

# ALLEGAN COUNTY EMPLOYEE HANDBOOK

<b>Category:</b>	<b>Other Policies and Information</b>
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<b>Approved:</b>	<b>April 14, 2005, new policy</b>
<b>Subject:</b>	<b>CLASSIFICATION OF COUNTY COMMISSIONERS, COUNTYWIDE ELECTED OFFICIALS AND APPOINTED OFFICIALS</b>

1. **GENERAL:** Terms of office for County Commissioners and countywide elected and appointed officials are governed by statute and board policy where applicable. While serving as an elected or appointed official for Allegan County, these positions are classified as follows.
  
2. **COUNTY COMMISSIONERS:** While serving as a County Commissioner, this position will earn a salary as determined by the Board of Commissioners. These positions are not eligible for overtime or compensating time, but will earn per diem payments for those meetings identified in the Board of Commissioner Rules, subject to payroll taxes. County Commissioners will be eligible for benefits as follows:
  - 2.1 Health/Hearing/Dental/Vision Insurance consistent with the plan(s) available to the nonbargaining employees with a twenty percent (20%) premium co-payment.
  - 2.2 Opt out benefits will be consistent with the policy and amount as established for full-time nonbargaining employees.
  - 2.3 IRS 125 plan consistent with the plan available to the nonbargaining employees.
  - 2.4 Life insurance at one and one half (1½) times the annual salary to a maximum of fifty thousand dollars (\$50,000), rounded to the nearest thousand.
  - 2.5 Longevity payment consistent with the plan available to the nonbargaining employees. Officials newly elected to office after January 1, 2001, will only be eligible for the longevity payment consistent with nonbargaining employees newly hired after that same date. Service previously earned either as an employee or while holding elected or appointed office will be included when determining the eligibility date and the benefit entitlement, providing there is no break in service or the individual has not retired from another position in the County.
  - 2.6 Retirement benefits consistent with the plan available to the nonbargaining employees. Officials newly elected to office after January 1, 1999, will only be eligible for the Defined Contribution Plan. Service previously earned either as an employee or while holding elected or appointed office will be included when determining the eligibility date and the benefit entitlement, providing there is no break in service or the individual has not retired from another position in the County.

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- 2.7 Voluntary insurance plans, fitness center membership, and Employee Assistance Plan as offered to the nonbargaining employees.
  - 2.8 Travel and training reimbursements will be in accordance with Board of Commissioner Rules and the County annual budget.
3. **APPOINTED BOARD AND COMMISSION MEMBERS:** Individuals appointed by the Chairman of the Board of Commissioners or elected to serve by the Board of Commissioners will be eligible for per diem payments. Per diem will be paid in accordance with the board rules while attending official meetings of the appointed board or commission, providing the individual is not earning a salary or wage from any other organization while attending the meetings. Per diem payments are subject to payroll taxes. Reimbursement for travel or training will be in accordance with County policy and the annual budget.
4. **COUNTYWIDE ELECTED OFFICIALS:** Countywide elected officials are defined as Prosecuting Attorney, Sheriff, Treasurer, Clerk/Register, and Drain Commissioner. While serving, these positions will earn a salary as determined by the Board of Commissioners. These positions are not eligible for overtime or compensating time, and will be eligible for benefits as follows:
- 4.1 Health/Hearing/Dental/Vision Insurance consistent with the plan(s) available to the nonbargaining employees with a ten percent (10%) premium co-payment.
  - 4.2 Opt out benefits will be consistent with the policy and amount as established for full-time nonbargaining employees.
  - 4.3 IRS 125 plan consistent with the plan available to the nonbargaining employees.
  - 4.4 Life insurance at one and one half times (1½x) the annual salary to a maximum of fifty thousand dollars (\$50,000), rounded to the nearest thousand.
  - 4.5 Longevity payment consistent with the plan available to the nonbargaining employees. Officials newly elected to office after January 1, 2001, will only be eligible for the longevity payment consistent with nonbargaining employees newly hired after that same date. Service previously earned either as an employee or while holding elected or appointed office will be included when determining the eligibility date and the benefit entitlement, providing there is no break in service or the individual has not retired from another position in the County.
  - 4.6 Retirement benefits consistent with the plan available to the nonbargaining employees. Officials newly elected to office after January 1, 1999, will

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only be eligible for the Defined Contribution Plan. Service previously earned either as an employee or while holding elected or appointed office will be included when determining the eligibility date and the benefit entitlement, providing there is no break in service or the individual has not retired from another position in the County.

- 4.7 Voluntary insurance plans, fitness center membership, and Employee Assistance Plan as offered to the nonbargaining employees.
- 4.8 Travel and Training reimbursements will be in accordance with County policy and the annual budget.

5. **CHIEF DEPUTIES OF COUNTYWIDE ELECTED OFFICIALS:** Chief deputies appointed by the countywide elected officials defined above will serve in accordance with state statute and at a salary as determined by the Board of Commissioners. These positions are not eligible for overtime or compensating time, and will be eligible for benefits consistent with the full-time nonbargaining employees of the County.

6. **JUDGES:** As elected officials, Judges will earn a salary as established by state statute and receive all or a portion of that salary through the Allegan County payroll system. While serving, Judges will be eligible for benefits as follows:

- 6.1 Health/Hearing/Dental/Vision Insurance consistent with the plan(s) available to the nonbargaining employees with a ten percent (10%) premium co-payment.
- 6.2 Opt out benefits will be consistent with the policy and amount as established for full-time nonbargaining employees.
- 6.3 IRS 125 plan consistent with the plan available to the nonbargaining employees.
- 6.4 Life insurance at one and one half times (1½x) the annual salary to a maximum of fifty thousand dollars (\$50,000), rounded to the nearest thousand.
- 6.5 Longevity payment consistent with the plan available to the nonbargaining employees. Officials newly elected to office after January 1, 2001, will only be eligible for the longevity payment consistent with nonbargaining employees newly hired after that same date. Service previously earned either as an employee or while holding elected or appointed office will be included when determining the eligibility date and the benefit entitlement, providing there is no break in service or the individual has not retired from another position in the county.

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- 6.6** Retirement benefits consistent with the plan available to the nonbargaining employees or the state pension plan as determined by state statute.
- 6.7** Voluntary insurance plans, fitness center membership, and Employee Assistance Plan as offered to the nonbargaining employees.
- 6.8** Travel and training reimbursements will be in accordance with County policy and the annual budget.