

**WEST MICHIGAN COMMUNITY MENTAL HEALTH SYSTEM
ADMINISTRATIVE MANUAL**

		Chapter: 1	Section: 14	Subject: 1
CHAPTER: Board Operation and General Administration				
SECTION: Applicable Laws				
SUBJECT: General Policy				
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- I. **PURPOSE:** To establish policy and procedures regarding all legal requirements applicable to West Michigan Community Mental Health.
- II. **APPLICATION:** All programs and services which are provided by or contracted by West Michigan Community Mental Health.
- III. **REQUIRED BY:** The Commission on Accreditation of Rehabilitative Facilities (CARF).
- IV. **DEFINITIONS:** Not applicable
- V. **POLICY:** It is the policy of West Michigan Community Mental Health to abide by all applicable laws and regulations set forth by the State of Michigan and the federal government. Those laws and regulations include the following: (Omissions of any law and/or regulation in this list are unintentional and do not indicate noncompliance by West Michigan Community Mental Health.)

Federal Laws:

1. Title VII of the Civil Rights Act
2. Section 1981 - Reconstruction Era Civil Rights Act
3. Age Discrimination in Employment Act
4. Americans with Disabilities Act of 1990
5. Equal Pay of 1963
6. Executive Order 11242 (Affirmative Action Plan)
7. Rehabilitation Act of 1973 (Affirmative Action Plan for individuals with handicaps)
8. Vietnam Era Veteran's Readjustment Assistance Act of 1974 (Affirmative Action Plan for persons who served in the military during the Vietnam War)
9. Fair Labor Standards Act
10. Employee Retirement Income Security Act
11. Consumer Credit Protection Act
12. Federal Insurance Contributions Act (FICA)
13. Federal Unemployment Tax Act (FUTA)
14. National Labor Relations Act
15. Immigration Reform and Control Act of 1986 (I-9 Form)
16. Consolidated Omnibus Budget Reconciliation Act (COBRA)
17. Employee Polygraph Protection Act of 1988
18. Family and Medical Leave Act (FMLA)
19. Occupational Safety and Health Act (OSHA)
20. Balanced Budget Act of 1997
21. Health Insurance Portability and Accountability Act of 1996
22. Code of Federal Regulations (Titles 21, 42 and 45)

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Michigan Law

1. Michigan Handicapper's Civil Rights Act
2. Michigan Occupational and Safety and Health Act (MIOSHA)
3. Michigan's Minimum Wage Law of 1964
4. Wage and Fringe Benefit Law of 1978
5. Garnishment and Wage Assignment in Michigan
6. Youth Employment Standards Act
7. The Michigan Employment Security Act
8. Michigan Worker's Disability Compensation Act of 1969
9. Elliott-Larsen Civil Rights Act
10. The Bullard Plawecki Act: Employee Access to Personnel Files
11. Michigan's Polygraph Protection Act
12. Michigan's Whistleblowers' Act
13. Michigan Labor Mediation Act

Other

1. Public Act 258 of 1974, as amended - Mental Health Code
2. Department of Health and Human Services - Administrative Rules
3. MDHHS and CMH Office of Recipient Rights Section 722 of Act 258, Public Acts 1974
4. DHS Child Protective Services Act 238, Public Acts 1975
5. DHS Adult Protective Services, Act 519, Public Acts 1982
6. State or Local Police Agencies, Section 723 of Act 238, Public Acts 1974, as amended

VI. PROCEDURES:

1. The Executive Director shall ultimately be responsible for ensuring proper compliance with all applicable state and federal laws and regulations pertaining to West Michigan Community Mental Health.

The Executive Director shall assign CMH staff members as appropriate to oversee the administrative functions required for proper compliance with all applicable laws and regulations set forth by the state of Michigan and the federal government.

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2. Separate policies and procedures shall be written or issues addressed in the employee agreement to provide further clarification as deemed necessary or as mandated by the state of Michigan and federal laws and/or regulations.

VII. **SUPPORTING DOCUMENTS:** Not applicable