

# **SECONDARY AGREEMENT**

between the

**Department of Health and  
Human Services**



and the

**United Automobile, Aerospace,  
and Agricultural Implement  
Workers of America**



for the  
**Administrative Support Unit**  
and the  
**Human Services Unit**

**Through December 31, 2024**

# UAW – Department of Health and Human Services Secondary Agreement

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**ARTICLE 4 – SECTION C**  
**Bulletin Boards**

The Employer will provide space for Union bulletin boards so as the total number of bulletin boards shall not exceed one (1) bulletin board per eighty (80) represented employees, or fraction thereof, but no less than one (1) bulletin board per building, and in buildings with multiple floors, no less than one (1) per floor, except where there are no Union members on a floor in a multiple floor building, a bulletin board shall not be required on that floor. Additional boards may be located in work areas that are normally restricted from the general employee population when employees who work in such locations do not have routine access to other bulletin boards.

All bulletin boards shall be located in non-public areas of the work site, shall be unobstructed and shall be posted at eye level. The exact location(s) will be determined in Local-level Labor/Management Committee meetings.

**ARTICLE 4 – SECTION I**  
**Access to Premises by Union Staff**

The Employer agrees that non-employee Officers and Representatives of the Union shall be admitted to the non-public portions of the premises of the Employer during working hours. Upon arrival, the Officer/Representative will follow normal visitor sign-in and/or security procedures. Only Employer-designated non-work areas and/or Employer-designated meeting areas may be used for the purpose of conducting Union business. Exceptions to allow the use of work areas may be made by work site management. Upon request, Employer-designated private meeting space shall be provided for this purpose. It is the Employer's intent to provide reasonable and adequate meeting space.

The reference to Officers and Representatives (in above paragraph) includes employees of the Union and employees of the State who are elected officers or designated representatives of the Union.

**ARTICLE 4 – SECTION J**  
**Union Presentation**

Whenever an individual enters the Union's Bargaining Unit(s), the Employer shall send electronic notification to the identified single point of contact at the designated UAW Local 6000 email address. This does not preclude Local Management staff from also notifying a Local Steward. Whenever possible, such notification shall not be less than five (5) working days in advance of the employee's start date. Such notification will typically be in the form of a copy of the employee's hiring confirmation letter, which shall include, at minimum, the employee's name, classification, hire date, work location, rate of pay, Employer's contact telephone number, and date of any scheduled employee orientation.

A designated Union Representative shall be allowed up to one (1) hour of unpaid leave to make a presentation to a new employee at a time that is mutually agreeable to the Local Office Management and the designated Union Representative within the employee's first week of employment. The presentation shall be made within the employee's normal working hours in a private area at the work site or training site. The designated Union Representative may elect instead to contact the new employee by telephone.

In the hospitals and centers, the Union's presentation will be scheduled on the first day of employment when feasible.

#### **ARTICLE 14 – SECTION F Wash-up Time**

Whenever an employee needs wash-up time because of the nature of the duties where a "clean-up" or change of clothes is necessary there will be time allotted during the regular work period for this need. The amount of time would be mutually agreed upon, taking into account the time needed to do what is necessary.

Where wash-up time becomes an issue that cannot first be resolved at Local Labor/Management Committee meetings, the issue of wash-up time shall, at the request of the Union, become a subject for a Department-level Labor/Management Committee meeting.

#### **ARTICLE 15 – SECTION E Compensatory Time**

Code 1 employees who are authorized to work more than eight (8) hours in a day, or if on an alternative work schedule, in excess of their regularly scheduled hours, or more than forty (40) hours in a week shall be compensated in cash payment for such overtime or may, with the mutual consent of the Employer and the employee, be compensated with compensatory time credits for such overtime. Requests by employees for overtime payment in the form of compensatory time credits shall not be unreasonably denied.

Code 2 employees who are authorized to work more than forty (40) hours in a week shall be compensated in cash payment for such overtime or may, with the mutual consent of the Employer and the employee, be compensated with compensatory time credits for such overtime. Requests by employees for overtime payment in the form of compensatory time credits shall not be unreasonably denied.

Authorized compensatory time for Code 1 and Code 2 employees shall be provided to the timekeeper with a record of compensatory hours earned and such time shall be recorded in the time report. Accumulated totals shall be maintained on the employees pay stub in the same manner as annual and sick credits.

Code 3 employees are not eligible for overtime payment. Such employees may, however, with the mutual consent of the Employer, maintain records of authorized time worked in excess of forty (40) hours in a week with the understanding that an equivalent amount of time may be taken off at a subsequent time as if such accumulated time were compensatory time. Such time for Code 3 employees will be accumulated on an hour for hour basis rather than at the overtime rate. Records of such accumulated time for Code 3 employees will be maintained by the supervisor and the employee and will not be recorded in the time report.

If the Employer does not permit a Code 1 or Code 2 employee to use accrued compensatory time credits before the end of the fiscal year in which the credits have been earned, the employee may choose one (1) of the following options:

- a. The employee may be paid in cash for compensatory time credits unused at the end of the fiscal year;
- b. The employee may carry said compensatory time to the next fiscal year; or
- c. The employee may choose a combination of these options.

Compensatory time earned by Code 1 and Code 2 employees shall be credited at the premium rate and pay off for these credits shall be based on total credits accrued. Code 3 employees are not eligible for cash pay off for time accumulated pursuant to the provisions of this Section.

No Code 1 or Code 2 employee shall be allowed to accumulate more than eighty (80) hours of compensatory time credits. No Code 3 employee shall be allowed to accumulate more than eighty (80) hours of equivalent time.

### **ARTICLE 18 – SECTION A.3 Steward Jurisdiction**

The Union will designate the Stewards who will represent UAW represented workers at work sites having fewer than fifteen (15) employees covered by this Agreement. Such designations shall be made within reasonable geographic units so as to minimize travel time involved in representational activities.

### **ARTICLE 19 – SECTION B Representation**

For the purpose of conducting Departmental-level Labor/Management Committee meetings as provided for in the Primary Agreement, the Union may designate up to thirteen (13) Union Representatives from the exclusively represented units. In addition, there shall be two (2) Health and Safety Representatives appointed by the Union.

The Union may designate representatives to participate in such Local-level Committee meetings without pay in accordance with the following schedule:

Local units with 200 or more Bargaining Unit employees	5 Representatives 1 designated Health and Safety Representative
Local units with 100 – 199 Bargaining Unit employees	4 Representatives 1 designated Health and Safety Representative
Local units with less than 100 Bargaining Unit employees	3 Representatives 1 designated Health and Safety Representative

The designated Health and Safety Representative appointed by the Union shall be from the work site.

Both the Union and the Department's Representatives shall be authorized to act on behalf of their constituents.

The parties agree that in counties with multiple district offices, county-wide Labor/ Management Committee meetings shall be held bi-monthly at the request of either party. The Union shall be allowed to have up to six (6) Union Representatives attend such meetings without pay except in Wayne County, where seven (7) Union Representatives shall be allowed. In addition if there is a designated Union Health and Safety Representative from the work location, that Union Representative may attend in addition to the numbers authorized above.

The Union may request to have additional representative(s). The Union's request shall not be unreasonably denied.

**ARTICLE 19 – SECTION C**  
**Scheduling of Local Level Labor/Management Committee Meetings**

The parties agree that Local-level Labor/Management Committee meetings shall be held on a bi-monthly basis at the request of either party, provided that an agenda is submitted at least seven (7) calendar days in advance of the meeting. Interim meetings may be held at the request of either party. Such Local-level Committee meetings shall be held at the district offices level in multi-district counties, and the county Department of Health and Human Services level in counties not having district offices. Such meetings shall also be held with Hospitals and Centers, Central Office Bureaus and Offices and the Institutions under the Bureau of Juvenile Justice. The meetings shall be held during normally scheduled work hours. Scheduling of such meetings shall be by mutual agreement.

**ARTICLE 19 – SECTION D**  
**Pay Status of Union Representatives**

Representatives to Labor/Management Committee meetings (Departmental and Local-level) shall be permitted time off from scheduled work, which shall include reasonable travel time, without pay to attend such meetings. Unpaid leave for travel and attendance at Labor/Management Committee meetings shall not be in excess of the regular work day of the meeting, except that any representative traveling more than four (4) hours to attend a Departmental-level Committee meeting shall be granted additional unpaid leave for necessary travel time the day prior to the preparatory meeting and following each scheduled meeting. Unpaid leave for preparation shall be granted:

- A. Departmental-level Labor/Management Team will receive four (4) hours preparation time and reasonable travel time on a day prior to a Labor/Management Committee meeting. In any month in which a Departmental-level Labor/Management Committee meeting is not held, the Departmental Labor Team shall receive eight (8) hours preparation time on the date the meeting normally would be held in order to prepare for the following month's Labor/Management meeting.
- B. Multi-district counties will receive two (2) hours prep time (at a time determined by the Labor/Management Committee).
- C. Local-level will receive one (1) hour prep time on the day of the Labor/Management Committee meeting. The Union may request additional time.

Such representatives, to be entitled to unpaid leave, shall be employees in the Bargaining Unit, and shall be employed by the organizational unit holding the Labor/ Management Committee meeting.

Chief Stewards within their jurisdictional unit may be designated as one of the representatives and receive unpaid leave as if they were members of the organizational unit as set forth above.

Any pay provided by the Employer for these committee meetings is governed by Civil Service Rules and Regulations.

**ARTICLE 22 – SECTION C.5**  
**Major Renovation or Reconstruction**

Notice as required by the Primary Agreement shall be provided twenty (20) workdays prior to commencement of major renovation or reconstruction of a building. In emergency situations as much notice as possible will be given to the employees, the Union and its designated work site representative prior to any work being commenced.

**ARTICLE 22 – SECTION H  
Protective Clothing**

An employee who is solely responsible for transporting a recipient(s) to and from a center or hospital, shall, upon making a request to the Employer, be provided with a two-way radio and/or cellular telephone, while away from the center or hospital, which is only to be used for work-related duties.

In the event that the employee is not solely responsible for transporting a recipient(s) and the additional employee(s) who shares this responsibility has not been provided with an Employer issued two-way radio and/or cellular telephone, the above shall also apply.

**ARTICLE 22 – SECTION K.2.B  
Departmental Health and Safety Committee**

The Employer and the Union agree to establish a Departmental-level Health and Safety Committee consisting of up to eight (8) members, four (4) from the Union and four (4) from the Employer, for the purpose of addressing Department-wide Health and Safety issues in accordance with Article 22, Section K of the Primary Agreement. This Committee shall meet bi-monthly, upon request of either party. Nothing shall prohibit this committee from compiling and distributing applicable health and safety standards which may affect local work sites, nor from acting as consultants to Work Site Health and Safety Committees. The Departmental-level Committee may mutually review health and safety issues at DHHS work sites if such review is mutually agreed to be necessary. Denial of such request shall be in writing stating reason(s) for denial. Work site and Departmental Health and Safety Committees shall be authorized unpaid leave for committee activity. Any pay provided by the Employer for these meetings is governed by Civil Service Rules and Regulations.

The Employer agrees to hold Joint Health and Safety Training for Work Site Health and Safety Committees if planned in conjunction with the Departmental Committee. Training material will be approved by the Employer and the Local 6000 Union President or designated representative.

**ARTICLE 22, SECTION K.5  
Local-level Health and Safety Committee**

The Employer and the Union agree to establish a Health and Safety Committee consisting of two (2) individuals, one (1) from the Union and one (1) from Management at each work site (as defined in Article 18, Section A.1). The Local 6000 Union President or designated Representative shall be responsible for notifying the Employer of the designated Union Representative.

## **ARTICLE 29**

### **Training**

The Employer recognizes that it has the obligation to determine training needs and to provide effective training. Training shall be provided to all employees whose job functions require knowledge or use of manual(s), specific office procedures, or equipment. Training may take the form of either on-the-job and/or formalized training.

The Employer will make every reasonable effort to provide sufficient training to enable all employees to effectively deal with circumstances normally met on the job. The Employer will make every reasonable effort to provide training at the time of hire, whenever job responsibilities become significantly altered, or upon return from leave of absence during which job responsibilities are significantly altered. Training shall begin within thirty (30) days of such change, or within thirty (30) days of return from leave of absence. Training for new employees will commence within thirty (30) days of hire.

Further, the Employer will make a good faith effort to provide sufficient retraining to employees whose skills no longer meet departmental needs due to changes which include automation/technology.

Formal training packages shall provide employees with a statement of purpose, clear understandable performance based objectives, and a daily agenda. Individual evaluations of the training may be submitted at the completion of training. Employees will be given the opportunity to submit such evaluations anonymously. The Union will have the right to review such training evaluations twice a year.

The Employer further agrees to hold an annual Labor/Management meeting devoted entirely to the subject of training. This meeting shall be in addition to those provided for in Article 19 and shall be for the purpose of improvement of current training material for Bargaining Unit employees. The Employer agrees to make available for review by the Union copies of all current training material for Bargaining Unit employees at least forty-five (45) calendar days before the meeting. The Union shall submit an agenda at least seven (7) calendar days before the meeting.

The Employer and the Union agree that any and all training will be conducted in an atmosphere of mutual dignity and respect. The Employer will not attempt to train individuals in a manner which would discriminate, or create greater employment preference, or promotional opportunities for some employees to the detriment of other employees.

The Department recognizes that additional training, conferences and/or seminars given by other agencies or organizations may be relevant to Bargaining Unit members, and may provide increased knowledge and skills and improve overall job performance and job satisfaction. Administrative leave may be granted for attendance at such training when requested by the employee and when determined by the Employer to be relevant to the employee's job functions or DHHS career opportunities and within operational constraints.

When selecting facilities for Department sponsored training, one of the criteria will be that the facility is handicap accessible.

Training announcements for Department of Health and Human Services sponsored and/or Department of Civil Service sponsored training will be either posted on departmental bulletin board(s) at each work site, or published in a newsletter distributed to all employees.

When the Employer requires an employee to take a college course for credit, it shall pay all tuition and fees necessary to enable the employee to receive credit for the required course.

**ARTICLE 35 – SECTION A  
Clothing**

The Employer agrees that if uniforms, identifying insignia and/or protective clothing are required and/or currently provided, they will be furnished by the Employer in sufficient quantity to meet the requirements of the job. Any costs for dry cleaning of required and/or provided uniforms and for protective clothing will be reimbursed by the Employer.

**ARTICLE 35 – SECTION B  
Tools and Equipment**

All tools and equipment required by the Department to be used by exclusively represented employees shall be provided by the Employer.

The Employer shall not require any employee to purchase tools or equipment needed to perform the job.

It is mutually recognized that input from users of tools and equipment can be helpful information. Accordingly, the parties agree that purchase of required tools and equipment is an appropriate subject for Labor/Management Committee meetings.

**ARTICLE 35 – SECTION F  
Lounge and/or Eating Areas**

The Employer agrees to provide adequate employee lounge and/or eating areas in non-public locations at all work sites where space and operational needs permit.

The Employer shall be responsible for enforcing that the designated area is for employee use and not accessible to the general public. The Department will endeavor to ensure that these areas are kept clean and sanitary.

In those work sites where a conference or meeting room has been designated for use as an employee lounge/eating area, the Employer will make every reasonable effort to ensure that scheduling of the area for other purposes does not conflict with employee lunch schedules. In the event that scheduling conflicts arise during the lunch or break periods, the Employer will make every reasonable effort to provide alternate space for lunch and breaks.

For purposes of this Article, the issue of the adequacy of such facilities shall be discussed at local Labor/Management Committee meetings. If space is not available for providing or maintaining such lounge or eating area, the parties shall make every reasonable effort to develop options to meet the needs of the employees.

The Department agrees that adequate non-public lounge or eating areas will be included in the plans for all offices newly occupied after the effective date of this Agreement. The Department further agrees to make every reasonable effort to see that such space is acquired by the Department of Technology, Management and Budget.

### **ARTICLE 35 – SECTION G Tuition Reimbursement**

Management will grant necessary administrative leave for any position(s) requiring continuing education units needed to maintain their required license(s), certification(s) or registration(s).

### **ARTICLE 49 – 2. Procedure for Providing Program Information**

In accordance with the Primary Agreement, the Employer will provide the following information to the Union and designated Joint Economic Efficiency and Employment Continuity Committee (JEECC) which permits the Union to monitor the implementation of such program:

Notification shall include the following information:

1. Which program shall be utilized;
2. The nature of the work to be performed or the service to be provided;
3. Hours of operation;
4. The method of supervising the program enrollees;
5. Number of person(s) expected to participate in program(s) to be utilized, names of individuals when utilized will be provided when available;
6. Source of funding for each position;
7. Program duration;
8. Pay rate and benefits available for enrollees;
9. Future plans for enrollees leading into State employment to the extent such information is available; and
10. Number and location of work sites.

The President or designee shall receive copies of regularly generated reports. Upon request, other documents utilized to implement and maintain these programs specific to the work site shall be provided to the work site representative designated by the Union.

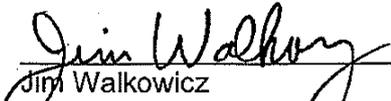
Information should be provided at least thirty (30) calendar days prior to implementation of newly established programs. Information on modifications or additions to existing programs shall be provided as soon as possible but no later than the effective date of such modification or addition. Other documents utilized that would permit the Union to monitor the implementation of such programs will be provided to the Union and designated JEECC Representative, upon request.

**ARTICLE 53  
TERMINATION OF THE AGREEMENT**

This Secondary Agreement entered into this 9<sup>th</sup> day of March 2022 between the Department of Health and Human Services and the UAW Local 6000 shall be effective upon approval by the Civil Service Commission. It is the understanding of the parties that this Secondary Agreement shall remain in force throughout the term of the Primary Agreement. It is understood that if the Primary Agreement is extended this Agreement continues for the same period. It is further agreed that provisions of this Secondary Agreement may not supersede or conflict with any provisions of the new Primary Agreement, and to the extent that conflict exists those sections of the Secondary Agreement shall be declared null and void.

**UAW LOCAL 6000  
Union**

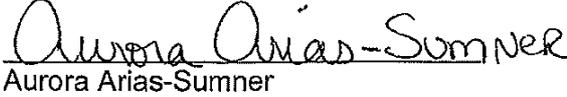
**STATE OF MICHIGAN  
Department of Health and Human Services**

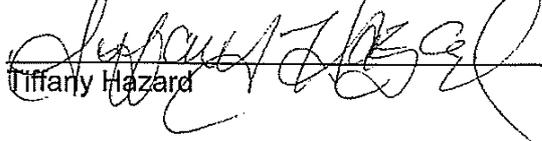
  
Jim Walkowicz

  
Charles Tobey, Spokesperson

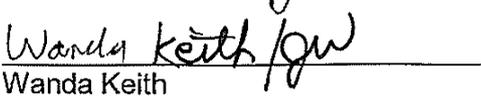
  
Charlene Yarbrough

  
Jessica Mendez-Dunn

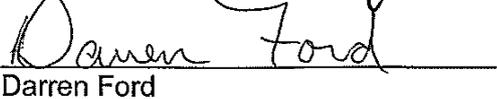
  
Aurora Arias-Sumner

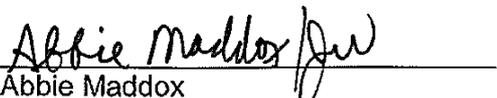
  
Tiffany Hazard

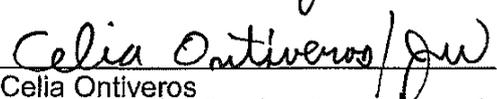
  
Bobbie Johnson

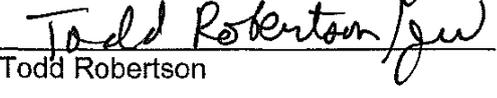
  
Wanda Keith

  
Rachael Dickinson

  
Darren Ford

  
Abbie Maddox

  
Celia Ontiveros

  
Todd Robertson

## COUNTY CODE LIST

The following information is for reference purposes only and not part of this secondary agreement. It may be useful when reading Articles 18.A3, 22.K.2.b, 22.K5, and 35.F.

01 - ALCONA	43 - LAKE
02 - ALGER	44 - LAPEER
03 - ALLEGAN	45 - LEELANAU
04 - ALPENA	46 - LENAWEE
05 - ANTRIM	47 - LIVINGSTON
06 - ARENAC	48 - LUCE
07 - BARAGA	49 - MACKINAC
08 - BARRY	50 - MACOMB
09 - BAY	51 - MANISTEE
10 - BENZIE	52 - MARQUETTE
11 - BERRIEN	53 - MASON
12 - BRANCH	54 - MECOSTA
13 - CALHOUN	55 - MENOMINEE
14 - CASS	56 - MIDLAND
15 - CHARLEVOIX	57 - MISSAUKEE
16 - CHEBOYGAN	58 - MONROE
17 - CHIPPEWA	59 - MONTCALM
18 - CLARE	60 - MONTMORENCY
19 - CLINTON	61 - MUSKEGON
20 - CRAWFORD	62 - NEWAYGO
21 - DELTA	63 - OAKLAND
22 - DICKINSON	64 - OCEANA
23 - EATON	65 - OGEMAW
24 - EMMET	66 - ONTONAGON
25 - GENESEE	67 - OSCEOLA
26 - GLADWIN	68 - OSCODA
27 - GOGEBIC	69 - OTSEGO
28 - GRAND TRAVERSE	70 - OTTAWA
29 - GRATIOT	71 - PRESQUE ISLE
30 - HILLSDALE	72 - ROSCOMMON
31 - HOUGHTON	73 - SAGINAW
32 - HURON	74 - SANILAC
33 - INGHAM	75 - SCHOOLCRAFT
34 - IONIA	76 - SHIAWASSEE
35 - IOSCO	77 - ST CLAIR
36 - IRON	78 - ST JOSEPH
37 - ISABELLA	79 - TUSCOLA
38 - JACKSON	80 - VAN BUREN
39 - KALAMAZOO	81 - WASHTENAW
40 - KALKASKA	82 - WAYNE
41 - KENT	83 - WEXFORD
42 - KEWEENAW	

**WORK LOCATION / WORK SITE LIST**  
Michigan Department of Health and Human Services

**NOTE: This listing is for transfer and reassignment purposes and may not contain exact mailing addresses.**

01- <b>ALCONA COUNTY</b> 0002 See <b>IOSCO COUNTY</b>	12- <b>BRANCH COUNTY</b> 1276 388 Keith Wilhelm Drive Coldwater, MI 49036	22- <b>DICKINSON COUNTY</b> 2431 1401 South Carpenter Avenue Iron Mountain, MI 49801
01- <b>ALCONA COUNTY</b> 0007 410 East Main Street Harrisville, MI 48740	13- <b>CALHOUN COUNTY</b> 1386 190 East Michigan Avenue Battle Creek, MI 49014	23- <b>EATON COUNTY</b> 2532 1050 Independence Boulevard Charlotte, MI 48813
02- <b>ALGER COUNTY</b> 0126 Alger Parks & Recreation Dept. 413 Maple Street Munising, MI 49862	14- <b>CASS COUNTY</b> 1497 325 M-62 Cassopolis, MI 49031	24- <b>EMMET/CHARLEVOIX COUNTY</b> 2655 2229 Summit Park Drive Petoskey, MI 49770
03- <b>ALLEGAN COUNTY</b> 0235 3255 122nd Avenue Ste 300 Allegan, MI 49010	15- <b>CHARLEVOIX COUNTY</b> See <b>EMMET COUNTY</b>	25- <b>GENESEE COUNTY</b> 2765 Fenton Regional Audit Office 14165 North Fenton Road, Suite 103 Fenton, MI 48430
04- <b>ALPENA COUNTY</b> 0358 711 West Chisholm Alpena, MI 49707	16- <b>CHEYBOGAN COUNTY</b> 1731 827 South Huron Street Cheboygan, MI 49721- 2209	25- State Office 2777 125 East Union Street Flint, MI 48502
05- <b>ANTRIM COUNTY</b> 0462 205 East Cayuga Street Bellaire, MI 49615	17- <b>CHIPPEWA COUNTY</b> 1858 463 East 3 Mile Road Sault Ste. Marie, MI 49783	25 - Clio Rd District Office 2810 4809 Clio Road Flint, MI 48504
06- <b>ARENAC COUNTY</b> 0576 3709 Deep River Road Standish, MI 48658	18- <b>CLARE COUNTY</b> 1961 725 Richard Drive Harrison, MI 48625	26- <b>GLADWIN COUNTY</b> 2884 675 East Cedar Avenue Gladwin, MI 48624
07- <b>BARAGA COUNTY</b> 0700 108 Main Street Baraga, MI 49908	19- <b>CLINTON COUNTY</b> 2092 105 West Tolles Road St. Johns, MI 48879	27- <b>GOGEBIC COUNTY</b> 2995 301 East Lead Street Bessemer, MI 49911
08- <b>BARRY COUNTY</b> 0811 430 Barfield Drive Hastings, MI 49058	20- <b>CRAWFORD COUNTY</b> 2194 230 Huron Grayling, MI 49738	28- <b>GRAND TRAVERSE/ LEELANAU COUNTY</b> 3119 701 South Elmwood Avenue Traverse City, MI 49684
09- <b>BAY COUNTY</b> 0929 1399 West Center Road Essexville, MI 48732	20- Shawono Center 2197 10 North Howes Lake Road Grayling, MI 49738	28- DDS Northern Center 3115 315 East Front Traverse City, MI 49684
10- <b>BENZIE COUNTY</b> 1036 Government Center 448 Court Place Beulah, MI 49617	21- <b>DELTA COUNTY</b> 2305 305 Ludington Street Escanaba, MI 49829	
11- <b>BERRIEN COUNTY</b> 1159 401 Eighth Street Benton Harbor, MI 49022	21- Bay Pines Center 2316 2425 North 30th Street Escanaba, MI 49829	

MDHHS-5477-A (Rev. 9-21)  
Previous edition obsolete.

- |   |   |  |
|---|---|--|
| 29- <b>GRATIOT COUNTY</b><br>3228 201 Commerce Drive<br>Ithaca, MI 48847  | 33- Hannah Building<br>3747 608 West Allegan<br>Lansing, MI 48915                               | 33- South Grand Building<br>3856 333 South Grand<br>Avenue<br>Lansing, MI 48933                        |
| 30- <b>HILLSDALE COUNTY</b><br>3340 40 Care Drive<br>Hillsdale, MI 49242  | 33- Capitol Commons<br>Center<br>3768 400 South Pine Street<br>Lansing, MI 48933                | 33- Phoenix Building<br>3866 222 North Washington<br>Square<br>Lansing, MI 48933                       |
| 31- <b>HOUGHTON/<br/>KEWEENAW COUNTY</b><br>3480 47420 Highway M-26<br>Houghton, MI 49931   | 33- Romney Building<br>3773 111 South Capitol<br>Avenue<br>Lansing, MI 48933                    | 33- Baby Grand<br>3883 217 South Grand<br>Avenue<br>Lansing, MI 48933                                  |
| 32- <b>HURON COUNTY</b><br>3569 1911 Sand Beach Road<br>Bad Axe, MI 48413   | 33- Victor Building<br>3776 201 North Washington<br>Square<br>Lansing, MI 48933                 | *****  |
| 33- <b>INGHAM COUNTY</b><br>3720 5303 South Cedar Street<br>Lansing, MI 48911   | 33- Grand Tower Building<br>3780 235 South Grand<br>Avenue<br>Lansing, MI 48933                 | 34- <b>IONIA COUNTY</b><br>3909 920 East Lincoln<br>Ionia, MI 48846                                    |
| 19- East Lansing Building<br>2095 4050 Hunsaker Drive<br>East Lansing, MI 48823   | 33- Edgewood Office Suites<br>(EOS)<br>3784 111 West Edgewood<br>Boulevard<br>Lansing, MI 48911 | 35- <b>IOSCO/ALCONA<br/>COUNTY</b><br>4011 410 East Main Street<br>Harrisville, MI 48740               |
| 33- MSU Student Services<br>Building<br>3870 556 East Circle Drive<br>East Lansing, MI 48824  | 33- 1001 Terminal Road<br>3790 Lansing, MI 48906  | 36- <b>IRON COUNTY</b><br>4136 337 Brady Avenue<br>Caspian, MI 49915                                   |
| 33- Heritage Office Park<br>3871 3970 Heritage Avenue<br>Okemos, MI 48864   | 33- One Michigan Avenue<br>(PNC)<br>3811 120 North Washington<br>Square<br>Lansing, MI 48933    | 37- <b>ISABELLA COUNTY</b><br>4257 1919 Parkland Drive<br>Mt. Pleasant, MI 48858                       |
| *****   | 33- Joint Laboratory<br>3821 3350 North Martin<br>Luther King Jr.<br>Lansing, MI 48906          | 38- <b>JACKSON COUNTY</b><br>4394 301 East Louis Glick<br>Highway<br>Jackson, MI 49201                 |
| 33- <b>METRO LANSING</b><br>0000 <b>Work location code<br/>must be used for any<br/>transfer request for the<br/>following Ingham work<br/>locations:</b> | 33- Washington Square<br>Building<br>3844 109 West Michigan<br>Avenue<br>Lansing, MI 48913      | 39- <b>KALAMAZOO COUNTY</b><br>4522 427 East Alcott Street<br>Kalamazoo, MI 49001                      |
| 33- Chandler Plaza<br>3691 300 East Michigan<br>Avenue<br>Lansing, MI 48933   | 33- MDHHS Warehouse<br>3850 5513 Enterprise Drive<br>Lansing, MI 48911                          | 39- Kalamazoo Psychiatric<br>Hospital<br>4478 1312 Oakland Drive<br>Kalamazoo, MI 49008                |
| 33- DEQ Lansing Office<br>Space<br>3716 1048 Pierpont<br>Lansing, MI 48911  | 33- State Surplus<br>3852 3201 West St. Joseph<br>Street<br>Lansing, MI 48917                   | 39- DDS Western Area<br>4483 Comerica Building<br>151 South Rose, 5th<br>Floor,<br>Kalamazoo, MI 49007 |
| 33- Elliott-Larsen Building<br>3729 320 South Walnut Street<br>Lansing, MI 48933  |   | 40- <b>KALKASKA COUNTY</b><br>4587 503 North Birch Street<br>Kalkaska, MI 49646                        |

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| 41- <b>KENT COUNTY</b><br>4740 121 Franklin Street, SE<br>Grand Rapids, MI 49507                                     | 49- <b>MACKINAC COUNTY</b><br>5625 199 Ferry Lane<br>St. Ignace, MI 49781                                       | 58- <b>MONROE COUNTY</b><br>6679 903 South Telegraph,<br>Suite A<br>Monroe, MI 48161                             |
| 41- Kent County Health<br>Dept.<br>4708 700 Fuller Avenue, NE<br>Grand Rapids, MI 49503                              | 50- <b>MACOMB COUNTY</b><br>5821 Sterling Heights District<br>41227 Mound Road<br>Sterling Heights, MI<br>48314 | 59- <b>MONTCALM COUNTY</b><br>6780 609 North State<br>Stanton, MI 48888  |
| 41- Kent Branch Office<br>4721 NW Kent Human<br>Services Center<br>536 South State Street<br>Sparta, MI 49345        | 50- <b>MACOMB COUNTY</b><br><b>HEALTH DEPT.</b><br>5826 43525 Elizabeth Street<br>Mt Clemens, MI 48043          | 60- <b>MONTMORENCY</b><br><b>COUNTY</b><br>6899 13210 M-33<br>Atlanta, MI 49709                                  |
| 41- Cascades Commons<br>4734 Western Area Office<br>5303 28th Street Court,<br>SE, Suite A<br>Grand Rapids, MI 49546 | 50- Macomb-Clinton<br>Township<br>44777 North Gratiot<br>5832 Clinton Township, MI<br>48036                     | 61- <b>MUSKEGON COUNTY</b><br>7005 2700 Baker Street<br>Muskegon Heights, MI<br>49444                            |
| 42- <b>KEWEENAW COUNTY</b><br>See <b>HOUGHTON</b><br><b>COUNTY</b>   | 50- Warren District<br>5833 13041 East 10 Mile<br>Road<br>Warren, MI 48093                                      | 62- <b>NEWAYGO COUNTY</b><br>7120 1018 Newell Street<br>White Cloud, MI 49349                                    |
| 43- <b>LAKE COUNTY</b><br>4931 5653 South M-37<br>Baldwin, MI 49304  | 51- <b>MANISTEE COUNTY</b><br>5858 1672 US 31 South<br>Manistee, MI 49660                                       | 63- <b>OAKLAND COUNTY</b><br><b>OTTAWA TOWERS</b><br>District 1<br>51111 Woodward<br>Avenue<br>Pontiac, MI 48342 |
| 44- <b>LAPEER COUNTY</b><br>5053 1505 Suncrest Drive<br>Lapeer, MI 48446   | 52- <b>MARQUETTE COUNTY</b><br>5974 Courthouse Annex<br>234 West Baraga<br>Avenue<br>Marquette, MI 49855        | 63- Oakland County Health<br>Dept.<br>7339 27725 Greenfield Road<br>Southfield, MI 48076                         |
| 45- <b>LEELANAU COUNTY</b><br>See <b>GRAND</b><br><b>TRAVERSE COUNTY</b>   | 53- <b>MASON COUNTY</b><br>6086 915 Diana Street<br>Ludington, MI 49431   | 63- District 2<br>7355 30755 Montpelier<br>Madison Heights, MI<br>48071  |
| 46- <b>LENAWEE COUNTY</b><br>5290 1040 South Winter<br>Street<br>Adrian, MI 49221                                    | 54- <b>MECOSTA/OSCEOLA</b><br><b>COUNTY</b><br>6200 800 Water Tower Road<br>Big Rapids, MI 49307                | 63- Southfield Building<br>7362 25620 West 8 Mile Road<br>Southfield, MI 48033                                   |
| 47- <b>LIVINGSTON COUNTY</b><br>5404 2300 East Grand River,<br>Suite 1<br>Howell, MI 48843                           | 55- <b>MENOMINEE COUNTY</b><br>6320 2612 Tenth Street<br>Menominee, MI 49858                                    | 64- <b>OCEANA COUNTY</b><br>7347 4081 West Polk Road<br>Hart, MI 49420   |
| 47- W.J. Maxey Training<br>Center<br>5414 8701 East M-36<br>Whitmore Lake, MI<br>48189                               | 56- <b>MIDLAND COUNTY</b><br>6429 1509 Washington<br>Midland, MI 48640  | 65- <b>OGEMAW COUNTY</b><br>7466 444 East Houghton<br>West Branch, MI 48661                                      |
| 48- <b>LUCE COUNTY</b><br>5517 500 West McMillan<br>Avenue<br>Newberry, MI 49868                                     | 57- <b>MISSAUKEE /</b><br><b>WEXFORD COUNTY</b><br>6543 10641 West Watergate<br>Road<br>Cadillac, MI 49601      | 66- <b>ONTONAGON</b><br><b>COUNTY</b><br>7577 730 South Seventh<br>Street<br>Ontonagon, MI 49953                 |

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66- Western UP Health Dept. 7587 408 Copper Street Ontonagon, MI 49953	78- <b>ST. JOSEPH COUNTY</b> 8957 692 East Main Street Centreville, MI 49032	82- South Central CFS 9589 1801 East Canfield Detroit, MI 48207
67- <b>OSCEOLA COUNTY</b> 7694 220 East Church Avenue Reed City, MI 49677	79- <b>TUSCOLA COUNTY</b> 9082 1365 Cleaver Road Caro, MI 48723	82- Wayne County Health Dept. Region 2 9637 5454 Venoy Road Wayne, MI 48184
68- <b>OSCODA COUNTY</b> 7807 200 West Fifth Street Mio, MI 48647	79- Caro Regional Community Health 9071 2000 Chambers Road Caro, MI 48723	82- Taylor Service Center 9668 25637 Ecorse Road Taylor, MI 48180
69- <b>OTSEGO COUNTY</b> 7950 931 South Otsego Avenue Gaylord, MI 49735	80- <b>VAN BUREN COUNTY</b> 9186 57150 County Road 681 Hartford, MI 49057	82- Hamtramck Woody Plaza 9669 12140 Joseph Campau Street Hamtramck, MI 48212
70- <b>OTTAWA COUNTY</b> 8044 12185 James Street Holland, MI 49424	81- <b>WASHTENAW COUNTY</b> 9330 Zone 4 Office 22 Center Street Ypsilanti, MI 48198	82- Grandmont Service Center 9670 17455 Grand River Avenue Detroit, MI 48227
71- <b>PRESQUE ISLE COUNTY</b> 8163 164 North Fourth Street Rogers City, MI 49779	81- Center for Forensic Psychiatry 9351 8303 Platt Road Saline, MI 48176	82- Inkster District 9673 26355 Michigan Avenue Inkster, MI 48141
72- <b>ROSCOMMON COUNTY</b> 8288 715 South Loxley Road Houghton Lake, MI 48629	82- <b>WAYNE COUNTY</b> 9618 Cadillac Place 3040 West Grand Boulevard Detroit, MI 48202	82- Southwest Service Center 9692 2524 Clark Street Detroit, MI 48209
73- <b>SAGINAW COUNTY</b> 8392 411 East Genesee Street Saginaw, MI 48607	82- Gratiot/7 Mile/Conner Service Center 9433 4733 Connor, Suite G7 Lappin Detroit, MI 48215	82- The Wellness Plan Building 9695 7700 Second Avenue, Suite #335 Detroit, MI 48202
74- <b>SANILAC COUNTY</b> 8499 515 South Sandusky Road Sandusky, MI 48471	82- Greenfield/Joy District 9456 8655 Greenfield Detroit, MI 48228	82- Western Wayne 9696 27540 Michigan Avenue Inkster, MI 48141
75- <b>SCHOOLCRAFT COUNTY</b> 8620 300 Walnut Manistique, MI 49854	82- Hawthorn Center 9523 18471 Haggerty Road Northville, MI 48167	82- Victor Park West 9701 19575 Victor Parkway, Suite 160 Livonia, MI 48152-7016
76- <b>SHIAWASSEE COUNTY</b> 8738 1720 East M 21 Owosso, MI 48867	82- Redford/Greydale 9535 27304 Plymouth Road Redford, MI 48239	82- North Central CFS 9713 8625 Greenfield Road Detroit, MI 48228
77- <b>ST. CLAIR COUNTY</b> 8849 220 Fort Street Port Huron, MI 48060	82- Walter P Reuther Community Health 9563 30901 Palmer Road Westland, MI 48186	83 <b>WEXFORD COUNTY</b> See <b>MISSAUKEE COUNTY</b>

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