

- Supervisors will inform employees of any special tasks that may arise which would involve exposure to hazardous chemicals.
- Review of safe work procedures and use of required PPE will be conducted prior to the start of each task.

**Subcontractors, Suppliers, other Employers:**

- All other employers working on Wayne County property will be informed of hazardous chemicals which may expose their employees and appropriate control measures to be taken.
- Each subcontractor or other employer working on Wayne County property premises will be advised they must comply with OSHA’s Hazard Communication Standard and must furnish Wayne County with a copy of their program and SDS’s.

**Small Appliance Policy**

All appliances, and or electrical devices must be certified by an approved and nationally recognized testing facility. These facilities or agencies are Underwriters’ Laboratories (UL), American National Standards Institute (ANSI), Factory Mutual (FM), etc. These institutions certify items based on their intended use whether it is commercial or residential. The intended use and or sale to the general public dictate the set or level of testing rules and approval ratings that the independent laboratory uses.

OSHA does not certify any appliances or equipment. They rely on the above mentioned agencies to certify, rate or approve. OSHA is only concerned with the appropriate use of the appliance or equipment. Also, that it is in good working order has been installed correctly and that the employees have been properly trained on the operation of the device.

If an appliance is listed in the owner’s manual or certifying label as “household use only “then the equipment should only be used in a residential setting. However, some appliances are listed as “household/commercial or residential/commercial “. The owner’s manual/operating guide for each individual device will explain its intended use and its maximum safe performance levels.

In summary, all equipment must be used in accordance with it’s intend factory and laboratory rating and must not be restricted to “household use only “.

**Article VI. TIME AWAY FROM WORK**

**SECTION 1**

**Holidays**

Holidays for full-time employees are given as they occur. :

Holidays are approved annually by the Board of Commissioners. Typically the State of North Carolina Holiday schedule is observed.

Holidays occurring during vacation leave will be paid and recorded as holidays.

If an employee has excused absences for illness or reasons related to Family and Medical Leave during a period in which a holiday falls, he/she will receive the holiday pay if they are on pay status.

Holidays will not be advanced.

The employee must be in a pay status on the day before the holiday occurs to be eligible. Pay status will be defined as a scheduled day off, sick leave with pay, vacation with pay, unused holiday, or a regularly scheduled work day.

With the approval of the department head, an employee may take time away from work for the purpose of observing a religious holiday. The employee may take off without pay or use accrued vacation or holiday leave.

Holidays are always paid at the straight time rate and will be excluded from hours worked in calculating overtime except for regularly scheduled employees. EMS, telecommunicators, detention officers and the Sheriff Department personnel are based on twelve and twenty-four hour shifts. These employees will be entitled to receive 12 hour holiday time whether the employee worked the shift or not.

## SECTION 2

### **Effect of Work on Holidays and Other Types of Paid Leave**

Regular holidays which occur during a vacation, sick or other paid leave period of any officer or employee of the County shall not be charged as vacation, sick, or other paid leave.

## SECTION 3

### **Adverse Weather Conditions**

Employees are expected to report to their regular work stations each regular workday and to make the necessary advance preparations so they can get to work in periods of inclement weather. If an employee does not report to work during inclement weather, he/she must account for the absence by using vacation leave equal to the time of the workday. The same applies when an employee leaves work before the workday ends. If an employee desires to leave work early, he/she must obtain approval from their supervisor prior to leaving the assigned work station.

After the County Manager makes a determination on conditions, announcements concerning delays or closing will be made on the local radio stations as soon as practical. When a decision is made to close for a full day or to delay opening, even though the employee may be on previously authorized vacation or sick leave, the employee will be excused for the period of time of the closing. When a decision is made to dismiss employees earlier than the regular closing time, employees on duty at the time of closing, those expected to report to duty before the close of the normal business day, and employees on approved leave will be excused for the period of time of the closing without charge to leave.

Employees performing essential duties are not excused as provided in this section. This class of employees should contact their supervisor. Included in this list are: Sheriff's office, jail, Emergency Medical Services, Emergency Management, Communications and Facilities.

Employees whose shifts or assignments are not affected by the adverse weather conditions will receive their normal compensation for work performed. Employees who work more than the time set by the Manager, either by coming in earlier than the adjusted opening time or staying after the adjusted closing time, are to be commended and will receive their normal compensation for work performed. No additional pay, overtime pay or compensatory time off will be awarded for unauthorized additional time worked during the adverse weather conditions schedule.

When the County Manager makes a determination to close operations due to inclement weather, full time county employees are granted time off with pay and are not required to use leave time. Full time employees who must report to work are paid additional straight time pay for reporting or given the same amount of time off with pay at a later date.

## SECTION 4

### **Annual Vacation Leave**

Vacation with pay is granted to all regular full-time and regular part-time employees after thirty (30) days of service.

Vacation leave is earned and accrued from the first day of employment for eligible employees. Vacation leave, after three months of service, may be taken as earned by an employee subject to the approval of the supervisor. For the purpose of earning and accruing annual leave, the twelve (12) calendar month period between January 1 and December 31 is established as the leave year.

## SECTION 5

### **Manner of Accumulation**

Leave for eligible employees accrue vacation on a monthly basis determined by length of service with Wayne County. Employees who are employed full-time shall accrue vacation from the initial date of employment. Please note that leave is accumulated monthly and is posted as accrued at the end of the month and cannot be used in advance of that accrual.

Any employee who transfers from another unit of local or state government shall not receive credit for previous years of service toward the county schedule for determining vacation rates. If an employee was previously employed with Wayne County they shall receive credit for their years of service to Wayne County in determining vacation rates. The employee must have been employed full-time and completed their service creditably in order to receive credit for their prior service. The years of service for previous Wayne County employment shall be determined by the balance number of years remaining in the Local Government Retirement System. The employee shall be responsible for requesting credit for previous service and must submit the request within six (6) months of employment. They shall not be given credit for the actual days of vacation earned from any previous employment.

*Section 5 revised June, 2018  
by Jerilyn Lee, Director of H.R.*

Years of aggregate service and days granted each year (one day equals eight hours for accrual purposes):

Less than two years	12 days
Two years but less than five years	14 days
Five years but less than 10 years	17 days
Ten years but less than 15 years	20 days
Fifteen years but less than 20 years	23 days
Twenty years or more	26 days

For annual leave earned above the minimum, such shall be computed beginning with the first day of the pay period following the pay period of the employee's anniversary date.

## SECTION 6

### **Maximum Vacation Leave Accumulation**

Annual leave may be accumulated without any applicable maximum until December 31 of each calendar year. However, if the employee separates from service, payment of accumulated leave shall not exceed hours equivalent to 240 hours. Any non-scheduled workday falling within the normal vacation period shall not be considered as part of vacation leave. On December 31, any employee with more than 240 hours of accumulated leave shall have the excess accumulation transferred to their sick leave balance so that only 240 vacation hours are carried forward to January 1 of the next calendar year.

Employees are cautioned not to retain excess accumulation of annual leave until late in the calendar year; due to the necessity to keep all county functions in operation, large numbers of employees cannot be granted annual leave

at any one time. If an employee has excess leave accumulation during the latter part of the year and is unable to take such leave because of staffing demands, the employee shall receive no special consideration either in having annual leave scheduled or in receiving any exception to the maximum accumulation.

## SECTION 7

### **Separation**

Except as noted below, an employee who is separated without failure in performance of duties or personal conduct shall be paid a lump sum payment for leave at the time of separation, not to exceed the maximum of 240 hours. This separation can be due to resignation, after having given two-week notice, reduction-in-force, death, and service retirement. An employee shall not receive a lump sum payment for vacation leave if each of the following conditions occurs: (1) The employee's separation results from dissolution of a County department by the Board of County Commissioners; (2) The Board contracts with another entity for provision of that department's services; (3) The Board, through contractual provision, requires such entity to offer employment to employees of the dissolved department and to accept transfer of their accrued vacation; and (4) The employee accepts such employment. In this event, the employee's accrued vacation leave will transfer to the new service provider.

Upon the death of an employee, there shall be paid to his estate a sum equal to all unused annual leave, not to exceed 240 hours.

An employee ceases to accumulate leave during the period of final separation. The last day of work is the date of separation even when the employee receives pay for accumulated vacation leave extending beyond this date.

## SECTION 8

### **Vacation Policy**

- a) Pay in lieu of vacation shall not be an option.
- b) Upon written request, an employee may elect to use earned vacation days for illness
- c) An employee going on an approved leave of absence may request to use vacation time for the absence to the full extent of leave accumulated to the date leave began.
- d) Employees transferring between departments do not have their accrual rates or accrued vacation time affected.
- e) If an employee is on vacation and becomes hurt or ill, that person may exercise the option to use sick time; the Department head may request medical verification.
- f) Employees must have vacation accrued before it can be taken. The County does not normally advance vacation time.
- g) When you retire, you are allowed one month of credit for each 20 days of unused sick leave. For any part of 20 days left over, one additional month is allowed provided the remaining portion is at least one hour. Creditable service may be converted upon retirement for service credit consistent with the provisions of the NC Local Government Employees' Retirement System.

*Section g) revised 2/20/2018  
By Jerilyn Lee, Director of H.R.*

SECTION 9  
**Sick Leave**

Sick leave with pay is not a right which an employee may demand, but a privilege granted by the County. Full time employees of the County are granted up to 8 hours of sick leave per month of active employment during a year. The amount of sick leave that may be accumulated is unlimited. An employee may be granted sick leave if the absence is due to:

- a) Sickness or bodily injury which may prevent an employee from performing his/her regular duties.
- b) medical/dental appointments
- c) The actual period of temporary disability cause or contributed by pregnancy, miscarriage, childbirth, and recovery therefrom. Since there is no certainty as to when disability actually begins and ends, a doctor's certificate shall be required verifying the employee's period of temporary disability recognized as sick leave.
- d) Quarantine due to a contagious disease in the employees immediate family, or exposure to a contagious disease when continuous work might jeopardize the health of others.
- e) Illness in the employee's immediate family which requires the care of the employee not to exceed 240 hours. Longer absence will require the approval of the Manager.

It is the responsibility of the employee to inform his/her immediate supervisor not later than 30 minutes after reporting time of the first full day of absence due to sickness. Said notification should include a statement of the nature of the circumstances bringing about the absence and the anticipated period of absence. If the reason for the sick leave is one outlined in Section 11 of this Article, Family and Medical Leave, the sick time taken shall count toward the employee's 12 weeks of FMLA leave. In the case of serious illness or emergency circumstances, it is the responsibility of the employee to notify his/her immediate supervisor as to the above information as soon as possible.

When it is the opinion of the department head that an employee is abusing his or her sick leave, or is using sick leave as it is earned, the department head may request the employee to furnish a doctor's note to verify the employee's condition which requires absence from work.

Employees who are separated and are not reinstated with Wayne County within a twelve (12) month period, shall lose all sick leave credits. No employee shall be paid for any accrued sick leave at termination. Retiring employees may use sick leave credits to count toward retirement calculations. Employees separating to work for another public entity that accepts transferred sick leave credits may have their sick leave credits transferred. In all other circumstances, an employee forfeits any sick leave credits at time of termination.

Employees may share sick leave with other employees that have exhausted sick and annual leave due to an extenuating illness. A "Sick Leave Sharing" form must be completed and approved by the Human Resources Director or County Manager before transfer of sick leave occurs. No employee may receive more than 240 hours of shared sick leave during their employment with Wayne County.

For the purposes of this section, "immediate family" shall be defined as wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchildren and grandparents, as well as the various combinations of half, step, in-law, and adopted relationships that can be derived from those named herewith. Children for whom the employee is currently providing foster care will also be considered "immediate family".

*Section 9 revised January, 2019  
Jerilyn Lee, Director of H.R.*

SECTION 10

## **Transfer from Other Agencies**

Unused sick leave earned from another North Carolina Governmental agency and/or entity, will be accepted and transferred to Wayne County. A new employee, who is employed by the county in a benefited position and who comes to the county directly (with no break in service from a local or state governmental retirement system) may have his/her sick leave balance transferred to Wayne County.

- a) The employee is responsible for requesting the transfer and solely responsible for obtaining a certification of the prior sick leave balance from the former employer and submitting it to the county within six (6) months of employment. This certification should include (1) the final unused sick leave balance and (2) the dates of covered employment with the other agency.
- b) Upon employment with the county and proof of a prior, eligible sick leave balance, the employee will be immediately credited with his/her sick leave balance with the county up to a maximum of eighty (80) hours.
- c) Upon completion of the designated probationary period, the employee's remaining prior employer balance will be credited, provided the total number of hours does not exceed eight (8) hours per month of covered service with the prior employer.

## SECTION 11

### **Family and Medical Leave Policy**

In accordance with the Family and Medical leave Act of 1993, effective August 5, 1993, and updated on January 16, 2009, Wayne County shall grant each eligible employee leave entitlements consistent with the provisions outlined in the Act. The terms used in this Section which are defined in the Act shall have the meanings assigned to them therein.

To be eligible to take leave under this section, the employee must: (1) Have been employed by Wayne County for at least 12 months; (2) Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. The eligible employee is entitled to a total of 12 workweeks of leave during any 12 month period (or until the exhaustion of accrued sick leave, whichever is greater). The term "12-month period" shall be defined as a rolling 12-month period measured backward from the date an employee uses any FMLA leave (except that such measure may not extend back before August 5, 1993).

Wayne County will grant leave pursuant to this section:

- 1) For the birth of a son or daughter, and to care for the newborn child
- 2) For the placement with the employee of a son or daughter for adoption or foster care
- 3) To care for the employee's spouse, son, daughter, or parent with a serious health condition
- 4) Because of a serious health condition that causes the employee to be unable to perform the essential functions of the employee's job
- 5) For a spouse, son, daughter, parent, or next of kin to take care of a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness (up to 26 work weeks).
- 6) For any qualifying exigency (determined by the Secretary of Labor), arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

If FMLA leave is requested for a purpose for which the County grants sick leave pursuant to Section 9, the employee shall be required to use accumulated sick leave for all or part of any (otherwise) unpaid FMLA leave; provided, however, that the employee shall be allowed to retain one week of sick leave. An employee may, but is not required to, substitute earned vacation leave for FMLA leave.

Pursuant to Section 9 of this Article, it is the duty of each employee to indicate the nature of circumstances bringing about a request for sick leave. If an employee uses sick leave for a purpose which would qualify as FMLA leave, then the amount of such sick leave shall be counted against the employee's twelve-week FMLA entitlement.

In cases in which the need for leave is foreseeable, such as an expected birth or a planned medical treatment, the employee is required to provide the employer with at least thirty (30) days' notice before the date the leave is to begin. In cases when circumstances do not permit this, the employee is to provide notice as soon as practical. The notice shall be sufficient to make the employer aware that the employee needs FMLA-qualifying leave, and the anticipated timing and duration of the leave. The notice shall be forwarded to the Human Resources Director with a recommendation from the department head with respect to scheduling concerns. In cases of leave for planned medical treatment, the employee is required to make a reasonable effort to schedule the treatment so as not to unduly disrupt the operations of his or her department.

An employee requesting FMLA leave: (1) to care for the employee's seriously ill spouse, son, daughter, or parent, or (2) due to the employee's own serious health condition that makes the employee unable to perform the functions of the employee's position, shall provide certification of the health care provider of the employee or the employee's ill family member within fifteen (15) calendar days of the County's request for verification on a form prescribed by the County. The County may require re-certification if the employee requests an extension of leave, if circumstances described by the original certification have changed significantly, or if the County receives information that casts doubts upon the continuing validity of the certification. Prior to returning to work, each employee who was out for his/her own medical condition shall provide a fitness-for duty certification from the health care provider, if requested by the Department Head.

During a period of absence, the County shall request a monthly report on the employee's status with respect to returning to work. These may be made by telephone, written correspondence or sent by fax.

While an employee is on FMLA leave, the County will continue to pay the County's portion of the employee's monthly health insurance premium. The employee will continue to be responsible for any co-payment or premium for dependent coverage. If the FMLA leave is unpaid, the employee shall pay to the County his or her co-payment or premium for dependent coverage on the same schedule as payments are made under COBRA.

It is important to note that during the period of the unpaid FMLA leave, no employee is eligible to earn either vacation and/or sick time until the employee has actively resumed his/her full-time or regular part-time work status.

If an employee fails to return to work after the employee's leave entitlement has been exhausted or expires, the employee shall reimburse the County for the monthly health insurance premiums paid, unless the reason the employee does not return is due to (1) the continuation, recurrence, or onset of a serious health condition which would entitle the employee leave under FMLA; or (2) Other circumstances beyond the employee's control. When an employee fails to return to work because of the continuation, recurrence, or onset of a serious health condition, the employee shall provide medical certification of the employee's or family member's serious health condition.

Failure to report for duty at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.

*Section 11 revised January, 2019  
by Jerilyn Lee, Director of H.R.*

## SECTION 12

### **Worker's Compensation**

The North Carolina Workers' Compensation Act provides medical expenses related to the occupational injury or disease and wage compensation after an initial waiting period of seven days. If an employee is unable to return to work after the seven day waiting period, they will receive weekly compensation of 66 2/3 percent of their average weekly wage for the past twelve months but not to exceed the maximum established by the State law. If the disability exceeds 21 days, compensation at the rate of 66 2/3 per cent of the average weekly wage for the first seven days is paid retroactively. To protect the income of the employee, the County will compensate the employee for an initial time loss up to seven days at the employee's regular rate of pay. If the disability exceeds 21 days, the Workers' Compensation Provider will be notified to reimburse the County for the first seven days at the rate of 66 2/3 per cent of the average weekly wage of the employee.

For the purposes of benefits accrual, the employee is considered to be on a leave without pay status. The leave without pay status continues until the employee successfully returns to work. Medical insurance benefits will continue for the employee as set out below. Contribution for dependents remains the responsibility of the employee.

To qualify, an employee must immediately report any job-related injury or disease to their supervisor/manager. Medical services for work related injuries or diseases must be obtained from the County's designated and authorized medical provider unless the injury is an emergency and requires immediate attention and a designated provider is not immediately available. In the event the employee is instructed by the supervisor/manager to report for treatment and the injury or disease is later determined by the Workers' Compensation carrier to not be job-related, the employee should file the expenses for care with their personal medical insurance provider and forward to Human Resources bills reflecting co-pays or deductibles that apply to care given up to the point of notice of denial from the Workers' Compensation carrier.

If an employee is able to work, they may seek necessary follow-up medical care during their scheduled work time. The employee will notify department supervisor on a timely basis of scheduled medical treatment visits. The employee will not have sick or vacation leave deducted for this time away from work. Hospitalization and health insurance will not be provided at employer expense after three months of workers compensation leave status; however, the employee may enroll in COBRA at that time.

It is the intent of the County of Wayne to provide as safe work environment as possible. Employees are required to attend safety training applicable to their position and report unsafe conditions to their supervisors. Working safely is a condition of employment. Failure to do so will be considered poor work performance and subject to Article VIII.

## SECTION 13

### **Worker's Compensation – Temporary Light Work Assignments**

An employee who is temporarily disabled from their regular job as a result of an on-the-job injury may be able to be productive and return to a light work assignment during the temporary disability period.

Each Department shall attempt to locate and assign productive, light work for employees who are temporarily disabled for their regular job from an on-the-job injury. All such light work assignments will be within the physical limitations described by a physician.

The treating physician under the County's Workers' Compensation program shall be encouraged to release temporarily disabled employees to a light work status and describe the employee's physical limitations in sufficient detail to enable the County to determine a suitable work or task assignment.

The employee's regular work unit shall attempt to locate or design a work assignment within the physical limitations described. If the usual work unit is unable to assign suitable work, the Human Resources Office will

be contacted to determine if there are suitable work assignments in other work units. If so, the employee may be temporarily assigned to the other work unit. The employee's time sheet will be maintained by his/her regular work unit and coded "MDWC" (Medical Disability Worker's Compensation) and his/her paycheck will continue to be distributed to his/her regular work unit.

The employee continues on his/her regular pay status during the light duty period.

Upon release to regular work without restrictions, the employee will be returned to his/her work unit and his/her regular job.

Use of temporary light work assignments is not intended to include other sickness or injury experienced away from work by the employee.

Each Department Head shall be responsible for the review, coordination/implementation of temporary light work assignments.

#### SECTION 14

##### **Non-FMLA Leave Without Pay**

Leave without pay is an administrative decision and may be granted for up to, but not to exceed three months, by the County Manager, upon recommendation of the department head and agreement of the Human Resources Director. The needs of the department are paramount in granting leave without pay.

Upon returning from leave without pay, the employee shall not be guaranteed a position of the same classification, seniority and pay.

Failure to report for duty at the expiration of a leave of absence, unless an extension has been requested and granted, shall be considered a resignation.

All vacation and sick leave, if applicable, must be used prior to requesting leave without pay. Vacation and sick leave credits will not be accrued during leave without pay. Hospitalization and health insurance, provided for the employee by the employer during regular pay status, will not be provided at employer expense benefits during leave without pay, unless the employee is on pay status a minimum of half the working days during the calendar month. The employee may enroll in COBRA during this time.

#### SECTION 15

##### **Military Leave**

The County Manager, upon the recommendation of the supervising department head, may grant up to eighty (80) working hours military leave with pay in any fiscal year to any full time county employee who attends and participates in a military training period or other required reserve activity. In such instance, a copy of the employee's orders will be provided to the office of the County Manager upon request for such military leave. Military leave shall not be charged against the annual leave or sick leave to which the employee may be eligible.

If such military duty is required beyond this eighty (80) hour period, the employee shall be eligible to take accumulated vacation leave or be placed on leave without pay status.

This section DOES NOT apply to reserves called to active duty.

While taking military leave, if the employee becomes ill or disabled, and is under orders and compensated for by the Federal Government, he/she is not eligible for paid sick leave from the County during that period.

##### **SECTION 15-A**

### Military Leave – Leave without Pay Due to Active Duty Orders

Employees, who also serve as Guardsmen or Reservist, and who are called to active duty that extends beyond the eighty (80) working hours in any fiscal year (See Article VI, Section 15) shall be eligible to take accumulated vacation leave or be placed on leave without pay status.

While taking such military leave – Leave Without Pay Due to Active Duty Orders, if the employee becomes ill or disabled, and is under orders and compensated for by the Federal Government, he/she is not eligible for paid sick leave from the County during that period. The employee also does not accumulate additional sick leave and vacation leave during this unpaid leave. The employee may choose, for a period of up to two years, to remain on the County's health plan with the County covering the employee's expense and the employee continuing to pay any applicable expense for dependent coverage.

### SECTION 16

#### **Civil Leave**

A regular full time or regular part time County employee called for jury duty or as a witness of the court for the federal or state government, or a subdivision thereof, is entitled to leave with pay for such duty during the required absence. The County employee is entitled to regular compensation plus any compensation received for jury duty.

### SECTION 17

#### **Administrative Leave**

Administrative leave may be granted for donating blood.

As an employer, Wayne County encourages the donation of blood to the American Red Cross and to hospitals. In the event that an employee wishes to participate in this activity, he/she may request administrative leave for up to three hours for this purpose. This leave may be approved by the supervisor or department head once every two months, as a donor must wait at least 56 days in between donations and providing it does not cause disruption of work in the unit or department.

While the County supports other medical donations, those requiring more time than allowed above will require the employee to use accumulated sick or vacation leave.

Department Managers are authorized to provide time off with pay to employees participating in volunteer emergency and rescue services. Each department manager is responsible for determining that a bona fide need for such services exists within a given area. A bona fide need should be defined as real or eminent danger to life or property. The employee must provide the department manager with sufficient proof of membership in an emergency volunteer organization and show that performance of such emergency services will not unreasonably hinder agency activity for which the employee is responsible.

### SECTION 18

#### **Educational Leave**

An employee may be granted educational leave to participate in a job-related, short course, such as an update. The course must be directly job-related and must be intended to enhance the performance of present job duties. This leave must be recommended by the department head and approved by the County Manager prior to the commencement of the course. A written request from the department head to the County Manager must include the details involving cost to the County, nature of training, use of County time, use of County funds, and arrangements for lodging, meals and travel. An employee must also stipulate, in detail, the anticipated effects on work performance as direct result of such training. The employee will receive his/her regular compensation during such approved educational leave. No compensation or reimbursement will be given to an employee whose leave

is not approved. No compensation or reimbursement will be given if the course is taken for academic credit. Courses sponsored by the Institute of Government are generally approved.

#### SECTION 19:

##### **Volunteerism**

The County of Wayne is committed to the support of many worthwhile charities and causes that positively impact the life style of Wayne County residents. One venue for providing such support is to establish a Policy of Volunteerism that permits County employees to volunteer an average of at least one hour per month in support of an approved charity and/or cause subject to the following:

1. The charity and/or cause must be approved by the County Manager.
2. If the time volunteered falls during normal work hours, the employee's supervisor/department manager must approve the time away from work.
3. Employees who volunteer an average of one hour or more per month over the course of twelve months will be granted one day off with pay. For the purposes of this policy, a day is defined as a normal work day for the employee, not to exceed 12 hours. This paid day off must be taken within ninety days of being earned. Leave requests must clearly note "Volunteer Day" in order to be paid.

#### SECTION 20:

##### **Bereavement Leave:**

Full time employees will be granted up to 3 days with pay in the event of death of an immediate family member. Bereavement leave is established to provide the employee with basic time for funeral arrangements, attendance, and handling business matters concerning a death. Written verification (obituary, death certificate, funeral program, newspaper obituary, or other written verification) is required prior to crediting bereavement leave.

For the purposes of this section, "immediate family" shall be defined as wife, husband, mother, father, guardian, son, daughter, brother, sister, grandchildren and grandparents, as well as the various combination of half, step, in-law, and adopted relationships that can be derived from those named herewith.

## **ARTICLE VII. SEPARATION**

#### SECTION 1

##### **Types of Separation**

All separations of employees from positions in the service of the County shall be designated as one of the following types: resignation, reduction in force, disability, retirement, dismissal, death, or other. Disciplinary action, suspension and dismissal will be addressed in Article VIII. Upon separation from a County position, the employee shall return IMMEDIATELY to his/her supervisor or the department head his/her employee identification card, all County property and all keys issued to the employee during their services. The employee's final paycheck will be held until such items are received.