

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION – V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/2005
SUBJECT: Paid Holidays	SUPERSEDES DATE: 10/25/200

POLICY:

Employees will be given leave at full pay for the following holidays:

- New Year's Day: January 1
- Martin Luther King Day: 3rd Monday in January
- Presidents Day: 3rd Monday in February
- Memorial Day: Last Monday in May
- Independence Day: July 4
- Labor Day: 1st Monday in September
- Columbus Day: 2nd Monday in October
- Veterans Day: November 11
- Thanksgiving Day: 4th Thursday in November
- Day After Thanksgiving Day: 4th Friday in November
- Christmas Day: December 25

Holidays occurring on Saturday will be observed on Friday, and those occurring on Sunday will be observed on Monday or in accordance with proposed national/state policy regarding observance of holidays. An extra day vacation is given if a holiday falls within a vacation period.

PROCEDURE:

1. All full-time employees are paid for eight hours for each holiday.
2. Time off for religious observances other than legal holidays may be granted either as vacation time, as time to be substituted for another holiday, or compensatory time, which has accrued to the credit of the employee. Advance approval of the supervisor is required.
3. An employee who is on leave-without-pay status the day proceeding a holiday will not be paid for the holiday.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 10/01/11
SUBJECT: Vacation Permanent Full-Time, Permanent Part-Time	SUPERSEDES DATE: 12/18/96, 4/24/02

POLICY

All permanent full-time and part-time employees of the ADAMHS Board shall be eligible for maximum annual accrued vacation within the limitations and conditions of this policy.

I. ELIGIBILITY

- (A) Full-time and temporary employees are persons who work at least seventy-five (75) hours per biweekly pay period. Part-time employees are persons who work at least thirty-seven and one-half (37.5) hours per biweekly pay period. Employees who work less than 37.5 hours in a biweekly pay period shall earn no paid vacation leave.
- (B) Students or consultants shall not be eligible for accrued vacation leave.
- (C) The employee's date of hire at the Board shall be considered the anniversary date for the purpose of computing vacation leave accrual. The exception would be that of an employee who has had prior service, other than as an elective officer, with the state of Ohio or any political subdivision of the state of Ohio. Per ORC 9.44, these employees are entitled to have their prior service counted for the purpose of computing vacation leave accrual.
- (D) Employees shall be allowed to accumulate accrued vacation up to a maximum of that which can be earned during three years of employment with the Board.
- (E) Upon separation from employment at the Board, an employee shall be paid for any unused vacation leave accrued up to the maximum of that which could be earned during the three years immediately preceding the employee's last anniversary date of employment.
- (F) The ADAMHS Board may authorize additional vacation leave for the Executive Director.

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- (G) Vacation leave continues to accrue during periods of paid leave. Employees who are on unpaid leave for less than an seventy-five (75) hour biweekly pay period will receive vacation accrual prorated based upon hours in active pay status. (Example: 60% hours in active work status equals 60% rate accrual)

II. ACCRUAL RATES

- (A) The following is the approved accrual rate for all permanent, full-time employees.

<u>COMPLETED SERVICE_ PER BI-WEEKLY PAY PERIOD</u>	<u>RATE ACCRUAL ANNUAL TOTAL</u>	
Less than 6 months	3.10 *	0
6 months through 1 day less than 1 year	3.10	80 hours (10 days)
1 year through 1 day less than 5 years	4.60	120 hours (15 days)
5 years through 1 day less than 9 years	6.20	160 hours (20 days)
9 years through 1 day less than 19 years	7.69	200 hours (25 days)
19+ years	9.23	240 hours (30 days)

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- (B) Permanent, part-time employee's accrued vacation leave shall be prorated based upon the number of hours worked per pay period compared to 75 hours of a full-time employee. (Example: 60% of time equals 60% rate accrual)

* Accumulated leave not available to be used or paid out until employee completes 6 months of service.

III. PROCEDURE:

1. Employees shall submit a Request for Leave form to their immediate supervisor for approval prior to the date of the requested leave time.
2. The employee's supervisor shall consider the status of the employee's work assignments before approval is given. If the supervisor does not approve the leave request, the employee may appeal to the Executive Director, whose decision is final.
3. Vacation leave is not to be used in increments of less than fifteen (15) minutes.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/2005
SUBJECT: Sick Leave	SUPERSEDES DATE: 11/17/93

POLICY:

In accordance with Section 124.38 of the Ohio Revised Code, each employee shall be entitled for each bi-weekly pay period to sick leave of four and six-tenths (4.6) hours with pay.

Unused sick leave shall be accumulated without limit. When an employee uses sick leave, it shall be deducted from the employee's credit on the basis of one hour for every hour of absence from previously scheduled work.

Sick leave credit from previous employment shall not be transferred to the Board employment, except that which was earned during the employment of the State of Ohio or Ohio county civil service. The previously accumulated sick leave of an employee who has been separated from public service shall be placed to his/her credit upon reemployment that takes place within ten (10) years of the date on which the employee was last terminated from public service.

Accrued sick leave may be used for pregnancy, personal illness, or injury, as well as for medical, dental or optical examination or treatment. Accrue sick leave may also be used for illness, injury, accompaniment of a family member to a medical, dental, optical examination; or a death of an immediate family member.

The Executive Director shall determine who consists of the immediate family, acting within his/her discretion and without discrimination among employees. When employees are unable to report to work, they shall notify their immediate supervisor within one (1) hour following the time they are scheduled to report to work, unless emergency conditions make this impossible. Should an employee expect to be on extended sick leave (more than five (5) days), notification in writing, stating the problem and expected date of return is required. The Executive Director at his/her discretion may request that a written physician statement validate extended sick leave.

The employee may be required by the appointing authority to take an examination to determine his/her physical or mental capacity to perform the duties of his/her position. In the event that the report of the examination, in the opinion of the appointing authority indicates that the employee is not capable of performing his/her duties either physically

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or mentally, the employee may be continued on sick leave, **OR** may be placed on medical disability.

An employee taking retirement shall receive cash payment for accumulated sick leave as determined by the Board Retirement Policy.

Employees hired prior to November 17, 1993 who are terminating their employment shall have the option to retain their accumulated sick leave until such time of retirement, or receive cash payment for accumulated sick leave that was accrued while employed with the Board and/or which was transferred in. In accordance with the following schedule cash payment of accrued sick leave will be computed as follows:

CASH PAYOUT FOR EMPLOYEES HIRED PRIOR TO NOVEMBER 17, 1993:

- A. First two hundred forty (240) hours is converted by paying one (1) hour pay for every three- (3) hours of accumulated sick leave.
- B. The next one-hundred sixty (160) hours is converted by paying one (1) hour pay for every two (2) hours of accumulated sick leave.
- C. All accumulated sick leave time in excess of four hundred (400) hours is converted by paying one (1) hour pay for every hour of accumulated sick leave up to a maximum of seven hundred and fifty (750) hours.

Maximum cash payout for any employee shall be 910 hours, with any remaining balance removed from ADAMHS Board records.

Any cash payment conversion of sick leave made under the provisions of this policy shall not be subject to contributions to any retirement systems either by the employee or the employer.

Payment for accrued sick leave that is converted to cash payment shall be made at the employee's rate of pay at the time of the employee's termination or separation.

Sick leave shall be requested via the "Request For Leave" Form. The employee's supervisor, the Executive Director, shall sign this form then forwarded to the Human Resource Specialist or his/her designee. Sick leave shall not be considered approved until the above-mentioned signatures are obtained.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/17/93
SUBJECT: Sick Leave	SUPERSEDES DATE: 10/30/83

NEW POLICY FOR ANYONE EMPLOYED WITH THE BOARD AFTER NOVEMBER 17, 1993:

Employees hired after November 17, 1993, whose employment is terminated for reasons other than retirement, are not entitled to a cash payout of accrued sick leave.

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PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/2005
SUBJECT: Maternity/Paternity Leave	SUPERSEDES DATE: 11/30/83

POLICY:

An employee may take up to ninety (90) days leave for pregnancy. A full-time employee is permitted to use any accrued sick leave and/or vacation leave for any part of the said period. An employee must take leave-without-pay for the remainder of the said time.

PROCEDURE:

1. Request for maternity/paternity leave shall be given to the immediate supervisor in writing.
2. This leave is not considered a break in service.
3. Upon return to work, the employee will reinstate in the same position he/she vacated or in a similar position.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/2005
SUBJECT: Compensatory Time	SUPERSEDES DATE: 5/26/93

POLICY:

An employee paid pursuant to Section 124.15 of the Revised Code, who is not overtime exempt pursuant to rule 123:1-43-02 of the Administrative Code, and who is required by an administrative superior to be in active pay status for more than forty (40) hours in any calendar week shall be entitled to overtime compensation or compensatory time as provided in rule 123:1-43-03 of the Administrative Code.

PROCEDURE:

In accordance with the Fair Labor Standards Act (FLSA), the Executive Director will designate positions, the duties of which are professional, administrative or executive in nature, as overtime exempt or non-exempt.

An employee entitled to overtime compensation under rule 123:43-01 of the Administrative Code shall be entitled to compensation for such time over forty (40) hours at one and one-half (1 1/2) times his/her base rate of pay. The employee may elect to take compensatory time off in lieu of overtime pay on a time and one-half basis. Employees eligible for compensatory time may not accrue more than two hundred and forty (240) hours of compensatory time. Any compensatory time in excess of 240 hours, shall be paid as overtime compensation.

When an employee who is eligible for overtime compensation under Section 123:1-43-01 of the Administrative Code is required to work on a day designated as a holiday, they shall be entitled to pay for such time worked at one and one (1 1/2) times their base salary.

An employee may use compensatory time accrued in accordance with rule 123:1-43-03 of the Administrative Code at a time mutually convenient to the employee and his/her supervisor within one hundred eighty (180) days after earning such compensatory time. Employees shall request the use of compensatory time on a "Request for Leave" form.

Compensatory time may not be used during any scheduled work period in order to earn overtime, holiday pay, or additional compensatory time.

All compensatory time must be used before an employee is granted a leave of absence.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/2005
SUBJECT: Compensatory Time	SUPERSEDES DATE: 5/26/93

An employee shall be paid for compensatory time earned in accordance with rule 123:1-43-03 of the Administrative Code which has not been used within one hundred eighty (180) days, or at the time of separation.

Employee must have prior approval from his/her immediate supervisor, the Executive Director, or his/her designee before earning compensatory time. Any compensatory time earned by an employee must be submitted to their supervisor within five (5) working days of the date earned. Employees must submit a compensatory authorization form that identifies the number of hours worked, the number of compensatory time hours earned the date and nature of the work performed. Compensatory time not submitted within five (5) working days will not be approved.

In addition to the employee's immediate supervisor, the Executive Director, of his/her designee shall approve all compensatory time requests.

EXEMPT AND NON-EXEMPT POSITIONS

For purposes in determining eligibility for compensatory time, breakdowns of exempt and non-exempt positions are reflected.

EXEMPT POSITIONS - NOT ELIGIBLE FOR COMPENSATORY TIME

- Executive Director
- Executive Administrative Assistant
- Director of Business Operations
- Director Behavioral Health Operations
- Public Affairs Director
- Manager Claims/Enrollment/Member Maintenance
- Manager Financial Operations
- Manager Information Systems
- Manager Evaluation Systems
- Manager Planning
- Manager Care Management
- Client Rights/Community Services Specialist
- Enrollment Specialist
- Claims Analyst
- Financial Specialist
- Program Annalist
- Evaluation Specialist
- Network Administrator
- Information Systems Associate
- IS Coordinator
- Housing Administrator
- Children & Families Services Planning Administrator
- Clinical Care Management Administrator
- Utilization Reviewer

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NON-EXEMPT POSITIONS -ELIGIBLE FOR COMPENSATORY TIME

- Secretary / Receptionist
- Department Secretaries
- Administrative Secretaries

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PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/83
SUBJECT: Administrative Leave	SUPERSEDES DATE: 10/79

POLICY:

Administrative Leave will be granted for the attendance of out-of-county conferences and meetings by written permission of the Executive Director.

PROCEDURE:

1. The employee shall submit a "Request for Leave" form to his/her supervisor for approval.
2. The Executive Director or his/her designee shall have the final approval for all Administrative Leave requests.
3. When Administrative Leave is granted, all pay and benefits remain in force during the leave period.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/83
SUBJECT: Board Paid Insurance While on Maternity / Paternity Leave	SUPERSEDES DATE: 10/79

POLICY:

The Board will continue to pay health and life insurance premiums during the time that an employee is on approved maternity/paternity leave.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 06/01/2007
SUBJECT: Medical, Dental and Vision Insurance	SUPERSEDES DATE: 07/01/2001

POLICY

The Board shall offer medical, dental, and vision insurance to all regular full and part-time employees.

1. Cost and Types of Coverage

The employee may select **Employee, Employee plus one, or Employee plus two or more** coverage. **Employee is** single coverage for the employee only, **Employee plus one is coverage for the employee plus either a spouse or unmarried dependent child, Employee plus two or more** coverage includes spouse and unmarried dependent children. The cost to the employee varies according to the plan option and type of coverage taken.

Employees shall contribute ten (10) percent towards the insurance premium cost of coverage. Effective July 1, 2001, the employees share shall be taken in the form of a pre-tax payroll deduction, thereby, the health plans are administered according to Section 125 of the IRS Code. The employee's signature on the Insurance Enrollment form and Salary Reduction Authorization form will authorize a payroll deduction by the amount of his/her premium share and any increase which may occur during the plan year.

New employees hired on or after 10/25/00 began contributing their portion of the cost with their effective date of coverage. Employees hired prior to 10/25/00 shall begin contributing toward the cost beginning July 1, 2001.

2. Enrollment

A new employee has thirty (30) calendar days from the date of hire to complete the enrollment forms and submit them to the human resource office. This also applies to an employee whose status changes from one ineligible for benefits to one with eligibility, or changes in family status as defined in paragraph 6. If the employee does not enroll within the thirty (30) calendar days, he/she must wait until the next open enrollment opportunity or must receive approval from the Carrier who shall include furnishing evidence of insurability.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 06/01/2007
SUBJECT: Medical, Dental, and Vision Insurance	SUPERSEDES DATE: 07/01/2001

3. Effective Date

For new hires, the effective date for benefits will be the first day of the month following the hire date.

Example: For anyone who is hired in March, their benefits will become effective April 1 as long as they enroll within 30 days of their hire date. If they enroll within 30 days of their hire date, but after the first of the month, benefits will be retroactive to the first of the month.

4. Plan Year

The Plan Year for employee group benefits is July 1 - June 30. This is the twelve-month period during which covered expenses count toward any applicable deductible or maximum out-of-pocket amount. Because of federal regulations covering pre-tax payroll deductions, no changes can be made during the Plan Year unless they qualify as allowable family status changes, as described in Paragraph 6.

5. Open Enrollment

An annual open enrollment period is held prior to the beginning of the Plan Year. This is held prior to the beginning of the Plan Year. This is the only time during the year that employees may choose a different plan option. Changes are effective July 1.

6. Changes in Family Status

During the Plan Year, a change in health coverage within the same Plan (i.e. from single to family) may be made only if due to a change in family status, as a result of experiencing one of the following events:

- (a) marriage
- (b) divorce
- (c) birth or adoption of a child

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PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 06/01/2007
SUBJECT: Medical, Dental and Vision Insurance	SUPERSEDES DATE: 07/01/2001

- (d) death of spouse or child
- (e) change in spouse's employment status affecting the spouse's eligibility for coverage under the spouse's employer's plan.
(Documentation from the spouse's employer is required)

7. Termination of Coverage

For employees who terminate employment or terminate benefits coverage due to a life event, their benefits will continue through the end of the month in which they terminate, regardless of what day of the month they terminate.

ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD FOR MONTGOMERY COUNTY

SECTION 125 PLAN

Effective 7/1/01

ARTICLE I - PURPOSE, EFFECTIVE DATE AND PLAN YEAR

The ALCOHOL, DRUG ADDICTION AND MENTAL HEALTH SERVICES BOARD FOR MONTGOMERY COUNTY (the "ADAMHS Board") SECTION 125 PLAN has been established by the ADAMHS Board (the "Employer") to enable each of its eligible employees to pay his share (his "Premium Share") of the premium cost associated with benefits provided to him/her under the ADAMHS Board Health Benefit Plans (the "Health Benefit Plans") with pre-tax dollars. Any such election by a Participant shall provide for the reduction of periodic cash compensation otherwise payable to him as permitted by Section 125 of the Internal Revenue Code of 1986, as amended, or for the payment of his periodic compensation unreduced by reason of the 125 Plan. The "Effective Date" of the 125 Plan is shown in the addendum. For purposes of the 125 Plan, the term "Plan Year" means the beginning period of the plan continuing for not more than 12 months, ending June 30 and each 12 month calendar period thereafter, commencing on each subsequent July 1.

ARTICLE II - ELECTION AND PARTICIPATION

The employee must elect to participate in the Plan by the beginning of the Plan Year, or within 30 days of when the employee becomes eligible to participate in the Health Benefit Plans.

Each employee electing to participate in the Plan shall become a Participant under the 125 Plan by the first day of the pay period following the date on which:

- (a) The employee becomes eligible to participate in the Health Benefit Plans;
and
- (b) Has authorized the employer to reduce the amount of the future periodic cash compensation payments otherwise payable to him by the amount of his Premium Share and to increase or decrease the amount of any reduction to reflect any future increase or decrease, as the case may be, in the amount of his Premium Share applicable to covered benefits provided under the Health Benefit Plans as of the effective date of his election.

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ARTICLE III - MODIFICATION AND REVOCATION OF ELECTION

An election made pursuant to the provisions of Article II may be prospectively revoked or modified by a Participant by the first day of any Plan Year by filing a writing filed with the Employer at least 30 days in advance of that Plan Year.

If a Participant fails to return a completed new enrollment form to the employer by the specified due date for any Plan Year, he will be deemed to have elected the same coverage as was in effect on the last day of the preceding year.

Also, any election may be modified or revoked at any time by filing a prompt written notice with the Employer within thirty (30) days of the event if the Participant experiences a "Change in Family Status". The term "Change in Family Status" means, with respect to any Participant, his marriage or divorce, the birth or adoption of a child, the death of a spouse or a dependent covered under the Health Benefit Plans, loss of dependent(s) eligibility in employee's plan, or a change in spouse's employment status affecting the spouse's eligibility for coverage under the spouse's employer's plan. Any modification or revocation on account of a Change in Family Status will be effectuated as soon as administratively feasible after the Employer receives written notice of the change. Documentation of change in family status is required, as well as documentation from spouse's employer(s), if applicable.

ARTICLE IV - CONTROLLING LAW

The 125 Plan will be administered and construed in accordance with the United States Internal Revenue Code.

ARTICLE V - PLAN ADMINISTRATION

5.1. Administrator. The Employer shall have full power to administer the 125 Plan, in accordance with its terms, for the exclusive benefit of Plan Participants and their dependents. For this purpose, the Employer's powers include, but are not limited to, the following:

- (a) To make and enforce such rules and regulations as it deems necessary or proper for efficient administration of the Plan, including the establishment of any claims procedures that may be required by applicable law;

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- (b) To interpret the Plan (any such interpretation, made in good faith, shall be final and conclusive on all persons claiming benefits under the Plan);
- (c) To decide all questions concerning the Plan and the eligibility of any person to participate in the Plan (any such decision, made in good faith, shall be final and conclusive on all persons claiming benefits under the Plan);
- (d) To appoint such agents, counsel, accountants, consultants and actuaries as may be required to assist in administering the Plan; and
- (e) To allocate and delegate its responsibilities under the Plan and to designate other persons to carry out any of its responsibilities under the Plan. Any such allocation, delegation or designation shall be in writing.

5.2. Inspection of Records. During normal business hours and upon request of the Participant, the Employer will make available to the Participant, the Participant's Plan Record for inspection.

5.3. Reliance on Information Supplied by Others. In administering the Plan, the Employer shall be entitled, to the extent permitted by law, to rely conclusively on all information furnished by, or in accordance with the instructions of, the administrator of the Health Benefit Plans or by accountants, counsel or other experts who are employed or engaged by the Employer.

5.4. Indemnification of Administrator. The Employer agrees to indemnify and to defend, to the fullest extent permitted by law, any Employee serving as the Administrator or as a member of a committee designated as Administrator, against all liabilities, costs and expenses, including attorneys' fees and amounts paid in settlement of any claims, occasioned by any act or omission to act in connection with the Plan, if such act or omission is or was in good faith.

ARTICLE VI - MISCELLANEOUS PROVISIONS

6.1. Information to be Furnished. Participants shall provide the Employer with such information and evidence, and shall sign such documents, as may reasonably be requested from time to time for the purpose of administration of the Plan.

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6.2. Limitation of Rights. The Plan does not constitute a contract of employment, and participation in the Plan will not give any Employee the right to be retained in the employ of the Employer or give any person any right or claim to any benefit except as expressly provided under the terms of the Plan.

ARTICLE VII - AMENDMENT AND TERMINATION

While the Employer expects to continue the Plan, it must necessarily reserve and reserves the right to amend or terminate the Plan at any time. The Plan will automatically terminate on termination of the Health Benefit Plans.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 1/1/89
SUBJECT: COBRA	SUPERSEDES DATE: N/A

POLICY:

In accordance with Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), the Board will temporarily extend insurance coverage to employees and eligible dependents who are covered under one or more of the group medical, dental, vision and prescription drug plans in certain circumstances where coverage would otherwise end.

Circumstances in which coverage would and are:

1. Reduction in work hours
2. Voluntary Quit
3. Termination of employment for any reason other than gross misconduct

An employee and or those others covered by the insurer who elect to extend coverage due to one of the above circumstances may remain in the Board group health plans for a maximum of eighteen (18) months from the date coverage would otherwise have ended.

Surviving spouses and children of deceased employees may elect to continue coverage for a maximum of 36 months. Separated or divorced spouses and children of current employees may elect to continue coverage for a maximum of 36 months. Children of current employees whose coverage would be lost because of their age may elect to continue coverage for a maximum of 36 months.

PROCEDURE:

Notification

In the event that an employee's termination of employment for reasons other than gross misconduct, or a reduction hours so that coverage is terminated, the employee will be notified in writing of his/her rights and what must be done in order to extend coverage. In the case of an employee's death, the spouse will receive the written notice on behalf of all covered dependents. Notice will be sent to the last known address available to the Board.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 1/1/89
SUBJECT: COBRA Continued	SUPERSEDES DATE: N/A

The employee and/or those others covered by the insurer will have the responsibility of in forming the Board of a divorce, legal separation, and Medicare entitlement or when a child loses dependent status.

Cost

Any person(s) electing continued coverage should pay the full cost of his/her coverage. A written notice sent to the employee will indicate the amount of the premium owed and the due date.

When Continued Coverage Ends

An employee and/or dependent's coverage will end as a result of one of the following circumstances:

1. The end of the last period for which the required premium is paid on a timely basis;
2. The date the employee and/or dependents become covered by another group health plan or becomes entitled to Medicare coverage;
3. The expiration of the above stated maximum continuation periods, or
4. The date the Board no longer provides group health benefits to employees.
5. The employee and/or dependent's failure to pay premiums by the due date specified on the invoice.

Alcohol, Drug Addiction and Mental Health Services Board for Montgomery County PERSONNEL POLICIES AND PROCEDURES	SECTION - V
PROCEDURE: Fringe Benefits	EFFECTIVE DATE: 11/30/83
SUBJECT: Parking	SUPERSEDES DATE: 10/79

POLICY:

The ADAMHS Board shall provide parking to all of its full-time employees and Board members.