

AGENDA

BAY ARENAC BEHAVIORAL HEALTH

BOARD OF DIRECTORS

PERSONNEL & COMPENSATION COMMITTEE MEETING

Tuesday, April 23, 2024 at 5:00 pm

William B. Cammin Clinic, Bay Room, 1010 N. Madison Avenue, Bay City, MI 48708

Committee Members:	Present	Excused	Absent	Committee Members:	Present	Excused	Absent	Others Present:
Jerome Crete	_____	_____	_____	Robert Pawlak	_____	_____	_____	BABH: Jennifer Lasceski, Chris Pinter, and Sara McRae
Kathy Niemiec	_____	_____	_____	Marie (Toni) Reese	_____	_____	_____	
				Richard Byrne, Ex Off	_____	_____	_____	Legend: M-Motion; S-Support; MA-Motion Adopted; AB-Abstained

	Agenda Item	Discussion	Motion/Action
1.	Call To Order & Roll Call		
2.	Public Input (Maximum of 3 Minutes)		
3.	Personnel Change & Vacancy Reports 3.1) January 2024 – March 2024		3.1) No action necessary
4.	Benefits 4.1) Fiscal Year 2024 Compensation Proposal 4.2) Employee Handbook Proposed Revisions 4.3) Earned Time Out (ETO) Buyout Update		4.1) No action necessary 4.2) Consideration of a motion to refer the proposed revisions to the Employee Handbook to the full Board for approval 4.3) No action necessary
5.	Unfinished Business 5.1) None		

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6.	New Business 6.1) Dashboard Review 6.2) Proposed Fair Labor Standards Act (FLSA) Changes 6.3) Chief Executive Officer Evaluation 2024		6.1) No action necessary 6.2) No action necessary 6.3) No action necessary
7.	Adjournment	M –	S – pm MA

**Bay-Arenac Behavioral Health
Personnel Change and Vacancy Report**

January 2024

New Hires

Name	Title	Program	Start Date	New Position (N) Replacement (R)
Lisa Husarick	Certified Peer Support Specialist – ACT	Primary Care	01/10/2024	R
Alyssa Mettinger	Access/Emergency Services Specialist (2P-midnight)	Primary Care	01/29/2024	R

Transfers/Reclassification

Name	Position Previous/New	Program Prior/New	Effective Date
Cali Elghoul	From: Residential Technician – Full-time 1 st Shift To: Residential Technician – Part-time 1 st Shift	Both positions within Primary Care	01/15/2024
Amy Folsom	From: Clinic Practice Manager To: Clinical Services Practice Manager – Psychiatric Clinic and Outpatient Therapy Services	Both positions within Primary Care	01/15/2024

Departures

Name	Title	Program	Hire Date	Departure Date
Stephanie Lompfrey	Certified Peer Support Specialist – ACT	Primary Care	07/28/2014	01/02/2024
Ashley Andress	Residential Technician – Full-time 2 nd Shift	Specialty Care	12/01/2016	01/16/2024
Bianca Parks	Residential Support Associate – Lead Staff	Specialty Care	11/29/2016	01/17/2024

Posted Vacancies

Position	Program	Posting Date	New Position (N) Replacement (R) On Hold (H)
Psychologist (on-hold)	Psych Services	February 2023	H
Clinical Specialist – Outpatient Therapist (1)	Primary Care	February 2023	N
Access/Emergency Services Specialist (9P - 7A)	Primary Care	May 2023	R
Home-based Clinical Specialist	Primary Care	May 2023	R
Psychiatrist	Psychiatric Services	June 2023	R
Direct Support Professional – Full-time (3)	Specialty Care	July 2023	R
Residential Technician – Full-time 2 nd (3), Full-time 3 rd (1)	Specialty Care	August 2023	R
Client Services Specialist – Adult MI (2)	Primary Care	August 2023	R
Certified Peer Support Specialist - MRT	Primary Care	October 2023	R
Finance Manager	Finance	October 2023	R
Mental Health Nurse – ACT	Primary Care	October 2023	R
Clinical Assessment Specialist – EAS (2)	Primary Care	November 2023	N
Clinical Team Leader – MRT/EAS 3PM – 11PM	Primary Care	November 2023	R
Intensive Case Manager – Adult MI (2)	Primary Care	November 2023	R
Infant Mental Health Consultant (grant funded)	Primary Care	December 2023	N

01/01/2024

**Bay-Arenac Behavioral Health
Personnel Change and Vacancy Report**

February 2024

New Hires

Name	Title	Program	Start Date	New Position (N) Replacement (R)
Richard Baum	Janitorial – Temporary, North Bay	Specialty Care	02/01/2024	N
April McKeoun	Janitorial – Temporary, North Bay	Specialty Care	02/01/2024	N
Jeremy Marr	Direct Support Professional	Specialty Care	02/15/2024	R
Tiffany Posey	Direct Support Professional	Specialty Care	02/15/2024	R
Alexandria Karas	Clinical Assessment Specialist – EAS	Primary Care	02/20/2024	N
Michele Perry	Finance Manager	Finance	02/21/2024	R

Transfers/Reclassification

Name	Position Previous/New	Program Prior/New	Effective Date
Shalynda Rutherford	From: Intensive Case Management To: Clinical Specialist – Outpatient Therapist	Both positions within Primary Care	02/05/2024
Sarah Mulvaney	From: Intensive Case Management To: Clinical Specialist/Therapist - ACT	Both positions within Primary Care	02/12/2024

Departures

Name	Title	Program	Hire Date	Departure Date
Malinda LaFramboise	Client Services Specialist – Adult MI	Primary Care	02/15/2021	01/18/2024

Posted Vacancies

Position	Program	Posting Date	New Position (N) Replacement (R) On Hold (H)
Psychologist (on-hold)	Psych Services	February 2023	H
Clinical Specialist or CSS – Crisis Stab/Mobile Response (4P – 12A)	Primary Care	February 2023	N
Clinical Specialist – Outpatient Therapist (1)	Primary Care	February 2023	N
Access/Emergency Services Specialist (9P - 7A)	Primary Care	May 2023	R
Home-based Clinical Specialist	Primary Care	May 2023	R
Psychiatrist	Psychiatric Services	June 2023	R
Direct Support Professional – Full-time (1)	Specialty Care	July 2023	R
Residential Technician – Full-time 2 nd (4), Full-time 3 rd (1)	Specialty Care	August 2023	R
Client Services Specialist – Adult MI (2)	Primary Care	August 2023	R
Certified Peer Support Specialist – MRT (on-hold)	Primary Care	October 2023	H
Mental Health Nurse – ACT	Primary Care	October 2023	R
Clinical Assessment Specialist – EAS (1)	Primary Care	November 2023	N
Clinical Team Leader – MRT/EAS 3PM – 11PM	Primary Care	November 2023	R
Intensive Case Manager – Adult MI (2)	Primary Care	November 2023	R
Infant Mental Health Consultant (grant funded)	Primary Care	December 2023	N
Medical Records Associate	Business Intelligence	January 2024	R
Assistant Residential Supervisor (3PM – 11PM)	Specialty Care	February 2024	N

**Bay-Arenac Behavioral Health
Personnel Change and Vacancy Report**

March 2024

New Hires

Name	Title	Program	Start Date	New Position (N) Replacement (R)
Jei'Da Vark	Residential Technician – Full-time 2 nd Shift	Specialty Care	03/04/2024 – GHC Training 03/08/24 – Horizon Home	R
Sarah Goretski	Residential Technician – Full-time 3 rd Shift	Specialty Care	03/06/2024 – GHC Training 03/22/2024 – Horizon Home	R
Michelle Caddick	Client Services Specialist – Adult MI	Primary Care	3/11/2024	R
Princess Hardy	Client Services Specialist – Adult MI	Primary Care	3/11/2024	R
Tiffany Nestorak	Intensive Case Manager – Adult MI	Primary Care	3/18/2024	R
Valery Bonnee	Direct Support Professional	Specialty Care	03/18/2024 - GHC Training 03/25/2024 – North Bay	R
Postell Worthington	Residential Technician – Full-time 2 nd Shift	Specialty Care	03/19/2024	R

Transfers/Reclassification

Name	Position Previous/New	Program Prior/New	Effective Date
Nicholas Berkobien	From: Client Services Specialist – Arenac Center To: Emergency & Access Services Specialist – Casual	From: Arenac Center To: Primary Care	03/25/2024

Departures

Name	Title	Program	Hire Date	Departure Date
Asha Calahan	Residential Technician – Part-time 2 nd Shift	Specialty Care	11/13/2023	02/27/2024

Posted Vacancies

Position	Program	Posting Date	New Position (N) Replacement (R) On Hold (H)
Psychologist (on-hold)	Psych Services	February 2023	H
Certified Peer Support Specialist – MRT (on-hold)	Primary Care	October 2023	H
Clinical Specialist – Outpatient Therapist (1)	Primary Care	February 2023	N
Clinical Specialist or CSS – Crisis Stab/Mobile Response (4P – 12A)	Primary Care	February 2023	N
Access/Emergency Services Specialist (9P - 7A, casual)	Primary Care	May 2023	R
Home-based Clinical Specialist	Primary Care	May 2023	R
Psychiatrist	Psychiatric Services	June 2023	R
Residential Technician – Full-time 2 nd (1), Full-time 3 rd (1), Part-time 2 nd (1)	Specialty Care	August 2023	R
Mental Health Nurse – ACT	Primary Care	October 2023	R
Clinical Assessment Specialist – EAS (1)	Primary Care	November 2023	N
Clinical Team Leader – MRT/EAS 3PM – 11PM	Primary Care	November 2023	R
Intensive Case Manager – Adult MI (1)	Primary Care	November 2023	R
Assistant Residential Supervisor (3PM – 11PM)	Specialty Care	February 2024	N
Self-Determination Coordinator	Primary Care	February 2024	R
Finance Assistant	Finance	February 2024	R
Client Services Specialist – Arenac	Arenac	February 2024	R
Secretary II – Arenac	Arenac	February 2024	R
Infant Mental Health Specialist	Primary Care	March 2024	R

03/01/2024

17.1 Personal Appearance/Dress Code

BABH employees are expected to present a neat, clean, and businesslike appearance while on the job at all times and adhere to good personal hygiene habits in order to promote a positive public image. All clothing and shoes should be clean and in good repair. Employees presenting to the public such as court appearances, meetings with community representatives or accrediting bodies, employment interviews, etc. are to be dressed in business professional or business casual ~~business~~ attire and reflect the atmosphere of the work being conducted. Employees working in the community to deliver services to consumers, business casual attire and jeans (free of rips, tears, fraying) are allowable. Staff working on an Alternative Remote Work schedule will be expected to abide by the Personal Appearance/Dress Code while on virtual meetings.

Style Definition: Heading 2

~~The following are not considered appropriate business attire for any BABH employee:~~

- ~~❖ Denim jeans of any color (except for designated casual days and those instances noted under exceptions below)~~
- ~~❖ Tank tops/muscle shirts/crop tops~~
- ~~❖ Sweat pants, sweat shirts, or other active wear~~
- ~~❖ T shirts with slogans/pictures~~
- ~~❖ Short skirts (higher than mid-thigh)~~
- ~~❖ Shorts~~
- ~~❖ Sheer, provocative (low cut, tight), or revealing clothing~~
- ~~❖ Excessively baggy clothing~~
- ~~❖ Flip flops or other beach shoes~~
- ~~❖ Leggings worn as pants~~

Commented [JL1]: I recommend replacing the list of what is not acceptable with the table format below.

Tennis shoes, unless medically necessary

Proposed format change:

<u>Business Professional / Business Casual Attire Chart</u>	
<u>Appropriate</u>	<u>Inappropriate</u>
<u>Pants/Skirts/Dresses</u>	
<ul style="list-style-type: none"> • <u>Dress pants, khakis, corduroys, or capris</u> • <u>Suits, dresses, skirts (mid-thigh or longer)</u> • <u>Jeans (clean and free of rips, tears, fraying; not excessively tight, revealing)</u> 	<ul style="list-style-type: none"> • <u>Sweatpants</u> • <u>Exercise apparel or activewear</u> • <u>Beachwear</u> • <u>Shorts</u> • <u>Ripped pants of any kind</u> • <u>Very short skirts (higher than mid-thigh)</u> • <u>Leggings unless paired with an appropriate length skirt or dress (see appropriate column)</u> • <u>Excessively baggy clothing</u>
<u>Shirts/Tops/Jackets</u>	
<ul style="list-style-type: none"> • <u>Polo collar knit or golf shirts</u> • <u>Button down shirts</u> • <u>Sweaters, long or short sleeve</u> • <u>Short-sleeve blouses or shirts</u> • <u>Turtlenecks</u> • <u>Blazers or sports coats</u> • <u>Jackets</u> 	<ul style="list-style-type: none"> • <u>Shirts with offensive writing or large logos</u> • <u>T-shirts or sweatshirts with slogans/pictures</u> • <u>Beachwear, tank tops</u> • <u>Exercise apparel or activewear</u> • <u>Crop tops, clothing showing midriffs, halter tops</u> • <u>Tank tops or muscle shirts</u>

	<ul style="list-style-type: none"> • <u>Sheer, provocative (low cut, tight) or revealing clothing</u>
<u>Shoes / Accessories</u>	
<ul style="list-style-type: none"> • <u>Loafers or tie shoes</u> • <u>Dress shoes, pumps (low to high heeled)</u> • <u>Dress sandals with heel strap</u> • <u>Deck shoes, dress boots</u> • <u>Casual, open back shoes (mules, sling backs)</u> • <u>Athletic or walking shoes – solid neutral color (black, brown, white, grey)</u> 	<ul style="list-style-type: none"> • <u>Flip flops or floppy sandals</u> • <u>Beach shoes</u> • <u>Slippers</u> • <u>Shoes with significant signs of wear and tear (rips, tears, fraying, or stained)</u> • <u>Baseball hats or caps</u>

Employees whose job or work assignments require uniforms, protective clothing, or equipment must wear such attire when necessary or as required.

Exceptions

In the event an employee is required to perform work that necessitates the need for durable clothing, with supervisor approval, the employee may be allowed to dress in more casual attire to fit the setting and the work being conducted. For example, staff may wear jeans and athletic shoes when they are participating in a physical or off-site work activity such as training, moving, assisting with skill building activities such as cleaning an apartment, etc. Employees are to seek supervisor approval prior to deviating from the established dress code. If the program is hosting an event for persons receiving services (such as a picnic) an alternative to business casual may be considered and, if appropriate, will be reviewed for approval through the service director. Business casual is the standard for all other occasions.

If an employee believes a certain manner of dress, personal appearance or hygiene is necessary because of religious beliefs, medical condition or an otherwise legally protected reason, the employee must notify Human Resources of this reason, in writing, before reporting to work. BABH may require appropriate proof of this belief, condition or otherwise protected reason. Employees should also refrain from using strong smelling perfumes, after-shave or deodorant. No more than a light odor should be noticeable. Strong cigarette smoke odor is not acceptable.

Employees who do not conform to the expectations contained herein will be sent home to change. Such employees will be required to use banked leave time during this absence from work. Continued violation of the dress code will result in disciplinary action.

ALCOHOL AND DRUG-FREE WORKPLACE

26.1 Policy

BABH has a legal responsibility to provide a safe work environment. Use of illegal drugs, drug dependence and drug or alcohol abuse can seriously impair an employee's work performance and general physical and mental health. To receive a federal grant or contract, BABH must ensure employees are free from drug dependence, illegal drug use or drug or alcohol abuse. This procedure has been developed to ensure an employee's fitness for duty as a condition of employment and to ensure drug tests are ordered based on a reasonable and objective cause, following an established written policy and procedure.

Illegal drugs, marijuana and alcohol in the workplace present a danger to us all. Drugs and alcohol impair safety and health, lower productivity, work quality, and undermine public confidence. BABH will not tolerate the illegal use of drugs.

Effective immediately, all BABH premises, including work sites and vehicles, are declared to be alcohol and drug-free workplaces.

No employee shall manufacture, possess, sell, distribute, dispense, use or be impaired by alcohol, marijuana or illegal prohibited drugs on BABH property, while on BABH business, while in a BABH vehicle, or during working hours, including rest and meal periods. "Illegal prohibited drugs" are those substances that are illegal to sell or possess under **State or Federal law** (which, currently would include marijuana, even if an employee is registered in the Michigan Medical Marijuana Program) and those drugs which require a prescription if the employee does not possess a valid prescription.

If the employer has reason to believe an employee may be under the influence of drugs or alcohol, the employer will request the employee to undergo drug and/or alcohol testing. Should the employee refuse to undergo testing, said employee will be presumed to have violated this policy and shall be subject to immediate discharge. Should the employee agree to testing, he/she must agree to release the test results to the employer. The employer shall arrange for the testing and shall transport the employee to the test. The employee shall be suspended without pay during the testing procedures and while awaiting the test results.

26.2 Testing And Reporting Of Convictions.

It is the policy of Bay-Arenac Behavioral Health that its designated medical authority, may require the employee to submit to breath, urine, ~~or~~ blood, or hair sample testing on the following to ensure a drug-free workplace:

- All pre-placement applicants;
- Any employee, post workplace property damage accident
- Any employee, post workplace accident resulting in injury or illness if the employee's supervisor and/or Human Resources determine there is a reasonable possibility that employee drug or alcohol use caused or could have contributed to the reported accident
- Any employee, for reasonable suspicion.

Any employee convicted of violating a criminal drug statute must inform the Chief Executive Officer of such conviction (including plead guilty and nolo contendere) within five (5) days of the conviction. Failure to so inform BABH subjects the employee to disciplinary action, up to and including termination for the first offense. By law, BABH must notify the granting agency within ten (10) days of receiving such notice from any employee or otherwise receiving notice of such a conviction.

26.3 Drug Testing Protocol

1. This protocol applies to BABH's requests for submission of either a urine, ~~or~~ blood, or a hair specimen.
2. BABH shall be solely responsible for all costs incurred in conjunction with the securing of all of the required specimen(s) and the necessary laboratory analysis and report(s).
3. BABH shall have the responsibility for initially selecting a laboratory that will properly conduct the drug test and furnish reliable results. The laboratory selected must also provide the ancillary services needed, including specimen retention of "positive" samples for at least six (6) months. The laboratory shall have the capability of timely (within forty-eight (48) to seventy-two (72) hours after specimen collection) providing hard-copy reports of specimen analysis results.
4. BABH shall make the necessary advance arrangements for approved medical collection of the urine/blood/hair sample by qualified medical personnel in an agency-approved setting in a medical office, clinic or lab. Sample collection and testing shall take place upon the employee/applicant's receipt of notice from BABH of a drug test request. The notice to the employee/applicant shall be verbal with written confirmation.
5. The medical facility's personnel credentials and procedures shall be reviewed in order to satisfy the need for a proper "chain of custody" and to minimize the risk of an adulterated sample.
6. BABH shall have the absolute right to approve or reject the selection of a laboratory to conduct the testing on urine, ~~or~~ blood, or hair specimens collected.
7. The employee/applicant shall cooperate with the arrangements and procedure necessary to assure thorough "chain of custody" documentation in order to positively link the employee/applicant's sample to the ultimate test result. Documentation shall be required to include signatures, dates and times of all persons who handle the specimen from the time the specimen(s) are collected until results are reported and what actions were taken in each step of the specimen and testing process.
8. The employee/applicant shall sign whatever form is necessary to authorize the clinic, medical facility and/or doctor's office and the laboratory to disclose the test results immediately to BABH. The employee/applicant's refusal to sign the form and/or the employee/applicant's withdrawal or rescission of previously executed authorization shall constitute a violation of the Board's Policy and is a basis for immediate termination of the employment relationship.

9. If the test results from a first test are positive, the employee/applicant may be asked to provide a list of prescription and over-the-counter medication the employee/applicant is taking at the time of testing. The purpose of requiring this list of medications shall be to identify possible causes of “false positives” due to a “cross-reactivity” with the medications that the employee/applicant is taking. A copy of the results of the drug test shall be furnished to the employee/applicant immediately upon request.
10. BABH shall treat the drug test results as highly confidential information. It shall file drug test results in the same manner in which it files other confidential medical data about employees and/or applicants.
11. BABH shall ensure the confidentiality of drug test results and shall protect against the unauthorized disclosure of test results both internally and outside of BABH. Within the agency, access to the test results shall be restricted to individuals with a “need to know the results”.
12. A “positive” result shall not be released or relied upon until a confirmatory test has verified its accuracy. Confidential hard-copy results of testing shall be provided to BABH within forty-eight (48) to seventy-two (72) hours after specimen pickup.
13. If a test is negative, BABH shall pay the employee his/her normal straight time wages for the period of the suspension. A drug awareness program for all employees on the dangers of drug abuse in the workplace is available. To assist employees in overcoming drug abuse problems, BABH may offer an Employee Assistance Program. (See the Human Resources department for additional information)

BABH supports the purpose and goals of the Act and by this procedure, announces its intention to comply with the Act and make continuing “good faith” efforts to provide a drug-free workplace. All employees are expected to cooperate and give this policy their full support.

TRAVEL

15.1 Policy

It is the policy of Bay-Arenac Behavioral Health (BABH) to reimburse employees for reasonable travel expenses incurred as a result of their official duties in accordance with the specific provisions enumerated herein.

15.2 Definitions

Remote Employee: Remote employees are those staff who perform home and community based work and have an approved ~~Virtual Office Remote Work~~ agreement on file with Human Resources. During a declared agency emergency this would be any employee when on-site presence is restricted. A ~~Virtual Office Remote Work~~ Agreement would not be required during this time.

15.3 Mileage

The Agency may reimburse mileage up to the current rate established by the Internal Revenue Service (IRS) to those employees required to use their privately-owned vehicle in conducting agency business. The rate may change from time-to-time.

1. When traveling to out-of-county activities, transportation must be shared whenever possible. Economical use of Agency funds has priority over personal convenience or preference.
2. All mileage must be shown from city-to-city outside of the county of the normal work location and will be allowed on the basis of the current state highway map of Michigan/standard travel routes/odometer readings. Reimbursement for travel in the county of the regular work location will be on the basis of point-to-point traveled. In some instances (see Standardized Travel routes) mileage will be allowed using standardized routes in the interest of saving time. Under no circumstances shall mileage exceed 120% of the standard state highway map mileage. Vicinity mileage necessary for conduct of official business is allowable and must be shown as a separate item on the voucher. Vicinity mileage may include reasonable travel to an area restaurant if meals are not provided or available at the work/lodging location. Unnecessary and/or excessive vicinity mileage will not be approved for payment.
 - a. Incidental charges that qualify for reimbursement (with receipt) are parking (receipt except for reasonable meter charges), bridge and toll-road fares and park permits when specific travel makes these expenditures necessary.
 - b. The following charges are not reimbursable: gasoline, lubrication, repairs, antifreeze, parking tickets or tickets for other vehicle infractions, towage and other similar expenditures relating to the privately-owned automobile.
3. Under no circumstances is mileage allowed between residence and normal work location. This is considered a commuting expense and non-reimbursable.
4. Allowable mileage may include work related travel that occurs at the beginning and/or end of the scheduled work day. Staff's normal work commute would be from their home to their assigned BABH work location. In the event that staff start or end the day with home visits or travel contacts apart from their normal office location, and the distance

traveled to that location is more than the employee's normal work commute, mileage may be requested for reimbursement. In this case, mileage for the standard work commute will be deducted. Only mileage in excess of the staff's normal work commute will be reimbursable at the beginning and/or end of the day. During a declared agency emergency when on-site presence is restricted this section applies to all employees who, at that time, do not have a ~~Virtual Office~~Remote Work Agreement on file with HR.

5. Employee travel is to be a usually traveled, direct route. If a person travels by an indirect route for his/her own convenience, any extra costs shall be borne by him/her and reimbursement will be based only on charges incurred by a usually traveled route.
6. Staff temporarily assigned to cover at an alternative work location will be reimbursed for miles in excess of the typical commute from home to their ~~normal~~ assigned work location.
7. In no case will employees claim or be paid for more mileage than actually traveled for work-related purposes.
8. Employee travel to and from any destination exceeding one-hundred (100) miles outside of the boundaries of the county of the ~~normal~~ assigned work location must be approved by the employee's supervisor prior to departure. Travel in excess of three hundred (300) miles from the regular work location must be approved by the Chief Executive Officer (CEO); however, all trips which have been approved by the Board through the budget process and specifically detailed in the budget need not be reviewed by the CEO.
9. It is advisable that employees who use their personal cars on Agency business purchase adequate insurance. The Agency does not assume liability for physical damage to a traveler's vehicle or for bodily injury or property damage while it is being used for Agency business.

Calculating Mileage for Remote Employees

1. For each day a remote employee is required to travel on Agency related business, mileage from an employee's residence to his or her first Agency related stop is considered a commuting expense and is not reimbursable. Once an employee has reached his or her first Agency related stop, mileage between Agency related stops is reimbursable except that mileage from an employee's last Agency related stop of the day and his or her residence is considered a commuting expense and is not reimbursable. This section does not apply to remote employees during a declared agency emergency when on-site presence is restricted. Refer to section 4.
2. Upon prior written approval by the CEO and within the sole discretion of the Agency, an exception to this provision may be made for remote employees who are required to travel to remote locations outside their day-to-day job function on Agency related business.

Other Forms of Transportation

1. Local public transportation is reimbursable; taxi fares, including tips, are reimbursable when the use of public transportation or airport shuttle service is impractical or unavailable.

2. For travel outside the State of Michigan, the most reasonable mode of transportation will be utilized based on cost, scheduling, etc. If air travel is identified as the most reasonable mode of transportation, the maximum allowance will be established coach class air rate using the most affordable and sensible departure and arrival airports. Coach class air travel shall be used when available. If first class passage is desired when coach class is available, reimbursement will be at coach class rate only.

Surface Travel in Lieu of Air Travel

1. If advanced written approval has been obtained from the CEO, an employee may use surface transportation for personal reasons even though air travel is the appropriate mode of transportation. The cost of meals and lodging, parking, mileage, tolls, and taxis incurred while in transit by surface transportation may be reimbursed. Such costs shall not exceed the cost of airfare, based on the regular coach fare available for the location of travel from a standard commercial air carrier, plus transportation costs to and from the terminals. Any additional time required will be the employee's responsibility.

Rental Cars

1. A vehicle may be rented when renting would be more advantageous to the Agency than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model requested. Hand-held or uninstalled GPS devices will not be reimbursed. On contract rental vehicles used in the continental United States, charges for additional insurance are not allowable, including any charge for a collision damage waiver.

15.4 Meals

Reimbursement for meals will be made under the conditions enumerated below:

1. Persons required to attend prearranged meetings held in Arenac or Bay County may be reimbursed for meal expenses in connection with such meetings. The employee must be representing BABH at these meetings and it must be established that it was not practical for the person to return to his/her work site or residence for the meal. Official travel that takes the individual outside the boundaries of the county of the regular work location during the entire mealtime hours will render eligibility for reimbursement for meals up to the standard meal reimbursement rates, as identified in the State of Michigan Schedule of Travel Rates attached to this procedure. Reimbursement may also be made at the standard meal reimbursement rate, as published by the Michigan Department of Management and Budget. Standard reimbursement rates will be published annually.

Mealtime is defined as follows:

Breakfast	6:30 AM – 9:00 AM
Lunch/Dinner	11:00 AM – 1:30 PM
Supper	5:00 PM – 7:00 PM

2. Reimbursement for meals, including gratuities at a rate of not more than 20%, with a receipt will be at reasonable rates up to the standard meal reimbursement rate as identified in the attachment to this policy and procedure; however, under NO circumstances will non-food items and/or alcoholic beverages be included in claims for reimbursement for meals.

15.5 Accommodations

Reimbursement may be made for actual expenditures for overnight accommodation subject to the following restrictions and limitations:

1. If the destination is more than one hundred and twenty (120) miles from the ~~normal~~ assigned work location (or residence, whichever is closer) and/or it is determined that travel must commence prior to 7:00 a.m., or upon written approval of the CEO prior to travel (or at the time of travel due to unforeseen circumstances), the employee may request overnight accommodations. If official business terminates after 5:00 PM and the location is more than one hundred and twenty (120) miles from the ~~normal~~ assigned work location (or residence, whichever is closer), or upon approval of the CEO, the employee may request overnight accommodations. Accommodations may also be requested when attending a multi-day meeting and the destination is more than 60 miles from the ~~normal~~ assigned work location or residence, whichever is closer. In such cases, accommodations may be approved for the night(s) in between meeting dates.
2. Reimbursement is limited to the cost of a single room at the prevailing rate for accommodations normally used in business; however, a) double accommodations may be utilized when appropriate; b) if a double is shared with an agency employee, each may claim reimbursement for one-half of the rate; c) if the cost of a double is shared with a non-agency employee, reimbursement may be claimed for the actual expenditure, or an amount equal to the rate for a single occupancy accommodation, whichever is less. Room service charges are not authorized.

Accommodations will typically be arranged by finance department staff, based on the criteria noted above. Employees who have been approved for travel and lodging accommodations are expected to check-in to the facility as identified in their trip confirmation. Unless due to circumstances beyond the employee's control, failure to utilize accommodations paid for by BABH will result in the employee being held responsible for any cost incurred by BABH for the identified lodging.

Individuals attending meetings, conventions and so-forth are expected to use package plans for registration, lodging and meals whenever available.

15.6 Budget for Travel Related Expenses

Expenses associated with attendance at meetings, conferences and seminars within the State of Michigan shall be requested by the designated manager or department head during the preparation of the annual budget. Employee travel outside the State of Michigan requires prior approval of the CEO. Failure to obtain prior approval may result in the non-reimbursement of any or all expenses incurred.

Travel vouchers must be approved by the supervisor and submitted to the Finance Department by the fifth business day of the month to receive payment in that month. The travel voucher should be filled out completely, to include the point of origin, destination and reason for travel; time frame of travel; and number of miles traveled for each trip. Travel reimbursement for accurate and complete travel vouchers is made once a month.

Reimbursement will only be made for accurate and complete travel vouchers submitted within three (3) months, including the month in which the travel occurred. Employees may request a one-time exception to this timeframe from the CEO. Approval is at the discretion of the CEO.

Miscellaneous expenses incidental to official travel will be held to the minimum required for efficient conduct of BABH business. The supervisor approving the travel voucher is responsible for ensuring all items or expenses are necessary and correct. In addition to the preceding rules, the following rules are established as guides for the traveler:

1. Necessary taxicab fares, as identified in Section 15.3 above, including tips totaling no more than 20% and parking expenses will be allowed. Receipts must be submitted with the employee's travel voucher.
2. Where unavoidable, documented fees and reasonable tips to valets will be reimbursed. However, charges for cleaning and pressing clothing and similar personal expenses are not reimbursable.
3. Enrollment or registration fees for conventions and meetings are allowable for official representatives of BABH. Receipts must be submitted with the employee's travel voucher.

Accounting for time while on Travel Status

1. Generally, for non-exempt employees, travel time is only compensable to the extent the hours spent traveling corresponds with the employee's normal working hours. The

primary exception to this rule is when an employee spends time traveling for a special day trip at the employer's request. Under this scenario, all time spent traveling is compensable, EXCEPT the time spent traveling to and from the employee's home to the airport, train station, etc. If the employee drives, as opposed to flying or taking the train, all of the travel time associated with the special day trip would be compensable. To determine normal working hours, refer to the employee's normal work schedule.

15.7 Preparation of Travel Expense Voucher

The Agency Travel Expense Voucher has been designed for easy preparation; however, any questions with regards to its content or completeness should be referred to the employee's immediate supervisor. The expense voucher will not be processed unless all information is legible and complete and the approval of the supervisor is obtained.

Abuse of Policy

Any abuse, intentional adjustment of work schedules to increase mileage or time worked, or falsification of expenses under this Policy will result in disciplinary action, up to and including termination of employment.

Standardized Travel Routes

Bay City To	Miles One Way
Caro	33
Standish	35
North Bay	13
North Bay to Standish	24
North Bay to Horizon Home	17

ACCEPTED MILEAGE TO LANSING

From the Behavioral Health Center in Bay City to:

MACMHB, 507 S. Grand Ave. 426 S. Walnut, Lansing	101
Lansing Center, 111 N. Grand Ave, Lansing	101
Kellogg Center, S. Harrison Rd. Lansing	93
Mid State Health Network, 530 W. Ionia St., Lansing	101.5

From the Madison Building in Bay City to:

MACMHB, 507 S. Grand Ave. 426 S. Walnut, Lansing	102.5
Lansing Center, 111 N. Grand Ave, Lansing	102.5
Kellogg Center, S. Harrison Rd. Lansing	94.5
Mid State Health Network, 530 W. Ionia St., Lansing	103

From the Arenac Center in Standish to:

MACMHB, 507 S. Grand Ave. 426 S. Walnut, Lansing	137.5
Lansing Center, 111 N. Grand Ave, Lansing	137.5
Kellogg Center, S. Harrison Rd. Lansing	129.5
Mid State Health Network, 530 W. Ionia St., Lansing	138

From North Bay in Kawkawlin to:

MACMHB, 507 S. Grand Ave. 426 S. Walnut, Lansing	115
Lansing Center, 111 N. Grand Ave, Lansing	115
Kellogg Center, S. Harrison Rd. Lansing	105
Mid State Health Network, 530 W. Ionia St., Lansing	116

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16.22 Agency Closure

In the event that BABH closes due to inclement weather or other unforeseen circumstances, employees who are actively ~~at working~~ will be compensated through the end of their regularly scheduled shift. This time will be recorded as "~~otherweather~~" on the time sheet.

Employees in 24/7 operations who are required to work regardless of whether the agency closes will be compensated for actual hours worked. Such employees will bank earned time off (ETO) for the time worked through the duration of the weather closure, end of the normal business day—5:00 P.M.

Employees who are on approved ETO on a day that the agency closes will be paid ETO hours as scheduled, credited with the number of hours in the normal business day that the employee would normally be scheduled to work, from the time that the agency closed. This time is recorded under "other" on the time sheet.

~~Employees working via virtual office are not affected by an agency closure unless they are required to travel. In this case, employees will follow the Severe Weather Response Guide. Employees are expected to continue working per their designated schedule. Virtual office employees will be compensated at their normal rate of pay and will not bank ETO for hours worked in the case of an agency closure.~~

If it is pre-announced that Bay-Arenac Behavioral Health is closed and staff are instructed not to report to work, employees will receive compensation for their full scheduled shift. This time is recorded under "~~otherweather~~" on the time sheet.

HOLIDAYS

23.4 Eligibility and Pay

Employees who do not perform work on a holiday shall be paid for the holiday at their current rate of pay provided, however, the employee works the scheduled work day before and the scheduled work day after the holiday or be on authorized and approved paid leave. Employees who are required to work on a BABH paid holiday, either the date it is observed or actual date of the holiday, will be paid at double time and a half (2.5 x) their normal rate for all hours required to work on the holiday. If an employee works the observed and actual holiday, only one day will be paid at double time and a half (2.5 x). If an employee works the observed holiday, they will not receive holiday pay for the actual holiday and vice versa. When calculating holiday pay during actual worked time, only time worked between 12:00 AM (midnight) to 11:59 PM on the actual or observed holiday will be used for calculating double time and a half. If an employee's actual worked hours on the actual or observed holiday total less than 8 hours then the employee

will receive additional straight time pay in order to ensure the employee is paid for a total of 8 hours. Employees on leaves of absence shall not be eligible for holiday pay.

16.10 Pay Increases

Pay Increase Program Objectives and Description

Pay increases are intended to keep BABH pay levels competitive in the marketplace. To do so, BABH employees may receive two types of pay increases depending on their pay rate as well as the competitive market conditions. A general increase may be granted when the BABH budget permits and pay ranges need be adjusted to keep competitive with the market. The other type of pay increase is a “step” increase that is based on the length of time that an employee is in a job classification. These are described in detail below:

Aggregate Pay Increase Budget

Each year BABH examines the competitiveness of its salary ranges and actual pay rates. Based on this analysis as well as an analysis of the available funds, the organization determines that amount of money that will be allocated to pay rates each year. In no case will the aggregate pay increases exceed the available budget.

In-range Step Increases

Employees progress through the steps in their pay ranges based upon length of service in their jobs, provided satisfactory performance.

If an employee’s overall performance is below expectations for the job, the step increase will be delayed for a term not to exceed six (6) months. During this six-month period the employee will be on disciplinary probation. The employee will be advised in writing of this action and the reasons for delaying the increase. If the employee does not show the required improvement at the end of the six (6) month period, the employee’s status will be reviewed to determine if the probation period should be extended or the employee terminated.

Progress through the steps is based on the time periods indicated on the salary schedule. When an employee is hired at a rate above the entry level, progression proceeds from the step at which hired. An employee’s first step increase will occur at the successful completion of the six (6) month probationary period, unless the employee was hired at the top of the pay scale. Subsequent step increases will occur annually on the employee’s anniversary date. For example, an employee hired at step one (1) would progress to step two (2) after ~~one (1) year~~ six (6) months of employment. An employee would progress from step two (2) to step three (3) after one (1) year of employment on the employee’s anniversary date. The employee’s anniversary date will remain the same regardless of time-period adjustments to step increases.

Part-Time Employees

Part-time employees are those who are regularly scheduled, and work, at least 16 hours per week or at least 800 hours per year. Part-time employees meeting these criteria are eligible for step increases each year on their respective job anniversary dates.

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As with all other employees, part-time employees are eligible for a market adjustment at the time salary ranges are updated.

Temporary and Substitute Employees

Temporary and/or substitute personnel are not eligible for step increases. Employees in these categories will be eligible for the market adjustment but will remain at the step at which they were hired for their job.

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