



**CLERK**

Jill Nowak  
(231) 723-3331

**CONTROLLER/ADMINISTRATOR**

Lisa Sagala  
(231) 398-3504

**POLICY COMMITTEE MINUTES**

Friday, October 23, 2020  
2:30 p.m.

Manistee County Courthouse & Government Center  
Board of Commissioners Meeting Room

**MINUTES**

Members Present: Margaret Batzer, Gene Lagerquist and Karen Goodman,  
Chairperson (all remotely)

Members Absent: None

Others Present: Lisa Sagala, Interim Administrator/Controller; Samantha  
Sobaski, Appraiser; Carol Benitez, Deputy  
FOC/Investigator; 231-723-7242; and Jill M. Nowak,  
County Clerk.

The meeting was called to Order at 2:30 p.m.

**NOTE – Items requiring Board Action are indicated in BOLD**

The County Board and its Committees are operating remotely and electronically by Zoom  
under SB 1108 due to the COVID-19 pandemic.

**PUBLIC COMMENT**

None.

**NEW BUSINESS:**

Ms. Sagala has some proposed administrative changes for the Administrator's Office  
which will be taken before the Personnel Committee.

**OLD BUSINESS**

**CONTINUED DISCUSSION REGARDING UPDATING VACATION POLICY  
(PTO)**

Ms. Sagala, County Administrator/Controller, acknowledged that although she still wants to move ahead with the new PTO Policy as she thinks we have a great policy being created, there is hesitation due to COVID. The County has had numerous exposures recently and with possible time off for exposures and the possibility of remote work, this may not be the best time to make the transition from the Vacation, Personal time off policy to a new PTO Policy. There are carryover issues to use time that needs to be addressed, overtime, scheduled vacations and could possibly more potential exposures all which raise havoc with County operations, as well as the budget status which has a large deficit. This is not a normal year and the County could run into more issues. It was agreed that the Committee would still like to move ahead with the PTO Policy but now is not the time. It was suggested to contact Staff and recognize that the Committee has heard their concerns and to think about the options of the carry over and the details of this Policy. The Committee can still take comments in the coming months and return to this Policy in six (6) months, about April/May 2021 and re-start discussions. The County will have a better idea of 2022 by summer with a possible rollout of the PTO Policy by January 2022.

Discussion about the amount of time it takes to get results on a COVID testing took place. The Munson Hospital has a one (1) day turnaround for employees and First Responders should too. It was suggested that Ms. Sagala reach out to Under Sheriff Gutowski and see what can be done to speed up results for First Responders.

There was also discussion on the stance of air travel for County employees. Currently, the County's Preparedness Plan indicates traveling to hot spots is a 14-day self-quarantine. Even if the location is not a hot spot, there is still the chance for exposure. Ms. Sagala indicated that the call will be up to the Department Head or Elected Official. However, if a person tests when they return from vacation, symptoms can percolate for 3-7 days before appearing, as well as your body not indicating a positive test before then, then result of a test can take up to 3-4 days, that is already 11 days. Currently, it is trains, planes or boats is a mandatory 14-day self-quarantine. Even if you drive, there is still exposure from the hotel you stay in, where are your stopping, what are you doing while you are there, i.e. concert, sporting event? Or are you staying with family and not going anywhere. Hopefully, people are disclosing this to Supervisors as it is not about oneself but rather your family, co-workers and friends. People have the right to take vacation, which is their choice. Maybe some employees could work from home during the self-quarantine. If not, since it was their choice to travel, they would have to use vacation if they are quarantined. This is not to punish people but to protect people.

It was noted that the carryover for vacations for 2020 into 2021, will be reviewed at the December meeting. At that time, there will be a better idea of the amount of time that will be carried over by employees and the usage of these hours by end of March deadline will be discussed.

**OTHER ITEMS FROM COMMITTEE MEMBERS**

The meeting was adjourned at the Call of the Chair at 2:50 p.m.

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Karen Goodman, Chairperson

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Gene Lagerquist

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Margaret Batzer

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## PTO Policy

### Purpose

The purpose of Paid Time Off (PTO) is to provide employees with flexible paid time off from work that can be used for such needs as vacation, personal or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice.

The PTO days you accrue, effective January 01, 2021 replace all existing vacation, sick time, and personal days that you have been allotted under prior policies. The vacation time you accrued will carry over, in excess of the PTO policy, per the guidelines at the time.

### Guidelines

Each full-time and part-time employee will accrue PTO bi-weekly in hourly increments based on their length of service as defined below. PTO is added to the employee's PTO bank when the bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in one-hour increments.

Temporary employees, Elected Officials, and interns are not eligible to accrue PTO.

New Employees are eligible to use accrued PTO on the first of the month following 90 days of employment.

Eligibility to accrue PTO is contingent on the employee either working or utilizing accrued PTO for the entire bi-weekly pay period. PTO is not earned in pay periods during which unpaid leave or short-term disability leave are taken.

An employee injured at the County under circumstances such that Workers' Compensation benefits are paid by the County, shall, with respect to vacation years occurring after the employee's return to work, have the period during which Workers' Compensation benefits were paid counted as continuous employment for the purpose of determining the amount of vacation to which the employee is currently entitled.

Employees may use time from their PTO bank in half hour (.5) increments. The time that is not covered by the PTO policy, and for which separate guidelines and policies exist, include company paid holidays, bereavement time off, required jury duty, and military service leave.

To take PTO requires two days of notice to the department head unless the PTO is used for legitimate, unexpected illness or emergencies. Use the Paid Time Off form to request PTO. In all instances, PTO must be approved by the employee's department head in advance.

### Paid Time Off (PTO) Exceptions

- Employees who miss more than three consecutive unscheduled days may be required to present a doctor's release to Human Resources that permits you to return to work.
- PTO taken in excess of the PTO accrued can result in progressive disciplinary action up to and including employment termination. This time off will be unpaid. The only possible exception to this policy must be granted by the Board of Commissioners.
- PTO accrued prior to the start of a requested and approved unpaid leave of absence must be used to cover hours missed before the start of the unpaid leave.
- Under Manistee County's Family Medical Leave Act (FMLA) policy, all accrued PTO time is taken before the start of the unpaid FMLA time.
- Unscheduled absences that result in consecutive days off, excessive call ins, pattern absences may all be considered as absence incidents in relation to potential disciplinary action.
  - Progressive disciplinary action relative to incidents of absenteeism is administered on a rolling 12-month calendar as follows:
    - One – three incidents: No disciplinary action. Supervisory coaching.
    - Fourth incident: Verbal Warning with a documented coaching session
    - Fifth incident: Written warning in the employee's file
    - Sixth incident: Employment termination

An employee who receives a second written warning in a rolling 24-month time period will have his or her employment terminated.
- An employee who has used all of his or her FMLA and Short-Term Disability benefits, and is still unable to return to work, will have his or her employment terminated.
- Any employee who misses two consecutive days of work without notice to their supervisor may be considered to have voluntarily quit their job.

### Specific Eligibility for Paid Time Off (PTO)

PTO is earned on the following schedule based on a 37.5 or 40 hour work week. PTO is prorated based on the number of hours worked on an employee's regular schedule.

#### Years of Service

0-4: 120 or 128 hours per year, earned at a rate of .06153 for each full work week in a calendar year.

5-9: 157.5 or 168 hours per year, earned at a rate of .08077 for each full work week in a calendar year.

10-15: 195 or 208 hours per year, earned at a rate of .1000 for each full work week in a calendar year.

**16-20: earn one additional day per year until you reach 20 years of service.**

**16: 202.5 or 216 hours per year, earned at .10384 for each full work week in a calendar year.**

**17: 210 or 224 hours per year, earned at .10770 for each full work week in a calendar year.**

**18: 217.5 or 232 hours per year, earned at .11154 for each full work week in a calendar year.**

**19: 225 or 240 hours per year, earned at .11540 for each full work week in a calendar year.**

**20: 232.5 or 248 hours per year, earned at .11923 for each full work week in a calendar year.**

#### **Maximum Time Accumulated**

**Although you may carry over unused PTO time from year to year, there is a cap on the amount of PTO time you can accumulate.**

**Each employee may carry over 37.5 or 40 hours of accrued PTO over into a new calendar year. At the end of each calendar, employees may cash out up to 3 days of PTO time. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current calendar year ends. (PTO is subject to department head approval and not every employee can take accumulated time in December: Manistee County must continue to serve customers.)**

**If extenuating business circumstances prevented the employee from taking scheduled PTO, this PTO may be carried over and taken in the first half of the next calendar year with the approval of the department head.**

**Employees are paid for the PTO they have accrued at employment end. If an employee has used PTO time not yet accrued, and employment terminates, the PTO taken is deducted from the final paycheck. Employees who give two weeks' notice of employment termination must work the two weeks without utilizing PTO. If an employee dies, the County will pay to the person the employee designates as the next of kin, accrued but unused PTO. This provision also applies to employees who are laid off.**

**Employees who are rehired will receive credit for the former time worked and accumulate current PTO for the combined time.**

**Donating Hours**

Employees who wish to donate PTO leave to another employee, he/she will complete the PTO Donation Form and submit to Administration.

The minimal amount of leave donation allowable is – eight (8) hours; the maximum allowable leave donation is – forty (40) hours. The employee donating the leave must have a balance of at least eighty (80) hours remaining in his/her PTO Bank, after the donation. Accrued and unused paid leave donated by any one employee may not exceed 160 hours.

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PTO Donation Form – Donor Application Form

For Payroll Period Ending \_\_\_\_\_.

I. DONOR INFORMATION

\_\_\_\_\_  
(Last) (First) (M.I.) (Social Security Number)

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

TYPE OF LEAVE DONATED:

PTO [ ] # HOURS DONATED \_\_\_\_\_

Note: The minimal amount of leave donation allowable is – eight (8) hours; the maximum allowable leave donation is – forty (40) hours. The employee donating the leave must have a balance of at least eighty (80) hours remaining in his/her PTO bank, after the donation. Accrued and unused paid leave donated by any one employee may not exceed 160 hours.

II. PERSON TO RECEIVE LEAVE

\_\_\_\_\_  
(Last) (First) (M.I.) (Social Security Number)

DEPARTMENT: \_\_\_\_\_

JOB TITLE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



1. Use of donated leave is limited to the average number of hours in the employee's weekly schedule.
2. Donated leave may not be used to supplement paid benefit program(s) (i.e. Disability Leave, Worker's Compensation)
3. Donated leave hours will be subject to taxes for both the employee donating and the employee receiving the donation.

**III. CERTIFICATION**

I hereby certify that this request is made voluntarily. By signing I hereby relinquish all rights to the leave shown above and the benefits accruing to or attached to the same. I certify that I will have a remaining balance of 80 hours or more of combined leave (sick, vacation, personal and compensatory) after making this donation. I also understand that my identity as a donor is to be kept confidential and I will also honor that confidentiality.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 Donating Employee

**IV. VALIDATION – TO BE COMPLETED BY ADMINISTRATION**

|   |       |                                 |       |                                  |            |
|---|-------|---------------------------------|-------|----------------------------------|------------|
| Annual Leave Balance<br>Before Donation | _____ | Number of<br>Hrs. Hours Donated | _____ | New Annual<br>Hrs. Leave Balance | _____ Hrs. |
|---|-------|---------------------------------|-------|----------------------------------|------------|

ADMINISTRATION REVIEW: \_\_\_\_\_  
 SIGNATURE DATE