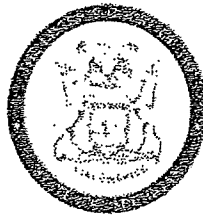


DISTRICT JUDGES
HON. RICHARD A. COOLEY, JR.
HON. DAVID C. NICHOLSON
HON. CYNTHIA S. PLATZER



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COURT ADMINISTRATOR
TIMOTHY J. COOK

*The District Court
72nd Judicial District of Michigan*

STATE OF MICHIGAN
72nd JUDICIAL DISTRICT COURT

ADMINISTRATIVE ORDER 2005-5

UNSCHEDULED COURT CLOSING DUE TO WEATHER EMERGENCY

RECEIVED
DEC 27 2005
State Court Administrative Office
Region 1

IT IS ORDERED:

This Local Administrative Order is issued pursuant to Michigan Supreme Court Administrative Order 1998-5, and after consultation with the St. Clair County Board of Commissioners/Designee to provide for procedures for suspension of court operations and closure of court facilities due to weather emergencies. It is the court's intent to ensure that decisions regarding suspension of court operations are consistent with decisions made regarding county/city operations to the extent possible without undue disruption of service to litigants.

Suspension of Operations

The Chief Judge/Designee will consult with the County Administrator/Controller or designee, to determine if a weather emergency will result in a decision to close the facility where the court is located.

The decision to close the court will be announced by the Chief Judge, or persons the Chief Judge designates as responsible for making this announcement, to court employees and local law enforcement by a means to reasonably assure notice.

Public notice will be made by posting a notice at all court entrances and providing announcements over local radio and/or television station(s).

Employees' Time Off Due to Weather Emergencies

If the funding unit declares a weather emergency and closes the facility where the court is located, court employees will charge time off in a manner consistent with the way the funding unit treats its employees for that closure, unless a collective bargaining agreement contains provisions to the contrary.

If the court closes and releases its employees, but the funding unit does not, then court employees must use accumulated leave time or take unpaid leave, unless a collective bargaining agreement contains provisions to the contrary.

The pertinent provisions of the 72nd District Court for the County of St. Clair Employee Handbook (section 2.16:A through 2.16:C), and the Agreement between the St. Clair County Board of Commissioners/72nd Judicial District Court and District Court Employees, Local #1518, AFSCME, AFL-CIO dated February 25, 2002 (currently in effect) (Article 33, Section 1 and 2) are attached hereto for convenient reference.

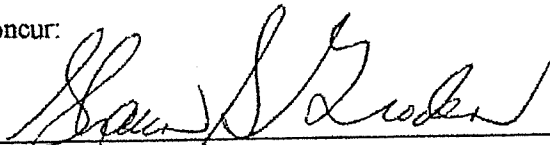
Effective date: DECEMBER 5, 2005



CYNTHIA S. PLATZER, Chief Judge
72nd District Court

Dated: Dec. 5, 2005

Concur:



SHAUN GRODEN
St. Clair County Administrator

[ii.2] In no event should an employee attempt to personally remedy the difficulty or enlist the aid of a third party to remedy the difficulty unless authorized by a representative of the Information Technology Department.

[iii] The County has no responsibility for the installation, maintenance and repair of an employee's personally owned equipment including software.

[iv] The cost of the connection from the remote site to the network shall be borne by the Court.

[v] The recipient of any equipment from the County shall be required to sign a fixed asset form that acknowledges receipt and responsibility for the equipment.

2.15: I. VIRUS CHECKING SOFTWARE

The Information Technology Department is exclusively responsible to install virus-checking programs run on all computers and laptops owned by the County.

2.16: Weather, Man-Made Disasters and Other Emergencies

2.16:A. RESPONSIBILITY

The Chief Judge or designee, upon concurrence of the Chairperson or Vice-Chairperson of the County Board of Commissioners shall have exclusive authority to determine when conditions are such that employees need not report to work or may be sent home early with full pay. In as much as the County provides services around the clock, special notice will be provided the Chief Judge and/or supervisors with employees scheduled to work at times other than traditional office hours. It is the responsibility of the Chief Judge and/or supervisor to notify their affected employees.

2.16:B. PAY

Employees who are sent home early or told not to report to work will receive pay as though the hours were worked. Employees on a scheduled day off with or without pay are not

entitled to any pay or compensation additional to that agreed upon when the request for the day off was approved.

2.16:C. LOCALIZED OCCURRENCES

The disaster, emergency or condition may be localized and not affect all employees at all locations of the Court. In the event of a localized disaster, emergency or condition the following shall apply:

[i] If the disaster, emergency or condition is at a location other than the Courthouse, the Chief Judge and/or Court Administrator must contact the County Administrator/Controller or designee who will determine the necessary course of action.

[ii] Employees who are sent home early or told not to report to work will receive pay as though the hours were worked.

[iii] Employees on a scheduled day off shall be subject to 2.16:B.

[iv] It is the responsibility of the Chief Judge and/or Court Administrator to provide all employees with scheduling instructions at the affected location.

[v] Because the Court operates at more than one location, the following shall apply:

[v.1] Only the employees at the location affected are subject to the policy on leaving work early or not reporting to work.

[v.2] The Chief Judge and/or supervisor shall have authority to schedule the employees at an affected location to work at an unaffected location.

[v.3] It is the obligation of the Chief Judge and/or Court Administrator to notify employees at affected locations about where and/or when to report or not to report to work.

SECTION 7

An employee who fails to provide timely notice of a status change may be required to reimburse the County for the difference in premium costs. The County will notify new employees of all insurance benefits upon hire and further advise employees of open enrollment periods and procedure to apply for and modify insurance benefits.

SECTION 8

An employee shall be entitled to modify their election during the plan year only in the event and consistent with a family status change. That election shall be implemented without undue delay but consistent with the established policy and in consideration of the date of notice provided the County.

ARTICLE 32
LIFE INSURANCE

SECTION 1

A full time employee shall be eligible for core life insurance in the amount of \$35,000.

SECTION 2

A. OPTION I

The eligible employee may purchase an additional amount equal to the core at the Employer's group rate. The employee shall be subject to and responsible for any and all taxes on the premium amount as determined by the IRS.

B. OPTION II

The eligible employee may purchase an amount equal to twice the core at the Employer's group rate. The employee shall be subject to and responsible for any and all taxes on the premium amount as determined by the IRS.

SECTION 3

On an approved leave of absence without pay, the employee may continue premium payment within the provisions of the insurance policy or forfeit insurance coverage.

SECTION 4

In order to be eligible for benefits, the employee must enroll by the method and manner determined by the County.

ARTICLE 33
ACT OF GOD

SECTION 1

In the event of a natural or man-made disaster or emergency, the Chairperson of the Board of Commissioners or presiding Judge may declare the same and authorize the pay of those employees unable to report to

work. Any employee who reports to work shall receive compensatory time and straight pay for the work performed.

SECTION 2

In the event any member or members of the Bargaining Unit are sent home from work or are advised not to report to work for reason other than discipline by the Court, those employees shall receive their full day's pay.

ARTICLE 34
SERVICE RECOGNITION

SECTION 1

The Employer shall recognize years of continuous full time service of employees hired before July 1, 1996 by providing a percentage of salary not to exceed the maximum payment as follows:

<u>Years of Service</u>	<u>Percentage</u>	<u>Maximum Payment</u>
5 - 9	2%	\$ 500
10 - 14	4%	\$ 1,000
15 - 19	6%	\$ 1,500
20 - 24	8%	\$ 2,000
25 +	10%	\$ 2,500

SECTION 2

Employees who satisfy the minimal requirements each year shall be paid a single lump sum the first full pay period following their date of full time hire.

SECTION 3

Employees with ten (10) or more years of service shall be entitled to a prorated lump sum payment in the event of retirement or death, or resignation with two (2) weeks notice.

ARTICLE 35
MILEAGE ALLOWANCE

SECTION 1

Employees who use their personal vehicles on business required by the Employer shall be reimbursed at the maximum rate allowable by the U.S. Department of Internal Revenue.

ARTICLE 36
RETIREMENT

SECTION 1

All full time regular employees shall, upon their date of hire, participate in the St. Clair County Employees Retirement Plan. Bargaining Unit members employed or reemployed on or after July 1, 1996 shall be subject to the plan provided herein.