. Likewise, any removable storage media not belonging to the Agency should not be used with devices or equipment that are owned by the agency.

5.22.1. Users shall notify IT staff immediately in the event of a removable storage media device is lost or stolen, or if the computer is damaged.

5.23. Users shall log off application, workstations, laptops, and devices after use.

5.24. Users shall not store restricted or sensitive information on non-BHSJ equipment such as personally-owned devices unless properly authorized to do so.

5.25. Users shall not provide personal or official BHSJ information solicited by unknown individuals or suspected phishing email or websites.

5.26. Users shall follow the same security policies at any alternate workplaces as those required on the BHSJ networks.

6. **CONTACTS:** For questions regarding the requirements, implementation, and enforcement of this standard, contact the Information Technology Staff.

7. **ENFORCEMENT:** Any user found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or assignment, depending on the severity of the infraction. In addition, BHSJ may report the matter to civil and criminal authorities as may be required by law.

B. SOCIAL MEDIA POLICY

This policy covers the use of social media and social networks in the workplace by employees, and by employees outside the workplace. This Policy works in conjunction with, and does not in any way substitute or replace, the Agency's Internet, Electronic Communications, Technology, Harassment and Discrimination Policies.

"Social Media" covers all web-based applications that permit the sharing and collaboration of information via internet communities, social-networking sites, video-sharing sites, wikis, blogs and micro-blogs and others. The Agency has drafted the following policies and procedures to help employees understand the unique issues raised by this evolving communication tool.

- 1) The Agency is committed to providing an environment that encourages the use of computers and electronic information as essential tools to support the Agency's business. The Agency provides a computer system, with internet access, to its employees to enable them to communicate with each other and with the Agency's suppliers and customers in an efficient and cost-effective manner. The electronic

communications systems and equipment that is the subject of this policy is owned or leased by the Agency and is provided to employees for their use in connection with their work. It is the responsibility of each employee to ensure that this technology, including the access of social media websites, is used in accordance with these policies.

- 2) This policy covers employees who participate in personal social media or other internet activities; it applies regardless of whether the conduct occurs during working or non-working time, and regardless of whether Agency equipment is used.
- 3) Employees should primarily use the Agency's electronic communications systems and equipment for business-related purposes. While occasional personal use of social media websites is permitted, while the employee is on lunch or breaks, such use should be limited to times when the employee is not required to be performing any duties for the Agency, when the use will not conflict with the use of the systems or equipment by any employee who desires to use it for business purposes, and may not in any event be used in a manner contrary to any of the provisions of this Social Media Policy or any other policies that cover electronic communications or workplace technology.
- 4) Employees may not use social media in a manner that compromises the confidentiality of the Agency's confidential or proprietary information, trade secrets or other sensitive information, including PHI.
- 5) Employees may not use social media in connection with or to support any business ventures, other than those of the Agency, during Agency work hours and/or with Agency equipment.
- 6) Employees must refrain from any online activities that could reasonably place the Agency in a negative light or negatively impact its reputation during Agency work hours and/or with Agency equipment.
- 7) Employees may not use or incorporate the Agency's name, logo, imagery, or derivatives thereof in their e-mail addresses, screen names, home pages, screen imagery or otherwise, absent the prior written approval of management.
- 8) If an Agency employee administers a social media profile that relates to an Agency department, the Agency owns that social media profile. The employee must provide the login and password information to the Administrative Services Director and the IT department.
- 9) Offensive, demeaning or disruptive messages are prohibited. This includes, but is not limited to, messages that are inconsistent with the Agency's policy concerning equal employment opportunity and its policy prohibiting sexual and other unlawful harassment. Under no circumstances may the Agency's systems or equipment be used to transmit foul, indecent, scandalous or improper information, via social media or otherwise. Moreover, the use of the Agency's electronic communications systems and equipment in support of political, religious or other controversial causes is an

inappropriate use of the system. Additionally, offensive racial or sexual comments are expressly prohibited.

- 10) Employees should assume that regardless of any privacy settings on various social media platforms, social media is not private. Information becomes public the moment it is published on the internet. Employees should assume that co-workers and members of the Agency's management will see anything and everything posted online, and should act accordingly.
- 11) Employees should not expect that anything that is sent or received using the Agency's electronic communication systems and equipment is the employee's private property. Employees should not have any expectation of privacy with respect to those communications, whether communicated via social media sites or otherwise. The Agency may, from time-to-time, as it sees fit, monitor, review, intercept or gain access to communications employees initiate or receive on the Agency's electronic communications systems and equipment. Employees' use of the Agency's systems will constitute consent to such monitoring, reviewing, interception or access. The Agency may, but has no requirement to, provide notice, either before or after any review of communications.
- 12) Periodically, the Agency may obtain photographs, videos or other likenesses of its employees at Agency-related events, such as outings, holiday parties, and charitable events. If an employee does not want his or her photograph, video or other likeness recorded at such an event posted on the Agency's website, or any social networking site, the employee must inform the Administrative Services Department in writing.
- 13) Employees should refrain from making social media postings that could be considered as creating a hostile work environment, as harassing, or otherwise inappropriate or harmful to the agency. Concerns about job performance or other potential complaints against co-workers or supervisors must be handled through the appropriate channels and remain consistent with the Agency's policies.
- 14) As with all of its policies, the interpretation of the Social Media Policy is within the sole discretion of management and the Agency reserves the right to alter, amend, modify, revoke, suspend or terminate all or any part of this Social Media Policy, at any time, in its sole discretion, with notice to all employees via their Division Directors. Moreover, this policy in no way affects or alters an employee's at-will employment status.
- 15) If, at any time, an employee is uncertain about how to apply these policies and procedures or has any question about his or her participation in social media activities, the employee should contact the Administrative Services Director. Each employee bears his or her own personal responsibility to follow this policy and use good judgment with his or her social media activities. If an employee has any doubt whether online activities violate this policy, he or she should ask their Division Director before engaging in the conduct.

- 16) Employees have an affirmative duty to report to a supervisor, or director, any conduct that violates this Social Media Policy. In such circumstances, an employee should follow the same reporting procedures set forth in the Agency's harassment policy.
- 17) Any employee who violates this Social Media Policy shall be subject to discipline, as set forth in the agency's discipline policies..

SECTION 11: INFORMATION REQUESTS-HIPAA-CONFIDENTIALITY

A. FREEDOM OF INFORMATION REQUEST PROCEDURE

Any employee or department who receives a letter requesting information on medical records or environmental issues, must forward this request on to the Administrative Services Director who in turns okays the information to be given out or denied to that particular client. A copy is given back to the employee and one copy kept in central file for future referencing.

B. MEDICAL RELEASE PROCEDURE

Any questions regarding who a Medical Release form goes to, should always be directed to the Administrative Services Director. He/she will then send it on to have copies made and sent to the proper place and a copy of the release form will be made and put in to the clients file for future reference.

C. SUBPOENA PROCEDURE

Any subpoena sent to any employee of the Agency must be presented to the Administrative Services Director so that he/she may go over the document and make sure that all rules are followed in complying with the subpoena. It will be in turn given back to the employee and a copy kept in central file for future referencing.

D. CONFIDENTIALITY / SANCTION POLICY

Purpose

HIPAA has required the BHSJCHA to create privacy and security policies in order to fulfill our duty to preserve the confidentiality and integrity of client Protected Health Information (PHI). This policy applies to all Branch-Hillsdale-St. Joseph Community Health Agency (BHSJCHA) employees (regular or temporary), contractors, volunteers, students or other observers, and any others who have access to the BHSJCHA's Protected Health Information.

The purpose of this Confidentiality/Sanction policy is to ensure that employees have the necessary client health information to provide the highest quality care possible while protecting the confidentiality of that information to the highest degree, so that clients do not fear to provide information to our agency.

The BHSJCHA will not tolerate violations of these policies and standards, and such violations may constitute grounds for disciplinary action up to and including termination, professional discipline, and criminal prosecution.

Assumptions

Information will be collected from clients only for the purposes of providing services and for supporting the delivery, payment, integrity, and quality of those services.

Employees will use their best efforts to ensure the accuracy, timeliness, and completeness of data collected from clients. Entries in records will not be altered or destroyed, only amended.

Employees will treat all written, electronic, and verbal information about clients including financial, demographic, and lifestyle information as sensitive and confidential. Employees will recognize that some medical information is particularly sensitive, such as HIV/AIDS, mental health, developmental disability, alcohol and drug abuse, sexually transmitted disease, and communicable disease information. Disclosure of such information could severely harm clients, by causing loss of employment opportunities and insurance coverage, as well as the pain of social stigma. BHSJCHA employees will treat such information with additional confidentiality protections.

Security

Employees will make every effort to maintain confidentiality of written and electronic records by ensuring that only authorized staff will have access to this information during the workday. Protected Health Information will not be left unattended in areas where visitors or other clients may see it. Charts will be placed face down on counter areas and facing the wall in bins so names are not visible, and computer screens will be turned so clients cannot see them. Schedules should not be located where clients or unauthorized persons may view them. Sign in sheets can be used, but should contain names only. All confidential records will be stored in locked areas when unattended. Records will be destroyed by shredding, in accordance with BHSJCHA record retention rules. Any confidential information that is not a part of a permanent record (and is no longer needed) will be shredded, not thrown away in the regular trash.

Precautions will also be taken with electronic devices like computers, laptops, tablets, smart phones and flash drives. Devices will be password protected and locked when not in use, and security measures in place to protect from unauthorized viewing and theft.

If records are taken off site (with Supervisor or Director permission), special care must be taken to know the whereabouts of the records at all times. Staff must take precautions to prevent the access and viewing of these records by unauthorized persons. Paper records should be stored in a locked case or box for privacy and transported in the trunk of a vehicle if possible. Computers being taken off the premises for work should be off or locked when not in actual use. If computers are traveling in a vehicle, ideally, they should also be transported in the trunk. Both paper records in the locked case and computers

must be removed from the car and taken with the employee when the employee leaves the car. A computer or paper records that are taken home (with Supervisor or Director permission) need to be kept in a locked home and not left in a vehicle overnight.

Privacy

Every effort should be made to ensure that confidential conversations remain private. Employees must use their best judgment to reduce the risk of unauthorized disclosures by closing doors or reception windows when on the phone or talking to a client, lowering voices, and meeting with clients in clinic rooms rather than in the halls or in waiting rooms.

Employees must also remember that the fact that a client chooses to obtain BHSJCHA services is in itself confidential information. We see many clients out in public during working hours and in our off-work hours. Employees should not acknowledge verbally in public awareness that a client may obtain services at the BHSJCHA. A client has the right to announce that they come to the BHSJCHA for services if they choose. We do not have a right to discuss their visit to the BHSJCHA without their permission.

Minimum Necessary

The BHSJCHA will make all reasonable efforts not to use or disclose more than the minimum amount of Protected Health Information necessary to accomplish the intended purpose. See the Minimum Necessary Policy for further information.

Receiving Confidential Information

Incoming mail is sorted daily and distributed. To protect privacy, confidential information that is received will be placed in envelopes or stapled closed prior to placing in the individual mailboxes.

Incoming confidential faxes will be received and stored in a secure area where clients have no access. They will be separated for delivery to individuals so confidentiality is maintained.

Incoming confidential information delivered by courier services must be distributed to the appropriate staff in an envelope to protect privacy, and stored in a secure area until it is reviewed.

Uses and Disclosures of Protected Health Information

The HIPAA Privacy Act allows the BHSJCHA to use and disclose Protected Health Information for purposes of treatment, payment and health care operations without authorization. Even without specific client consent, we are required to limit such uses or disclosures to the minimal amount of PHI that is reasonably required to provide these services.

Disclosures also permitted without client authorization include the following:

- Those required by law or for law enforcement purposes
- For public health activities, including communicable disease follow-up
- For reporting regarding victims of abuse, neglect, or domestic violence
- For health oversight activities

Clients must give authorization to disclose their Protected Health Information for specific purposes, which are generally other than treatment, payment or health care operations, or to disclose their confidential information to a third party specified by a client. Client authorization is also required to disclose psychotherapy notes to another entity.

Psychotherapy notes are those notes of a health professional used to analyze contents of a conversation during private, joint, or group counseling session. Psychotherapy notes do not include any information that is kept in a patient medical record. For further clarification of psychotherapy notes please consult [HHS.gov HIPAA for professionals special topics](#) .

Disclosure of PHI is on a “need to know” basis, in that only the information that is necessary to accomplish the purpose is disclosed. Documentation of what PHI is disclosed, as well as when and to whom it is disclosed is recorded in the client’s medical record.

Further detail about the uses and disclosures of Protected Health Information can be found in the HIPAA Manual where specific policies are located including Release of Information, E-mail, Fax, and Texting. All BHSJCHA employees are required to be familiar with these policies. Any questions about the uses and disclosures of Protected Health Information should be directed to a Supervisor or Director.

Sanctions

Any employee of the BHSJCHA, who believes another employee has breached the facility’s security or privacy policies, or otherwise breached the integrity or confidentiality of client or other sensitive information, should immediately report such a breach to a Supervisor or Director.

The Health Officer and Directors will convene a committee to conduct a thorough and confidential investigation into the allegations. The BHSJCHA will not retaliate against or permit reprisals against a complainant. Allegations not made in good faith, however, may result in discharge or other discipline.

Disciplinary action will follow the policy outlined in the BHSJCHA Personnel Policies. The degree of discipline is a discretionary decision which management will make based on the nature of the offense, the employee’s history, and other facts and circumstances deemed relevant. Disciplinary actions may include:

- Verbal warning
- Written warning

- Suspension
- Termination of employment

The BHSJCHA will follow the guidelines in the Personnel Policy manual to determine if a breach has occurred, the severity of a breach and the resulting sanctions recommended for the person involved in a breach.

Violation of the facility's security or privacy policies and standards may constitute a criminal offense under HIPAA, other federal laws such as the Federal Computer Fraud and Abuse Act of 1986, 18 U.S.C.1030, or state laws. Any employee who violates, or is reasonably suspected of having violated, such a law may expect that the BHSJCHA will provide information concerning the violation to appropriate law enforcement personnel and will cooperate with any law enforcement investigation or prosecution.

Further, violations of the BHSJCHA security or privacy policies and standards may constitute violations of professional ethics and be grounds for professional discipline. Any individual subject to professional ethics guidelines and/or professional discipline should expect the BHSJCHA to report such violations to appropriate licensure/accreditation agencies and to cooperate with any professional investigation or disciplinary proceedings.

All employees (regular or temporary), contractors, volunteers, students, or other observers with the BHSJCHA must follow this policy and are required to sign a Confidentiality Statement. Violation of this policy is grounds for disciplinary action, up to and including termination of employment. According to HIPAA rules, a person who knowingly obtains, misuses, or discloses Protected Health Information may incur criminal penalties that include a fine of not more than \$50,000 and/or imprisonment of not more than 1 year. If the offense is "under false pretenses," a person may incur a fine of not more than \$100,000 and/or imprisonment of not more than 5 years. If the offense is with intent to sell, transfer, or use Protected Health Information for commercial advantage, personal gain, or malicious harm, a fine of not more than \$250,000 and/or imprisonment of not more than 10 years may occur.

This Confidentiality/Sanction Policy is intended as a guide for the efficient and professional performance of employees' duties to protect the integrity and confidentiality of Protected Health Information. All employees, contractors, volunteers, students, and other observers with the BHSJCHA are expected to comply and cooperate with the facility's administration of this policy.

SECTION 12: SUBSTANCE ABUSE POLICY

The Branch-Hillsdale-St. Joseph Community Health Agency (the Employer) takes seriously the problem of drug and alcohol abuse. We are committed to provide a substance abuse free work place for our patients, clients, and employees. This policy applies to all employees of the Agency, without exception, including part-time, temporary, and on call employees, and volunteers.

POLICY:

1. No employee is allowed to consume any alcoholic beverage or unauthorized drugs while performing his/her job duties for this Agency.
2. No employee may possess, sell or give to another any alcohol, or drug, whether authorized or unauthorized, during assigned work time or while performing any services for the employer. This section shall not apply to employees who are authorized by law or job description to prescribe or dispense medication.
3. An employee may consume or possess authorized medications in the manner prescribed by the employee's physician or directed by the manufacturer.
5. The Employer will not tolerate employees who report for duty while impaired or under the influence of alcoholic beverages or unauthorized drugs.
6. All employees should report evidence of alcohol or drug abuse to a supervisor or a personnel representative immediately. In cases where the use of alcohol or drugs pose an imminent threat to the safety of persons or property, an employee must report the violation. Failure to do so could result in disciplinary action for the non-reporting employee.

DEFINITIONS:

1. Unauthorized Drug- Any drug that cannot be obtained legally or has been illegally obtained, including prescription drugs obtained without a prescription, prescribed or over the counter drugs used other than as properly instructed and drugs sold or represented as being illegal. This definition includes, but is not limited to Amphetamines, Marijuana or Cannabinoids, Cocaine, Opiates, Phencyclidine, or any of their derivatives or metabolites.
2. Authorized Drug – Prescribed drugs that are used as prescribed by a medical professional or over the counter drugs used as intended by the manufacturer.
1. Under the Influence – For the purpose of this Policy, that the employee is either visibly affected by alcohol or an unauthorized drug, or a testing device or medical test or examination demonstrates any detectable amount of an unauthorized drug, alcohol or a metabolite of either, in the employee's blood, breath, urine or body.

VIOLATION OF THE POLICY:

1. Employees who violate the Substance Abuse Policy will be subject to disciplinary action, including termination.
2. After a positive drug test, or upon reasonable suspicion that an employee has violated this policy, a pre-disciplinary hearing will be scheduled, in accordance with the Employer's Personnel Policies.

3. Any employee who suffers from drug or alcohol abuse may request employer assistance, before the occurrence of any misconduct or the commencement of disciplinary action. The employee may be eligible for referral to the Employee Assistance Program (EAP) or for a medical leave of absence. Employees with a problem are encouraged to contact the Human Resources Representative for details. Such requests are considered confidential. An employee referred to the EAP is not relieved from job expectation requirements.

DRUG TESTING:

As a part of our policy to ensure a substance abuse free workplace, employees may be asked to submit to a medical examination and/or tested for the presence of alcohol and/or drugs. The Employer reserves the right, at the employer's discretion, to examine and test for drugs and alcohol. Some such situations where testing may be requested may include, but not be limited, to the following circumstances.

1. All employees who are offered employment;
2. Where there are reasonable grounds for believing an employee is under the influence of alcohol or drugs;
3. As part of an investigation of any accident in the workplace in which there are reasonable grounds to suspect alcohol and/or drugs contributed to the accident;
4. As a follow-up to a rehabilitation program;
5. As necessary for the safety of employees, patients, clients or the public at large, where allowed by statute;
6. When an employee returns to duty after an absence other than from accrued time off such as vacation or sick leave.

It is a condition of your continued employment that you comply with this Substance Abuse Policy.