I. OVERVIEW

This Executive Benefits Plan Policy is adopted to provide guidelines for issuance of the Benefits Plan for Executive and Non-Executive Exempt Employees (Benefits Plan).

II. PURPOSE

The Department of P/Human Resources is responsible for development, revision, communication, and enforcement of this policy. The Department of P/Human Resources will assist in the interpretation and monitoring of adherence to this policy.

III. POLICY PROVISIONS

The Benefits Plan may be revised on an annual basis by the Department of P/Human Resources as a result of market trends, strategic direction, and the health and well-being of the employee population.

The Benefits Plan will include an overview of Wayne County Benefits up to and including, retirement, medical, dental, vision, work-life offerings, disability, life insurance, annual leave allocation, etc.

The Benefits Plan must be approved and signed by:

- Budget Director
- Director of P/Human Resources
- Chief Financial Officer
- Corporation Counsel
- CEO/Designee

All revisions will comply with applicable law. Retirement benefit revisions shall include a financial analysis by the Retirement Commission and a written recommendation for approval/disapproval prior to final signature.

In addition, once the Plan Document is approved and signed by the above parties a copy will be forwarded to Commission.
Wayne County - Department of P/Human Resources

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<th>Title:</th>
<th>Executive Benefit Plan Issuance Policy</th>
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<td>P/HR Policy #</td>
<td>Date Issued:</td>
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<td>Director of P/Human Resources</td>
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IV. ENFORCEMENT

In collaboration with the County Executive, it is the responsibility of the Department of P/Human Resources to enforce the above guidelines/rules in accordance with the goals and expectations outlined in the Wayne County Health and Welfare Benefit Plan. It is the department’s responsibility to ensure that enforcement procedures are being utilized and followed on a consistent basis.

Failure to follow the rules and regulations may result in disciplinary action up to and including discharge.

V. DISCLAIMER

If in direct conflict with other internal or departmental policy, this policy will be considered to be the overriding policy unless otherwise directed by the Director of P/Human Resources or his/her designee.

VI. RELATED DOCUMENTS

- Department of P/Human Resources Policies and Procedures
- Civil Service Rules and Regulations
- Benefits Plan for Executive and Non-Executive Exempt Employees
- Health and Welfare Benefit Plan
- Retirement Ordinance
- Enrolled Ordinance-2012-096

VII. REVISION HISTORY

- Created: August 19, 2013