



# **TUSCOLA COUNTY**

## **Board of Commissioners**

### **BOARD MEETING AGENDA**

**Monday, December 22, 2025 - 8:00AM**

**H. H. Purdy Building Board Room  
125 W. Lincoln Street, Caro, MI 48723**

***Public may participate in the meeting electronically:***

(US) +1 929-276-1248 PIN:112 203 398#

Join by Hangouts Meet: [meet.google.com/mih-jntr-jya](https://meet.google.com/mih-jntr-jya)

8:00 AM Call to Order - Chairperson Vaughan  
Prayer - Commissioner Lutz  
Pledge of Allegiance - Commissioner Barrios  
Roll Call - Clerk Fetting

Page

#### **Adoption of Agenda**

#### **Action on Previous Meeting Minutes**

1. Action on Previous Meeting Minutes  
[Board of Commissioners - 15 Dec 2025 - Minutes - Pdf](#)

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#### **Brief Public Comment Period for Agenda Items Only**

#### **Consent Agenda - NONE**

#### **New Business**

1. Report from the Road Commission Regarding Implementation Steps and Budget Processing for the Project of Rumble Strips and Flashing Stop Signs
2. Economic Development Corporation (EDC) Budget Review - Jim Tussey, EDC Chair and Alisha Proctor, EDC Director  
[Economic Development Corporation \(EDC\) Letter](#)  
[Economic Development Corporation \(EDC\) Budget Review](#)

15 - 19

- |    |  |         |
|----|--|---------|
| 3. | Remonumentation Grant Renewal - Erica Dibble,<br>Controller/Administrator<br><a href="#">Remonumentation Grant Application</a>   | 20 - 24 |
| 4. | Tuscola County Personnel Manual - Shelly Lutz, HR Director<br><a href="#">Tuscola County Personnel Manual In Progress</a>  | 25 - 66 |
| 5. | 8:30 AM - Closed Session to be Held Under Section 8(1)(c) for Strategy<br>and Negotiation Sessions Connected With the Negotiation of a<br>Collective Bargaining Agreement. |         |
| 6. | 9:00 AM 2026 Budget Public Hearing<br><a href="#">All Funds Proposed 2026 Budget<br/>Changes for Proposed 2026 Budget</a>  | 67 - 69 |
| 7. | Council on Aging Appointment - Jodi Fetting, County Clerk  |         |
| 8. | 911 Dispatch Authority Board Appointment - Jodi Fetting, County Clerk  |         |
| 9. | Planning Commission Appointment - Jodi Fetting, County Clerk   |         |

#### **Old Business - NONE**

#### **Correspondence/Resolutions**

- |    |  |         |
|----|--|---------|
| 1. | Ingham County Resolution #25-592<br><a href="#">Resolution #25-592</a> | 70 - 71 |
|----|--|---------|

#### **Commissioner Liaison Committee Reports**

##### **Bardwell**

Behavioral Health Systems Board  
Caro DDA/TIFA  
Economic Development Corp/Brownfield Redevelopment  
MAC 7th District  
MAC Workers Comp Board  
MAC Finance Committee  
NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

##### **Barrios**

County Road Commission Liaison

Great Start Collaborative  
Human Services Collaborative Council (HSCC)  
MAC Agricultural/Tourism Committee  
Parks and Recreation Commission  
Saginaw Bay Coastal Initiative  
Local Units of Government Activity Report

**Vaughan**

Board of Health  
County Planning Commission  
Economic Development Corp/Brownfield Redevelopment  
MAC Environmental Regulatory  
Mid-Michigan Mosquito Control Advisory Committee  
NACO-Energy, Environment & Land Use  
Parks and Recreation Commission  
Tuscola County Fair Board Liaison  
Local Units of Government Activity Report

**Lutz**

Board of Health  
Community Corrections Advisory Board  
Genesee Shiawassee Thumb Works  
Jail Planning Committee  
Local Emergency Planning Committee (LEPC)  
MAC Judiciary Committee  
MEMS All Hazard  
Multi-County Recycling Committee  
Local Units of Government Activity Report  
Human Development Commission Board of Directors Liaison

**Koch**

Dispatch Authority Board  
Genesee Shiawassee Thumb Works  
Recycling Advisory  
Jail Planning Committee  
MI Renewable Energy Coalition (MREC)  
Local Units of Government

**Other Business as Necessary**

**Extended Public Comment**

**Adjournment**

Note: If you need accommodations to attend this meeting, please notify the Tuscola County Controller/Administrator's Office (989-672-3700) two (2) days in advance of the meeting.





# MINUTES

## Board of Commissioners Meeting

**8:00 AM - Monday, December 15, 2025**

Tuscola County People's Building, Community Building  
171 N. State Street, Caro MI 48723

Commissioner Vaughan called the regular meeting of the Board of Commissioners of the County of Tuscola, Michigan, held at the Tuscola County People's Building, Community Building, 171 N. State Street, Caro MI 48723, on Monday, December 15, 2025, to order at 8:00 AM local time.

Prayer - Commissioner Koch

Pledge of Allegiance - Commissioner Lutz

Roll Call - Clerk Fetting

Commissioners Present In-Person: Nancy Barrios, Thomas Bardwell, Kim Vaughan, Bill Lutz, Matt Koch

Commissioners Absent: None

Others Present In-Person: Clerk Jodi Fetting, Eean Lee, Erica Dibble, Steve Anderson, Mike Miller, Sheriff Ryan Robinson, Jennifer Putman, Isabella Putman, Ken Dunton, Drain Commissioner Dara Hood, Amanda Ertman, Karly Creguer, Carrie Tabar, Alisha Proctor, Jim Tussey, Jim McLoskey, Tyler Ray, Shelly Lutz, Jamie Nisidis, Cody Horton

Also Present Virtual: Tracy Violet, Mary Drier, Treasurer Ashley Bennett, Angie Daniels, Angie House, Bonnie Fackler, Cindy McKinney-Volz, Janie Hemerline, Kristy Sutherland, Laura Boyke-Hawes, Mitch Davies, Shelly Lutz, Thomas Brocklehurst, Katie Robinson, Cindy Hughes, Estee Bitzer, Heather Malloy, Rita Papp, Brandon Bertram, Connie Keinath, Debbie Babich, Echo Torrez, Brent Dankert, Linda Strasz, Nancy Laskowski, Scienna Nieschulz, Olivia Chapin, Judge Nancy Thane, Steve Root, Tanya Pisha, Judy Cockerill, Cody Horton, Larry Zapfe, Register Marianne Brandt, Jon Ramirez, Shannon Beach, Shannon Nelson, Tim Green, Tom McLane, Sandy Nielson, Barry Lapp, Ashley Gaudett, Kandi Teddy, John Boggs, Robert Baxter, Dan Lisowski, Julie Matuszak, Lakin Chapin, Krystaria Skakle, Sherry Billot, Judge Amy Grace Gierhart, Amanda Ertman, Carrie Tabar, Jim Tussey, Kyle Nordstrom

At 8:10 a.m., there were a total of 41 participants attending the meeting virtually.

**Adoption of Agenda**

1. Adoption of Agenda -

2025-M-308

Motion by Matt Koch, seconded by Nancy Barrios to adopt the agenda as presented.  
Motion Carried.

**Action on Previous Meeting Minutes**

1. Action on Previous Meeting Minutes -

2025-M-309

Motion by Bill Lutz, seconded by Matt Koch to adopt the meeting minutes from the November 24, 2025 Regular meeting. Motion Carried.

**Brief Public Comment Period for Agenda Items Only**

None

**Consent Agenda**

2025-M-310

Motion by Bill Lutz, seconded by Matt Koch that the Consent Agenda Minutes and Consent Agenda Items from the December 8, 2025 Committee of the Whole meeting be adopted. Motion Carried.

**CONSENT AGENDA**

1. New Radio Console Expenditure -

Move to approve the quote from Motorola Solutions for Dispatch radios in the amount of \$10,335.33. Also, to authorize any necessary budget amendments.

2. Uninterrupted Power Source (UPS) Aerico -

Move to approve the Aerico, Inc./Schneider Electric Critical Power and Cooling Services quote for one (1) 10kVA power upgrade service for Galaxy VSUPS for 911 Dispatch in the amount of \$5,640.00 which does not include the freight price. Also, to authorize any necessary budget amendments.

3. Dispatch Intrado Invoice -

Move to approve the Intrado invoice for year 4 of 5 of the Recurring Maintenance contract for \$8,784.50 per the recommendation of Carrie Tabar, Deputy Dispatch Director.

4. 2026 Budget Development Calendar-Proposed Amendments -

Move to accept the 2026 Budget Development Calendar - Proposed Amendments per Erica Dibble, Controller/Administrator.

**New Business****1. Commissioner Wages -**

Erica Dibble, Controller/Administrator, explained that the proposed motion would put a wage increase freeze in place for the Board of Commissioners and the Road Commission Board.

2025-M-311

Motion by Bill Lutz, seconded by Nancy Barrios to freeze the Tuscola County Board of Commissioners and Tuscola County Road Commissioners scheduled 3% pay increase for 2026, 2027 and 2028 until further notice.

Yes: Nancy Barrios, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

**2. Economic Development Commission (EDC) Update -**

Jim Tussey, EDC Board Member, provided updates regarding the Caro Area Airport and the Economic Development Commission.

-The Caro Area Airport has received a full license reinstatement this year rather than a provisional license. The runway expansion is included in the 5-year plan. A grant for snow removal equipment has been received.

-Jim Tussey provided an update on the Economic Development Commission's direction moving forward. The proposed 2026 budget was reviewed which includes an allocation from Tuscola County's General Fund. The expenses for 2026 were discussed as the projected expenses are higher than 2025 as in 2025 there was not a full-time Director in place.

**3. Interim Dispatch Director Appointment -**

Erica Dibble, Controller/Administrator, reviewed the request for the appointment of an Interim Dispatch Director as was discussed at the Dispatch Authority Board meeting. It has been proposed to appoint two employees as Co-Dispatch Directors.

2025-M-312

Motion by Matt Koch, seconded by Bill Lutz that, due to the additional dispatch duties placed upon her, Carrie Tabar, Deputy Dispatch Director, be named Interim Co-Dispatch Director. She shall receive a bi-weekly stipend of \$405.53. This appointment and stipend shall be effective as of December 12, 2025 and will remain in effect until a full-time Dispatch Director has been officially hired.

Motion Carried.

2025-M-313

Motion by Matt Koch, seconded by Bill Lutz that, due to the additional dispatch duties placed upon him, Steve Anderson, Emergency Manager, be named Interim Co-Dispatch Director. He shall receive a bi-weekly stipend of \$405.53. This appointment and stipend shall be effective as of December 12, 2025 and will remain in effect until a full-time Dispatch Director has been officially hired. Motion Carried.

4. Courthouse Lawn Request -

Erica Dibble, Controller/Administrator, explained the request received.

2025-M-314

Motion by Bill Lutz, seconded by Matt Koch to approve the request from Jim McLoskey to hold its annual Memorial Service in front of the Tuscola County Courthouse on Sunday, January 18, 2026 at 3:00 p.m. Motion Carried.

5. Drain Truck Replacement -

Drain Commissioner Dara Hood explained that an updated bid was received from Pat Curtis Chevrolet with a lower cost for a truck due to additional rebates.

Erica Dibble, Controller/Administrator, explained that there are funds available in the Drain Commissioner's budget that would be used to pay for the cost of the truck less the trade in value of the current truck assigned to the Drain Commissioner's Office. This would end up to be budget neutral from the Drain Commissioner's Office budget.

2025-M-315

Motion by Bill Lutz, seconded by Nancy Barrios to approve the purchase of a 2026 Chevrolet Silverado in the amount of \$35,560.00 from Pat Curtis Chevrolet, including the trade-in of the 2013 Ford F-150. Also, authorize budget amendments to the 244 Equipment/Technology fund in the amount of \$35,560.00: \$25,560.00 from Drain Commission line items and \$10,000.00 previously allocated for equipment from the 802 fund. Motion Carried.

## Old Business

1. Agreement for Shared Use of the Tuscola County Building Located at 362 Green Street -

Erica Dibble, Controller/Administrator, explained she has worked with Jim Tussey regarding the proposed agreement. Jim Tussey explained that an effective date of January 1, 2026 would be agreeable.

2025-M-316

Motion by Matt Koch, seconded by Thomas Bardwell to approve the agreement with the Tuscola County Economic Development Corporation (EDC) with an effective date of January 1, 2026 for their use of the Tuscola County Building located at 362 Green Street, Caro, MI 48723. Also, all signatures are authorized. Motion Carried.

2. Discussion on Road Commission -

Commissioner Kim Vaughan stated that Representative Bierlein found that the sunset clause was eliminated in regard to the option of dissolving the Road Commission Board as elected. He would like a monthly report from a representative from the Road Commission at the first Committee of the Whole meeting beginning in January 2026 in an effort to open the lines of communication.

Commissioner Nancy Barrios would like to understand the process of the Road Commission Board as the Board is only as good as the information that they are provided.

Commissioner Bill Lutz and Matt Koch would like the Road Commission to be more responsive in implementing safety measures on county roads.

Commissioner Thomas Bardwell would like there to be action taken by the Road Commission to show that the seriousness of the matter is being taken into consideration. He asked what the metrics of the report provided by the Road Commission would be.

Ken Dunton, former Road Commission employee, expressed that drivers today need to be accountable for their driving and improve their habits. He addressed his concern for installing rumble strips as there is concern for safety after the installation as well.

Jennifer Putman addressed the Board regarding the intersections of their highest concern in which proposed solutions and methods of payment were presented to the Road Commission Board. The response that was received from the Road Commission was read.

Isabella Putman reviewed the 5 intersections that she has completed research on regarding installing rumble strips.

2025-M-317

Motion by Matt Koch, seconded by Bill Lutz to have the Road Commission execute the installation of rumble strips and flashing stop signs at the following locations:

1. Hurds Corner Road and Deckerville Road
2. Irish Road and Birch Run Road
3. Birch Run Road and M-15
4. Hurds Corner Road and Bevins Road
5. Hurds Corner Road and M-46
6. Fairgrove Road and Vassar Road

And to provide a report to the Board of Commissioners at the December 22, 2025 Board meeting with a follow-up report provided at the January 12, 2026 Committee of the Whole meeting regarding implementation steps and budget processing of the project with a report to continue at the first Committee of the Whole meeting monthly thereafter or as requested. Motion Carried.

3. Discussion on a Hiring Freeze for the County -

Erica Dibble, Controller/Administrator, explained that all Elected Officials and Department Heads currently do bring their respective hiring requests to the Board prior to the official hire so a hiring freeze may not be necessary.

Board discussed that a hiring freeze would have the Elected Official or Department Head come to the Board prior to advertising for the position.

Erica Dibble stated that if the job position was offered to a candidate there would be county liability so she would ask for an offer not to be extended until Board approval of the hiring request.

Amanda Ertman addressed the Board stating that there are difficulties finding candidates already and would like direction if this were to be implemented how it would impact currently vacant positions that have already been advertised for.

Board took no action today and the matter will be reviewed at a later date if necessary.

Recessed at 10:02 a.m.

Reconvened at 10:11 a.m.

At 10:11 a.m., there were a total of 42 participants attending the meeting virtually.

### **New Business**

6. Closed Session in Accordance with Section 8(1)(c) for Strategy Sessions Connected with the Negotiation of a Collective Bargaining Agreement -

2025-M-318

Motion by Matt Koch, seconded by Bill Lutz that the Board of Commissioners meet in closed session under Section 8(1)(c) for strategy and negotiation session connected with the negotiation of a collective bargaining agreement. The following individuals are allowed to attend this closed session: Jamie Nisidis of Braun Kendrick, Erica Dibble, Shelly Lutz, Ryan Robinson and Jodi Fetting at 10:13 a.m.

Yes: Nancy Barrios, Thomas Bardwell, Kim Vaughan, Bill Lutz, and Matt Koch

Motion Carried.

Closed session at 10:13 a.m.

Reconvened from closed session at 11:04 a.m.

At 11:04 a.m., there were a total of 39 participants attending the meeting virtually.

### **Old Business**

4. 2026 Motorola Renewal -

Steve Anderson, Emergency Manager/Interim Dispatch Co-Director, stated the contract has been located and it expires at the end of 2026. He is recommending approving the renewal.

## 2025-M-319

Motion by Matt Koch, seconded by Bill Lutz to approve that per the recommendation from Steve Anderson, Emergency Manager/Interim Dispatch Co-Director, to approve the Motorola Solutions Renewal invoice for payment in the amount of \$21,653.32. Motion Carried.

## 5. Sheriff's New Hire Request for Jessica Gordon -

Sheriff Ryan Robinson presented the request to fill a vacant Road Officer position and for the individual to attend the Delta College certification program.

## 2025-M-320

Motion by Bill Lutz, seconded by Matt Koch to approve Jessica Gordon to fill a vacant full-time Road Patrol Deputy position. Jessica has successfully completed the required background check, drug screening, psychological evaluation, and physical examination. Jessica is scheduled to begin training at Delta College Police Academy on January 12, 2026, her rate of pay will be at Step One \$26.04 per hour. Additionally, a grant application was submitted on her behalf through the Public Safety Academy Assistance Program to help offset the cost of the academy. Motion Carried.

## 6. Review of the Cost Allocation Plan (CAP) for 2025 With an Analysis -

Erica Dibble, Controller/Administrator, is recommending a change in how the CAP is applied to the budget as the CAP cannot happen until after the audit is complete. This would allow for the revenue and expenses to be considered in the same year.

## 2025-M-321

Motion by Matt Koch, seconded by Bill Lutz to approve the December 31, 2024 Cost Allocation Plan (CAP) presented by MGT on November 24, 2025. Also, approve collection of 2024 indirect costs for voted millages in the fiscal year 2026. Total indirect costs will be set at the lesser of 2.5% of 2024 millage revenue or the proposed calculated cost in the Cost Allocation Plan. Motion Carried.

## 2025-M-322

Motion by Matt Koch, seconded by Bill Lutz to approve the December 31, 2024 Cost Allocation Plan (CAP) presented by MGT on November 24, 2025. Also, approve collection of 2024 indirect cost for 911 Dispatch in the fiscal year 2026. Total indirect cost will be set at the lesser of 2.5% of 2024 surcharge revenue or the proposed calculated cost in the Cost Allocation Plan. Motion Carried.

## 7. Discussion and Review of all County Millage Rates to Determine if the Rate Amount is Still Valid -

Board does not want to take any action at this time on this matter.

8. Review of 2026 Budget -

Erica Dibble, Controller/Administrator, presented three budget scenarios with the differences being what would be funded to the Economic Development Commission (EDC) and to the Health Department.

The Board discussed the amount to be allocated to the EDC as to whether the 2026 budget request should be at the full requested amount or if a reduced amount should be allocated.

Jim Tussey provided explanation that the travel line-item increase is due to a remote office in order to have more contact in the field with businesses. There are plans to attend grant seminars as well as to have a person brought on staff to be a Grant Administrator. The Professional line item is for Anderson Tuckey to provide services.

The Board would like a draft budget prepared for Monday's Public Hearing with the EDC allocation to be at \$120,000.00 and the Health Department allocation at \$430,000.00.

### **Correspondence/Resolutions**

None

### **Commissioner Liaison Committee Reports**

#### ***Koch***

No Report

Dispatch Authority Board

Genesee Shiawassee Thumb Works

Jail Planning Committee

MI Renewable Energy Coalition (MREC)

Recycling Advisory

Local Units of Government

#### ***Barrios***

County Road Commission Liaison

Great Start Collaborative -  
Local food pantries are being promoted.

Human Services Collaborative Council (HSCC)

MAC Agricultural/Tourism Committee -

The MAC newsletter included information for an upcoming webinar regarding student loan forgiveness for employees.



Parks and Recreation Commission -

There is a report regarding The Parcels pending. Also, it is being discussed as to what The Parcels should be named moving forward.

Saginaw Bay Coastal Initiative -

Meets in January.

Local Units of Government Activity Report -

The Elkland Township and ACW Ambulance meeting was attended. The Wisner Township meeting is tonight.

### **Bardwell**

Behavioral Health Systems Board -

Meets on Thursday.

Caro DDA/TIFA -

Meets tomorrow.

Economic Development Corp/Brownfield Redevelopment -

Meets tomorrow.

MAC 7th District

MAC Workers Comp Board

MAC Finance Committee

NACo Rural Action Caucus (RAC)

Local Units of Government Activity Report

### **Vaughan**

No Report

Board of Health

County Planning Commission

Economic Development Corp/Brownfield Redevelopment

MAC Environmental Regulatory

Mid-Michigan Mosquito Control Advisory Committee

NACo-Energy, Environment & Land Use

Parks and Recreation Commission

Tuscola County Fair Board Liaison

Local Units of Government Activity Report

### **Lutz**

No Report

Board of Health  
Community Corrections Advisory Board  
Department of Human Services/Medical Care Facility Liaison  
Genesee Shiawassee Thumb Works  
Human Development Commission Board of Directors Liaison  
Jail Planning Committee  
Local Emergency Planning Committee (LEPC)  
MAC Judiciary Committee  
MEMS All Hazard  
Multi-County Recycling Committee  
Local Units of Government Activity Report

**Other Business as Necessary**

None

At 12:11 p.m., there were a total of 42 participants attending the meeting virtually.

**Extended Public Comment**

None

**Adjournment**

2025-M-323

Motion by Matt Koch, seconded by Nancy Barrios to adjourn the meeting at 12:12 p.m. Motion Carried.

Jodi Fetting  
Tuscola County Clerk, MCCO

To: Tuscola County BOC  
From: Tuscola County EDC  
Date: 12/17/25  
Subject: Tuscola budget considerations  
Attachment: EDC budget overview from 2023

BOC,

We would like to provide additional information to assist the BOC in understanding the importance in supporting the Tuscola Economic Development Corporation (EDC) going forward. The EDC is a forward-looking organization whose actions affect Tuscola's future. If it were to disappear today, it would not be missed at this very moment, but it would be severely missed tomorrow, the next day, and the days after that. The State of Michigan created the MEDC to further create and support local EDCs to improve the Michigan overall business environment.

Will the EDC survive without county support?

Not very likely. Counties and municipalities are the primary sponsors of the civic-focused, state-authorized organizations like the EDC.

Why has EDC funding from other sources diminished?

There are three primary reasons. 1) Grant administration fees have been reduced from over 10% to 2-3%. This trend will not change. 2) Local business ownership has diminished, thus decreasing direct support. 3) Municipalities are feeling the effect of budget cuts, and the EDC always seems like the easy place to reduce funding.

Would there be a county entity that could manage the \$413k business revolving loan fund?

No. Municipalities may not manage a financial loan fund. Additionally, this fund increases from time to time based on grants. This fund is used to encourage and support Tuscola businesses and start-ups, which increase employment and improve the tax base. Many times the EDC is the last hope for support for local businesses.

How much grant management would be required to replace the county support?

Roughly \$180 million carried because the average grant (and admin fees) spans 3 years. Not only is this about 50x what the EDC manages, but extra staffing would be required, increasing the total grant dollars needed.

Has the EDC already implemented cost cuts?

Yes. 40% reduced. Within 3 years, the EDC has reduced annual expenses by \$100k. It has updated, modernized, and adapted to the modern business environment.

What if every city in Tuscola gave \$5k per year? Would that help?

Yes. It would help. But even if every city, Akron, Cass City, Fairgrove, Gagetown, Kingston, Mayville, Millington, Reese, and Unionville, gave \$5k/yr, that would still not be enough.

Is Tuscola County the right sponsor for the Tuscola EDC?

Yes. The EDC serves all of Tuscola, from the townships to the cities to the villages.

Does the EDC provide value greater than the sponsor amount from the Tuscola County?

Yes. Even if we focus only on the grant administration process, the EDC exceeds its funding. The EDC is singularly capable and authorized to receive/manage state and federal grants, often through brownfield revitalization programs. When a structure and/or a site is revived, business activity can then proceed, bringing not only employment, but tax dollars to the county.

What monetary benefit has the EDC provided to Tuscola since 2024?

\$2.3 million awarded and over \$400k spent to date. These are funds that go to contractors and businesses in Tuscola. Disbursement and management of the \$413k business loan fund to local Tuscola businesses. Key State and local negotiator to keep the Walbro plant in Cass City.

The EDC board of directors recognizes the unique position the Tuscola EDC occupies among State, Federal, and local businesses, as one of the 50 such entities authorized by the Michigan Strategic Fund Act (Act 270 of 1984, MCL 125.2001). The EDC board is staffed by volunteers who are each convinced of its benefit to Tuscola County's future.

If the EDC were absent, virtually all grant dollars would resolve to other counties, business support would vanish, and Tuscola would be left with no representation at the State and Federal level. Entities enquiring about doing business in Tuscola would have no one to contact. There would be no business revolving fund.

We encourage the Tuscola BOC to continue supporting the community's future by supporting the Tuscola County Economic Development Corporation.

Thank you.



Jim Tussey  
Chair  
Local businessman  
TEDC

	Budget 2023		
	REVENUES 101-000		
		9/20/23 Amended	EOY Est.
503.7	Nestle Grant Administration	\$6,000	\$887
504	Brownfield Redevelopment-EPA Admin	\$9,772	\$9,772
548	State Grants Administration	\$0	\$0
549	Municipal Writing Services	\$2,566	\$2,566
550	Local Government Allocations	\$37,000	\$32,000
552	SBRG Administration	\$0	\$10,000
553	RLF/ELF Administration	\$6,600	\$6,600
554	Caro Grant Administration	\$18,000	\$10,800
556	Industrial Park Grant	\$500	\$0
581	Tuscola County Allocation	\$120,000	\$120,000
665	Interest	\$320	\$0
674	General Fund Donations	\$41,250	\$44,675
674.1	Donations for travel expenses/conference	\$3,100	\$3,100
674.2	Donations for Jim's Party	\$1,500	\$1,324
676	Insurance Reimbursement	\$969	\$1,019
	Total Revenues	\$247,577	\$239,943
	EXPENSES 101-101		
	Total Salaries		
702.1	Executive Director	\$79,000	\$79,000
702.2	Communications Director - Jim	\$18,000	\$18,000
702.3	Office Manager - June	\$7,200	\$7,200
702.4	Severance Pay - Position Elimination	\$3,200	\$3,200
702.5	Executive Director Assistant		
702.6	Grant Administrator - Michael	\$29,040	\$29,040
709	Taxes - FICA Employer	\$13,500	\$13,500
718	Insurance-Medical	\$26,000	\$26,500
724	Insurance Workers Compensation	\$656	\$656
725	Independent Contractor	\$1,600	\$1,600
726	Medical Disbursement	\$6,000	\$6,000
727	Taxes Other-Repay COVID Grant	\$23,000	\$22,500
791	Memberships (MABA) (EMCOG) (Adobe)	\$1,000	\$1,300
801	Professional Services Fees	\$9,000	\$6,500
801.1	Audit	\$5,000	\$500
850	Cell Phone Reimbursement	\$600	\$700
851	Supplies and Postage	\$2,000	\$1,400
853	Equipment/Software	\$500	\$1,056
854	Telephone & Internet	\$2,900	\$3,200
900	Advertising		\$77
901	Facebook - Web Development	\$700	\$703
902	Promotions/Tab	\$1,200	\$1,200
911	Travel and Conference	\$4,553	\$4,554
935	Insurance-Liability and Other	\$3,000	\$3,000
940	EDC Lease (Building)	\$7,200	\$7,200
956	Misc Exp		\$350
956.1	Board Activities - Jim's Party	\$1,500	\$1,111
992	Interest		\$3
994	Bank Charges	\$100	\$100
	Total Expenses	\$247,577	\$239,650
	Net Income	\$1,128	\$293

2023 Budget was est.

\$247k revenue

\$246k expense

By Q3 2023 it was amended lower to est.

\$239k revenue

\$239k expense

Tuscola County Economic Development Corporation 2024 Budget

	General Fund - 101	2024 Budget Adopted 12/13/24	2024 Budget Amended 9/10/24
	REVENUES		
504	Nestle Grant Administration	14,000	5,000
504	Brownfield Redevelopment-EPA		
549	Municipal Writinc Services	5,000	
550	Local Government Allocations/Public Sector Dev.	17,400	26,500
552	SRBG Administration	3,000	3,000
553	RLF/ELF Administration	6,600	6,600
581	Tuscola County Allocation	120,000	120,000
602	Land Bank Administration	15,000	
604	Recional Grant Administration	5,000	
674	Donations/Private Sector Development	20,000	23,500
	Donations to Foundation		4,000
676	Insurance Reimbursement		800
677	Mileage Reimburesment	1,500	
Interest	Interest	320	
	Total Revenues	207,820	188,900
	EXPENSES		
	Communications Director	4,160	5,500
	Grant Administrator	39,600	39,600
	Taxes• FICA Employer	4,000	6,000
	Insurance-Medical	8,400	8,400
	Insurance Workers Compensation	656	656
	Independent Contractor• Assistant Executive Director		15,000
	Health Savine• Accounts/Reimbursements (Medical Disbursements)	4,000	4,000
	Memberships (MABA, EMCoG, Google, etc.)	1,800	4,500
	Professional Services Fees• ATBD	5,000	13,500
	Audit	5,000	5,000
	Phone Stipend	1,200	200
	Supplies and Postage	1,800	1,800
	Equipment/Software	1,500	1,500
	Telephone & Internet	3,200	3,200
	Facebook • Web Development	1,000	1,000
	Promotion/Tab ( + Advertisinc)	1,500	1,500
	Travel/Conference/Mileace	10,000	5,000
	Insurance-Liability and Other	3,500	3,500
	EDC Lease (Building)	7,500	7,500
	Misc Exp	500	500
	Bank Charces	100	100
	RLF Repayment	10,000	10,000
	401K	3,523	
	MSU Acreeement Executive Director Position	79,000	47,000
	Total Expense	196,939	184,556
	Net Income	10,881	4,344

2024 Budget was est.

\$207k revenue

\$196k expense

By Q3 2024 it was  
amended lower to est.

\$188k revenue

\$184k expense

**TEDC 2026 Budget**  
Tuscola County Economic Development Corporation

Summary	Total 2025 (Dec5)	Total Budget 2026
Income		
RLF & SBRG interest	\$ 9,200.00	\$ 9,200.00
TC Stipend	\$ 120,000.00	\$ 120,000.00
Donations	\$ 7,900.00	\$ 7,900.00
Grand Admin	\$ 7,500.00	\$ 7,500.00
Total income	\$ 144,600.00	\$ 144,600.00

Summary	Total 2025 (Dec5)	Total Budget 2026
Expense		
Wages -director	\$ 44,000.00	\$ 80,000.00
Wages -staff	\$ 9,000.00	\$ 32,000.00
Rent/facility/Utilities	\$ 15,000.00	\$ 3,500.00
Insurance	\$ 3,000.00	\$ 3,000.00
Travel/Empl. Reimb.	\$ 1,500.00	\$ 6,800.00
Operations	\$ 3,000.00	\$ 9,500.00
Professional		\$ 8,000.00
Total Expense	\$ 75,500.00	\$ 142,800.00

Through self-imposed budget cuts TEDC reduced expenses to \$142k

Which is \$100k lower than the 2023 246k budget three yrs prior

**SURVEY & REMONUMENTATION APPLICATION / PROGRESS / COMPLETION REPORT**

Michigan Department of Licensing & Regulatory Affairs  
Bureau of Construction Codes  
Office of Land Survey & Remonumentation  
PO Box 30254, Lansing, MI 48909  
1<sup>st</sup> Floor Ottawa Building  
611 West Ottawa Street, Lansing, MI 48933  
Phone 517-241-6321  
E-Mail: [bccolsr@michigan.gov](mailto:bccolsr@michigan.gov)  
[www.Michigan.gov/bcc](http://www.Michigan.gov/bcc)

Grantee/County: Tuscola

*--Section below for OLSR staff use only--*

Grant #: BCC 26-79

VCUST#: CV0048120

Address Code: E00

GG #:

Template: 6415137T001

**Grant Year: 2026**

\$62,543.00	<b>State Grant Award</b>		
<b>Grant Application Payment Request</b>		<b>Grant Application Proposed Corners</b>	
\$25,017.20	Start-Up Payment (40% of Grant Award)	34	Corners anticipated to be paid with funds
\$37,525.80	Balance after Start-Up Payment	<b>Corners Completed</b>	
<b>Progress Report Payment Request</b>			Corners completed & paid with grant funds
	Amount Requested (up to 85% of Grant)		Corners completed & paid by others
	Grant Balance after Progress Report		Corners revisited & paid with grant funds
<b>Completion Report Payment Request</b>			Corners revisited & paid by others
	Amount Requested (up to 100% of Grant)		Common corners entered into Accela twice
	Grant Balance after Completion Report		Number of records entered into Accela
			Corners revisited without record

I certify to the best of my knowledge and belief that this report is correct and complete, and all expenditures are for the purposes set forth in and comply with the annual grant agreement.

Is this county on an approved Maintenance Plan during this contract? No

\_\_\_\_\_  
Kim Vaughan  
County Grant Administrator

\_\_\_\_\_  
Date

*--Section below for OLSR staff use only--*

Payment Authorized: \$ \_\_\_\_\_ Records completed by County in current Grant Year: \_\_\_\_\_  
Grant Balance: \$ \_\_\_\_\_ Records remaining to be completed in County Plan: \_\_\_\_\_

\_\_\_\_\_  
Nicholas J. Clever, P.S.  
Director, Office of Land Survey & Remonumentation

\_\_\_\_\_  
Date



Administrator	
Name: Kim Vaughan	Phone: 989-672-3700
Email Address: kvaughan@tuscolacounty.org	
Physical Address: 125 W. Lincoln St.	
City, State, Zip: Caro, MI 48723	
Representative	
Name: Michael K. Yates, P.S.	Phone: 989-501-5959
Email Address: asiremon@yahoo.com	
Physical Address: 201 S. Main St.	
City, State, Zip: Vassar, MI 48768	
Address for Payments	
Name: Tuscola County Treasurer	Phone: 989-672-3890
Physical Address: 125 W. Lincoln St.	
City, State, Zip: Caro, MI 48723	

The following section is divided into columns corresponding to the stages of the yearly Remonumentation Grant program, from left to right. Fill out the sections within the column of the current stage, while leaving the information from the previous stages in place. If the county does not submit a Progress Report, leave that column blank.

**Budget (Grant Application)** column refers to the estimated costs set forth by the County in the Grant Application.

**Progress Report** column will include any expenditures by the County up to that point. Expenditures must exceed the amount received by the county in the 40% Start-up Payment. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

**Completion Report** column will include all reimbursable expenditures by the County during the Grant Year. Any amount in this column must have receipts or invoices listing completed corners attached for reimbursement.

County must provide copies of all invoices, receipts, payment vouchers, etc. for any expenditures being submitted for reimbursement under the Remon Grant program. Invoices must be itemized (where applicable) and should not include costs outside of the Remonumentation program. A county requesting payment for a Cost Allocation Program or similar policy must have a complete copy of the Cost Allocation Plan on file with OLSR before payment is made.

County must provide a detailed, itemized budget report for all expenditures under the Remon program. Any payment amount that does not appear on the budget report cannot be considered for reimbursement under the Remon Grant program.

**Remonumentation Program  
County Expenditure Detail**

Work Program Expenditures by Line Item	Budget (Grant Application)	Progress Report Expenditures	Completion Report Expenditures
Item A Remonumentation Services	51,000		
Item B Monument Maintenance Services	Ø		
Item C Remonumentation Supplies & Materials	871.55		
Item D Geodetic Control Maintenance & Operations	Ø		
Item E Grant Administrator Fees/Wages	Ø		
Item F County Representative Fees/Wages	9,381.45		
Item G Additional Administrative Staff Fees/Wages	Ø		
Item H Peer Group	1,320.00		
Item I Administrative Supplies & Indirect Costs	Ø		
Totals	62,543		

Tuscola County, Michigan  
Proposed Remonumentation Corners for 2026

G-12 through G-3, H-11, H-9, H-7, H-6, H-5, H-4, and H-3  
In T14N-R11E, Elkland Twp.....=17 corners  
Total of 17 Corners

G-10 through G-5, H-9, and H-7  
In T12N-R09E, Indianfields Twp.....=8 corners  
Total of 8 Corners

G-6 through G-1, H-5, H-3 and H-1  
All in T13N-R09E, Almer Twp.....=9 corners  
Total of 9 Corners

Grand Total of .... 34 Corners

## 2026 Tuscola County Application Narrative

- 1.) There are no expenditures relating to items G and I on the Grant Application.
- 2.) There is currently two surveyors for item A on Grant Application for Tuscola County.
- 3.) Proposed 2026 remon corners should have no problems after review and selection.
- 4.) No county line corners are being remonumented for 2026 Grant Application.
- 5.) No other issues to discuss.



# **TUSCOLA COUNTY PERSONNEL MANUAL**

**Effective 01-01-2026**

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Tuscola County (the "County") is responsible for the administration and operation of public programs, services and facilities within its boundaries. The County's ability to perform these functions and to provide these services is directly related to the efficiency of the employees working for the County. An important factor in attracting and keeping efficient and fully trained personnel is the establishment of uniform personnel rules and regulations. The County has accordingly adopted the rules and regulations contained in this Personnel Policies and Procedures Manual, but changing circumstances may require their revision from time to time.

The rules and regulations contained in this Personnel Policies and Procedures Manual apply to all County employees; provided, however that where the provisions on this Manual conflict with or differ from the provisions of any existing County collective bargaining agreement or written employment agreement, the provisions of the collective bargaining agreement or written employment agreement shall be applied to employees within that particular collective bargaining unit or signatory to the written employment agreement rather than the provisions of this Manual.

## GENERAL MATTERS

### Section 1.0. Equal Employment Opportunity

The County is an equal opportunity employer and prohibits discrimination with regard to employment or access to programs and activities on the basis of religion, race, color, national origin, age, sex (including pregnancy), sexual orientation preference, gender identity or expression, height, weight, marital or familial status, disability, service in the uniformed services, veteran status, genetic information or any other characteristic protected by law, ~~employment or access to programs and activities~~. Individuals who believe that they have been unlawfully discriminated against may file a complaint with the Human Resources Director, who is designated as the EEO/ADA/Section 504 Compliance Officer. In the event of an alleged act of discrimination caused by the Human Resources Director, the report shall be made to the County Controller or to a member of the County Board. The County will ensure that a prompt investigation and equitable resolution of the complaint is achieved.

### Section 1.1. Personnel Records

Personnel files are maintained for all employees in the Human Resources Office. Employees are required to advise the Human Resources Director in writing of their current address, telephone number, name, marital status, and the names and addresses of their dependents as well as any changes in this information. Employees desiring personnel information released to outside parties shall provide a signed authorization to the Human Resources Director. Employees may review the contents of their personnel files upon request to the Human Resources Director, but may not remove their personnel file from the Human Resources Office. After review, employees may obtain a copy of their personnel file for a fee. Access to an employee's personnel file is limited to the County Controller, the Human Resources Director, members of the County Board's Personnel Committee, an employee's immediate supervisor, the employee and such other agents of the County as deemed necessary by the County Controller and/or the County Board.

### Section 1.2. At-Will Employment

All employees of Tuscola County may be terminated with or without cause, and with or without notice, at any time by the County or the employee. No representative of the County has the authority to alter this policy as to any individual employee. These personnel policies are provided to acquaint employees with the basic benefits, philosophies, procedures and policies of Tuscola County. They are intended for general information and are not intended to create, nor are they to be construed as a contract or creating any contractual rights between the County and any employee. The County reserves the right to alter,



amend, or terminate these policies and benefits in any manner, at any time, upon notice given to all employees.

### **Section 1.3. Personal Health Information Privacy**

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Regulations promulgated under that Act require the County to protect the privacy of personal health information. The County provides certain employee welfare plans for the benefit of its employees. The administration of these employee welfare plans requires the County to collect and use certain individually identifiable health information. The County is required to take reasonable steps to limit the use or disclosure of protected health information and to develop and implement policies that reflect its workplace and operations. In order to protect the privacy of health information, the County maintains the following health information files:

#### **Employment Health Information File**

The County maintains an employment health information file for each employee. This employment health information file contains information that is created or received by the County in order to carry out its employment functions. This file includes records related to such matters as occupational injury, disability insurance eligibility, disability retirement eligibility, sick and disability leave requests and justifications, drug screening results, workplace medical surveillance, fitness for duty tests of employees and compliance with statutory provisions. The employment health information file is kept in locked cabinets in the Human Resources Office. Access to the employment health information file regarding an employee is limited to the Human Resources Director and such other employees or agents of the County designated by the County Controller ~~such as an employee's immediate supervisor~~ with a legitimate need to have access to this information.

#### **Health Care Health Information File**

The County maintains a health care health information file for each employee. This health care health information file contains information that is created or received by the County and which relates to the past, present, or future payment for the provision of health care to that employee and their dependents. The health care health information file is kept in locked cabinets in the Human Resources Office. Access to a health care health information file regarding an employee is limited to the Human Resources Director and such other employees or agents of the County designated by the County Controller with a legitimate need to have access to this information.

The County may share, employ, apply, utilize, examine, or analyze individually identifiable health information within the County, but will use reasonable efforts to limit the use of protected health information to the minimum necessary to accomplish the intended purpose of the use. The County will not disclose to non-authorized County agents protected health information without the prior written consent of the employee, except as indicated in the County's HIPAA Notice of Privacy Practices for Personal Health Information, as the same may be changed from time to time. The County will keep records of all disclosures of protected health information.

### **Section 1.4. Accommodations**

#### **Disabilities**

The County endeavors to provide reasonable accommodations to qualified employees and applicants with disabilities that allow them to perform their essential job functions. It is the person with a disability's responsibility to: (1) notify Human Resources in writing of the need for accommodation within 182 calendar days of being hired or of learning of the need for an accommodation; (2) request one or more accommodations that will enable the person to perform any essential job function; and (3) cooperate in providing additional information about the precise job-related limitations imposed by



the disability and what type of accommodation(s) would help overcome those limitations, which will enable the County to provide a reasonable accommodation.

After a request for accommodation has been made, Human Resources and the employee's supervisor will meet with the employee to discuss possible reasonable accommodations. A reasonable accommodation will be provided unless it creates an undue hardship. The County has final discretion as to which accommodation(s) it may provide.

#### **Pregnancy, Childbirth or Related Medical Conditions**

The County endeavors to provide reasonable accommodations to qualified employees and applicants with known limitations related to pregnancy, childbirth, or related medical conditions, even if the condition does not rise to the level of a disability under applicable law. Requests for accommodation should be made in writing to Human Resources. Human Resources and the employee's supervisor will meet with the employee to discuss possible reasonable accommodations. A reasonable accommodation will be provided unless it creates an undue hardship. The County has final discretion as to which accommodation(s) it may provide.

The County will not take adverse action in terms, conditions, or privileges of employment against qualified employees or applicants on account of the individual requesting or using a reasonable accommodation to the known limitations related to the pregnancy, childbirth, or related medical conditions of the individual.

#### **Section 1.5. Genetic Information**

When making a lawful request for medical information, the County will not request or require any prohibited genetic information to be included in the response. "Genetic information" means information about an individual's or family member's genetic tests, the manifestation of disease or disorder in family members, an individual's request for or participation in genetic services, an individual or family member's participation in clinical research involving genetic services, or the genetic information of a fetus carried by an individual or by a family member.

## **EMPLOYEE SELECTION/EMPLOYMENT**

### **Section 2.0. Employee Selection**

The County Board is responsible for the selection, employment, and discharge of the County Controller. The County Controller is responsible for the selection, employment, and discharge of the Buildings and Grounds/Recycling Director, Mosquito Abatement Director, Chief Information Officer, Dispatch Director, Animal Control Director, GIS Director, MIDC Administrator and employees within the Controller's Office. Elected or appointed Department Heads are responsible for the selection, employment and discharge of employees within their Department. When a permanent full-time or regular part-time job or vacancy occurs in a County position, the vacancy shall be posted and advertised on the County website and the Indeed website unless otherwise directed and deemed necessary by the Board of Commissioners. The County Board does reserve the right to determine if a vacancy exists which is to be filled. The County shall give due consideration to all applicants for the permanent vacancy, including applications from non-County employees. The applicant considered by the County to be the best qualified shall be awarded the permanent vacancy. The County reserves the right to determine that none of the applicants are qualified and leave the position open or to seek further applicants.

### **Section 2.1. Job Classifications**



Written job descriptions are maintained for all job classifications. Each job description includes a classification title, a general statement of normal duties and responsibilities, a listing of the position's essential functions, a statement of the qualification requirements of the position and a determination whether the position is required to be paid overtime under the FLSA: exempt or non-exempt. The Human Resources Director and Department Heads periodically review and update job descriptions.

All employees who are paid on an hourly basis are classified as non-exempt and are eligible to be paid overtime. Salaried non-exempt employees are paid a fixed amount per pay period and are eligible to be paid overtime when they actually work more than their normal work schedule (37.5 hours or 40 hours per week). Exempt employees are paid a ~~predetermined~~~~fixed~~ amount ~~per each~~ pay period and are excluded from overtime pay requirements under state and federal law.

Exempt employees who feel that their fixed salary has been improperly reduced should promptly report their concern in writing to the Human Resources Director. The matter will be investigated and if it is determined that an improper deduction was made, the employee will be reimbursed. Retaliatory conduct against any employee who comes forward with a genuine concern about pay deductions is prohibited.

## **Section 2.2. Categories of employment**

In addition to an employee's job classification, employees are categorized as follows:

Full-time employee: A full-time employee is an employee whose normal schedule of work usually consists of at least thirty-seven and one half (37.5) hours per week on a regular schedule in a position classified by the County as permanent. Some classifications work at least forty (40) hours in a work week.

Regular part-time employee: A regular part-time employee is an employee whose normal schedule of work usually consists of less than thirty (30) but more than fifteen (15) hours per week on a regular schedule in a position classified by the County as permanent.

Irregular employee: An irregular employee is an individual not included within the definitions of full-time or regular part-time employee who is working on any other basis, including summer youth workers, temporary, casual, seasonal, or interns.

An employee's status as a full-time, regular part-time or irregular employee will be established at the time of their initial employment and will only be changed when there is an increase or decrease in their regular work hours.

## **Section 2.3. Part-time work restrictions**

A part-time employee is normally limited to 6 hours per day not to exceed 30 hours per week. On a limited basis a part-time employee may work a full day or work overtime as long as the employee understands the overtime or full-time hours are limited. Part-time employees shall not exceed 1559 hours in a twelve month period.

## **Section 2.4. Anniversary Date**

An employee's anniversary date is the most recent date upon which the employee commenced work for the County, and the same date thereafter in succeeding years. An employee's anniversary date does not change while actively employed or on an approved leave of absence. An employee rehired after a termination of employment of less than one year shall be credited with all of their prior years of service, but their anniversary date shall be adjusted to reflect the period of the break in service.



## Section 2.5. New Job Probationary Period

Employees who receive a new job within the County shall be required to serve a new job probationary period of sixty (60) working days in the new position to prove that they have the skill and ability to meet all the requirements of the position. If the employee fails to meet all the requirements of the position to the satisfaction of the County, the employee will be transferred back to the employee's prior classification if that position is still available, ~~provided, however, that the County may disqualify an employee and return the employee to the employee's prior classification if it is still available at any time during the new job probationary period.~~ An employee will also be returned to their former classification if it is still available during this period upon the employee's request.

## Section 2.6. Supplemental Employment

No full-time employee shall hold a full-time job, or its equivalent, in addition to their regular County employment. While outside or supplemental employment is discouraged, employees may engage in part-time outside or supplementary employment under the following circumstances:

- A. The employee may not use County facilities as a source of referral for private customers or clients.
- B. Supplemental employment may not be engaged in during an employee's regularly scheduled working hours, and employees may not use paid time off (e.g., vacation, paid personal leave, paid sick leave, etc.) to engage in supplemental employment.
- C. The employee may not use the name of the County or any County agency as a reference or credential in advertising or soliciting customers or clients.
- D. The employee may not use County supplies, facilities, staff or equipment, or supplies in conjunction with any outside or supplemental employment or private practice.
- E. The employee must maintain a clear separation of outside or supplemental employment from activities performed for the County.
- F. The supplemental employment must not cause any incompatibility, conflict of interest, the appearance of a conflict of interest or interfere in any way with the satisfactory performance of the employee's County duties.

In no case shall outside or supplemental employment conflict with or impair an employee's responsibilities to the County. The County shall not be liable, either directly or indirectly, for any activities performed during outside or supplemental employment.

Prior to engaging in supplemental employment, an employee must apply in writing to their Department Head specifying the nature of the employment, the employer, the approximate number of hours to be worked in a given work week, the time that the supplemental work will be performed and the nature of the duties to be performed. Department Heads must apply to Controller/Administrator. If a Department Head or the Controller/Administrator concludes that the secondary employment violates this policy, they may direct the employee to terminate the other job or set reasonable restrictions designed to avoid the conflict, interference or disrepute. An employee dissatisfied with this decision may appeal to the County Personnel Committee. If the Department Head or Controller/Administrator concludes that the secondary employment would not violate this policy, the Department Head or Controller/Administrator must report the decision and rationale to the County Personnel Committee, which will review and must also approve the secondary employment. The Personnel Committee will inform the employee in writing whether the proposed supplemental employment is approved. On appeal or review, the Personnel Committee's



decision will be final. All approvals of supplemental employment will be reviewed on an annual basis by the County Personnel Committee.

### Section 2.7. Performance Evaluations

The performance of ~~all~~ employees may be evaluated from time to time.~~shall normally be evaluated in accordance with the following:~~

- ~~\_\_\_\_\_ A. \_\_\_\_\_ At the end of third, sixth, ninth and twelfth months of employment~~
- ~~\_\_\_\_\_ B. \_\_\_\_\_ For employees who have been transferred or promoted within the County: End of the sixtieth (60) day in their new position~~
- ~~\_\_\_\_\_ C. \_\_\_\_\_ At anniversary date of hire~~

~~A special evaluation of an employee's performance may be directed to be performed at any time.~~

Department Heads shall complete ~~a~~ written evaluations in the form prescribed by the Human Resources Director ~~at the end of the evaluation period~~. Evaluation shall be dated and signed by the Department Head. The Department Head shall schedule a conference with the employee to review the evaluation. At the completion of the conference, the evaluation shall be signed by the employee. The employee will be permitted a reasonable time to prepare a written statement to attach to the evaluation if there is disagreement with its contents. Evaluations are placed in the employee's personnel file, and a copy provided to the employee. An unsatisfactory evaluation may be followed by a performance improvement plan~~further evaluation at the end of 90 days.~~ Performance Improvement plans can be used independently if the Department Head determines that an employee would benefit from one. All Performance improvement plans must be approved by the Human Resources Director before they are implemented with the employee. Performance improvement plans are also to be placed in the employee's personnel file, and a copy provided to the employee. If performance does not improve as required by the plan, ~~at the end of this period the evaluation is still "unsatisfactory"~~ dismissal is the normal action.

### Section 2.8. Termination of Employment

The employment relationship with employees of the County is at will and is subject to termination for any reason by the employee or the County. Employees who intend to resign or retire shall provide written notification to their Department Head. Managerial and professional employees shall provide this written notification at least four (4) weeks prior to the effective date of the resignation or retirement and other employees shall provide the written notification at least two (2) weeks prior to the effective date of the resignation or retirement. All employees shall make arrangements for the return of any County equipment in their possession on or before their last day of work. Human Resources Director and the Chief Information Officer must be notified by the department of any personnel changes. The Human Resources Director will attempt to schedule an exit interview with employees who leave County employment. The final paycheck for employees who leave County employment will be the first regularly scheduled payday following termination of employment.

## HOURS OF WORK

### Section 3.0. Work Period



The work week for overtime pay calculation purposes ~~for all employees~~ shall begin at 12:00 a.m. on Saturday and end at 11:59 p.m. the following Friday.

### **Section 3.1. Hours of Work**

The regular work hours of all County employees shall be determined by the County Board. The normal workweek for full-time employees shall be either thirty-seven and one half (37.5) or forty (40) hours. The normal workday shall be from 8:00 am to 4:30 pm, exclusive of meal periods. Nothing contained herein shall be construed to constitute a guarantee of any particular number of hours of work or pay per day or hours of work or pay per week. The County may change the normal workweek and workday whenever the County Board determines that operating conditions warrant such changes.

### **Section 3.2. Work Schedule**

The work schedule of all County employees shall be determined by the County Board. The County may change the normal work schedule whenever the County Board determines that operating conditions warrant such changes.

### **Section 3.3 Overtime**

All employees shall be expected to work beyond their normal schedule upon request. Working beyond the normal schedule must be authorized in advance by their supervisor.

### **Section 3.4 Meal Periods**

All employees will be allowed a one (1) hour meal period without pay. The timing of an employee's meal period shall be scheduled by their supervisor so as not to interfere with prompt and efficient service to the County and the public but will normally be scheduled in a manner that will have offices closed during the period from noon to 1:00 pm.

### **Section 3.5. Break Periods**

Supervisors will endeavor to provide full-time employees with a fifteen (15) minute break period during the first half of the workday and a fifteen (15) minute break period during the second half of the workday. All break periods will be scheduled by supervisors so as to not interfere with the prompt and efficient service to the County and the public. During these periods, the employee remains on active duty and must take appropriate actions if necessary. In the event that an employee is unable to take a break during any particular half of their workday, the missed break does not carry over to a later period.

### **Section 3.6. Tardiness and Absenteeism**

Employees shall report promptly for work and remain at work until the end of the work schedule. In the event that an employee is unable to report for work, they must notify their supervisor, or designated representative as soon as practicable but normally not later than one (1) hour before the beginning of the workday. This notification must be made by the employee contacting their supervisor or designated representative by telephone and leaving a voice message if necessary, email or texting, as directed by the supervisor; provided, however that another individual may contact the County on behalf of the employee in emergency situations where the employee is unable to personally contact the County.

### **Section 3.7. Inclement Weather**

County services normally remain operational during severe weather periods and employees are expected to report for and remain at work. In severe weather conditions when an employee reports



for work late or is authorized to leave work early, the employee must take unpaid leave for the time missed or may elect to use paid time off to maintain their normal pay for that day. The Chairperson of the County Board may close the County administrative offices and programs other than twenty-four-hour operations during extreme severe weather periods. In those rare instances when County operations are closed due to severe weather, County employees will be paid for their lost time on the day of closure at their regular rate.

### Section 3.8 Time Reporting

An important function of every County employee other than Elected Officials is to accurately report the time they work each day. Salaried exempt and salaried non-exempt employees are required to accurately complete their electronic timecard accounting for all time off and the type of benefit hours and leave time, if applicable, to be utilized for the period of absence. Hourly employees are required to record all time worked using the electronic attendance system. The electronic timecard/attendance system is a legal document that must accurately reflect all hours worked and misrepresentation of hours worked or forging a timecard is a serious violation that may lead to immediate termination of employment. In order to insure the accuracy of timecards, the following requirements are in effect.

- A. ~~Department E~~Hourly employees may not punch in more than 76 minutes prior to the start of their regularly scheduled shift. Hourly employees who punch in more than 76 minutes after the start of their shift will not be paid for the time not worked. Hourly employees who punch out more than 76 minutes prior to the end of their regular shift will not be paid for the time not worked.
- B. In the case of a missed punch, the department head must be notified by the employee. It is then the responsibility of the department head (or their designated employee) to insert the missing punch onto the employee's electronic timecard.
- C. All time off by salaried and hourly employees shall be accounted for and all requests for time off are to be requested electronically by the employee. It is then the responsibility of the department head (or their designated employee) to electronically approve said request prior to the end of the corresponding payroll period.
- D. Employees are required to personally complete their own electronic timecard and are prohibited from punching for another employee's electronic timecard.
- E. All time worked by salaried non-exempt or hourly employees beyond their normal daily shift is to be recorded in the time keeping system and pre-approved by their department head. Time worked beyond the normal weekly schedule will be designated as either overtime or comp time earned. Department heads may choose to provide a standing statement that time worked beyond their hourly employees' normal work schedule shall be only paid as overtime or only converted to comp time unless the Payroll Department is instructed otherwise or the employee's comp-time balance reaches the maximum number of hours allowed to be accumulated. If that situation arises, the appropriate Department head shall be notified by the Payroll Department.
- F. QUARTER HOUR ROUNDING- The number of hours worked by non-exempt employees are calculated using the quarter-hour rounding method for overtime or comp time. A minimum of seven consecutive minutes beyond an hourly employee's normal daily shift must be worked for which  $\frac{1}{4}$  hour overtime or comp time will be paid/earned. This means that an employee's arrival/departure times are rounded to the closest quarter hour when calculating the timesheet.



- G. All time worked beyond their normal weekly schedule by ~~exempt~~salaried employees is to be approved by their department head prior to receiving a credit for administrative time off.
- H. During or prior to the end of each pay period, each employee who is set up in the Kronos System (both hourly and salary), must review their timecard electronically and ensure that appropriate time off has been requested and comp time or overtime has been properly recorded and documented. At the end of each pay period, it is the responsibility of the department head to edit each of their employees' timecards; inserting missing punches and accounting for all time not worked. After the timecard is complete, it needs to be approved by the department head. The electronic timecard approval is a certification that the electronic timecard accurately and completely reflects all time worked during the period in question and that the employee did not work any hours that are not reflected on the electronic timecard or was not absent for any hours that are not reflected on the electronic timecard.

## EMPLOYEE COMPENSATION AND RETIREMENT

### Section 4.0. Employee Compensation

The County maintains a pay range for each job classification. An employee's regular straight time rate of pay is established by the employee's placement on the pay range. Employees normally begin at the "start" rate and progress from step to step in the pay range upon completion of the specified period of time in that classification. Employees who are promoted to a higher paid classification will be placed at the lowest step on that pay range which provides them with an increase in pay, and will progress from step to step in the new wage classification upon completion of the specified period of time in that classification. The Department Head may withhold a step increase from employees whose performance has not been satisfactory.

### Section 4.1. Acting Position Pay

The job descriptions for each classification set forth the normal duties to be performed by individuals in that classification. The performance by any individual of some of the duties normally assigned to another classification on an occasional basis does not entitle that individual to additional pay. In instances where it is anticipated that an employee will be required to perform significant portions of duties of a higher paid classification for a period of more than four consecutive weeks, the department head may authorize acting position pay to compensate that individual for the increased duties. The amount of acting position pay to compensate employees temporarily assigned to perform in a higher pay classification shall be one-half the difference between their current pay and the first step of the pay schedule for the individual they are temporarily replacing, but not less than 50 cents per hour. Acting position pay may also be awarded retroactively if an employee has been required to perform significant portions of the duties of a higher paid classification for a period of more than four consecutive weeks due to a temporary absence that was not initially anticipated to last for more than four consecutive weeks. This policy shall not apply to chief deputies of elected officials because their rate of compensation already takes into consideration that they may be required to perform additional duties in the absence of the elected official.

### Section 4.2. Overtime Pay

Hourly and salaried non-exempt employees whose normal hours of work are thirty-seven and one half (37.5) hours per week shall be paid one and one-half (1½) times their regular straight time rate of pay for all hours worked in excess of thirty-seven and one half (37.5) in any workweek. Hourly and salaried non-exempt employees whose normal hours of work are forty (40) hours per week shall be



paid one and one-half (1½) times their regular straight time rate of pay for all hours worked in excess of forty (40) in any workweek. For purposes of overtime computation, hours worked shall include paid sick leave, paid funeral leave, paid jury leave, paid vacation leave and all hours actually worked.

### **Section 4.3. Compensatory Time for Non-exempt Employees**

Hourly and salaried non-exempt employees who are required to work more than their regularly scheduled hours in a workweek may elect to receive compensatory time in lieu of receiving pay for the hours worked, unless the department head has issued a standing statement that all overtime worked will be paid. This compensatory time shall be credited at the rate of one and one half (1-1/2) hours for every hour worked in excess of thirty-seven and one half (37.5) hours for employees whose normal hours of work are thirty-seven and one half (37.5) hours per week and credited at the rate of one and one half (1-1/2) hours for every hour worked in excess of forty (40) hours for employees whose normal hours of work are forty hours per week. The scheduling of compensatory time off shall be arranged in advance by the employee with their supervisor or designated representative. A request for use of compensatory time may be denied, or canceled if it would unduly disrupt the County's operations. Compensatory time off may be accumulated to a maximum of twenty-two and one-half (22.5) hours. Employees leaving County employment shall receive pay for accrued but unused compensatory time at the rate of pay in effect at the time the employment relationship is terminated.

### **Section 4.4. Administrative Time for Exempt Employees**

Exempt employees other than elected officials who are required to work more than their regular work hours shall receive administrative time. This administrative time shall be credited at the rate of one (1) hour for every full hour worked in excess of their regular scheduled hours in any workweek. Administrative time will be recorded for use at the beginning of every month after the supervisor receives from the salaried employee of a listing of the time spent outside of their regular hours in the prior month together with a short explanation why the time was necessary. The scheduling of administrative time off shall be arranged in advance by the employee with their supervisor. A request for use of administrative time may be denied or canceled if it would unduly disrupt the County's operations. Administrative time off may be accumulated to a maximum of twenty-two and one-half (22.5) hours. Employees leaving County employment shall not receive pay for accrued but unused administrative time.

~~Department heads may choose to provide a standing statement that time worked beyond their hourly employees' normal work schedule shall be paid, up to a maximum of thirty-two and one-half (32.5) hours per month, in lieu of receiving administrative time off.~~

### **Section 4.5. Pay Periods**

Employees will be paid every other Thursday unless complications or other extenuating circumstances arise in the production of payroll in which case every effort will be made to provide the payroll as soon as possible. Payroll will not be distributed prior to Thursday morning of the pay week, unless a holiday falls on a Thursday of that pay week, then payroll will be distributed on Wednesday. If both Wednesday and Thursday are holidays, then payroll will be distributed on Friday. Paychecks will cover a two-week period which starts on Saturday and ends on the Friday prior to the pay day. Paperless payroll is mandatory, and direct deposit forms for changes and updates can be obtained through the Human Resources Department. Any direct deposit changes may take up to one full payroll in order for a pre-note and validation of the newly added account or changes to be verified. Employees wishing to make a change MUST have their new account information turned into the Human Resources Department the Thursday prior to the payroll processing week. If there is an issue with the account information, prenoting the account may take longer. Employees who have provided an email address to the Human Resources Department will receive their paystubs via email. Employees may request an email address be added to



their account or update email addresses as necessary. Any requests to change direct deposit information must be done in person by the employee.

#### Section 4.6. Retirement

All full-time and regular part-time employees who are regularly scheduled to work at least ten days per month participate in one of the following plans:

For full time employees hired/promoted prior to 1/1/2011: Plan B-3 with the F55(25) rider of the Michigan Municipal Employees' Retirement System (MERS). For purposes of this section a day shall consist of at least seven and one half (7 1/2) hours. Under this plan, employees contribute six and seven tenths (6.70%) percent of their gross compensation to the retirement plan.

For full time employees hired/promoted between 1/1/2011-12/31/15: Plan B-2 with the F55(25) rider of the Michigan Municipal Employees' Retirement System (MERS). For purposes of this section a day shall consist of at least seven and one half (7 1/2) hours. Under this plan, employees contribute four and seven tenths (4.70%) percent of their gross compensation to the retirement plan.

For full time employees hired/promoted after 1/1/2016: Defined Contribution Plan (401A) with the Michigan Municipal Employees' Retirement System (MERS). The DC plan employee/employer contributions, and vesting schedule are as follows:

Employee Contribution	Employer Contribution
0% - 4%	4%
5%	4.50%
6%	5%

Graded Vesting	
25% Vesting	after completing 3 years of service
50% Vesting	after completing 4 years of service
75% Vesting	after completing 5 years of service
100% Vesting	after completing 6 years of service
Automatic Vesting at age 60	



In order to be paid a retirement allowance from MERS, an employee must meet the age and service requirements established by MERS and there must have been a bona fide termination of the employment relationship between the County as an employer and the individual as an employee. The specific terms and conditions governing the retirement plan are controlled by the statutes and regulations establishing the Michigan Municipal Employees' Retirement System and the MERS Plan Document.

#### **Section 4.7. Reemployment of Retirees**

An individual is considered to be a County retirant when they are being paid a retirement allowance from MERS on account of service with the County. MERS rules will apply to any potential rehiring of any retired employee.

#### **Section 4.8. Reimbursement for Expenses**

The County will reimburse officials and employees for the reasonable cost of expenses incurred as a result of their official duties as a County employee. The type of expenses normally reimbursed include mileage at the rate established by the County if employees are required to utilize their own vehicle for County business, transportation expenses including baggage handling costs, meals and related gratuities, and lodging if the employee is required to be out of town overnight. Expenses that are not normally reimbursed are expenses such as entertainment, alcoholic beverages, parking or traffic tickets, personal expenses such as laundry and valet services, and expenses relating to a spouse or a travel companion. Employees will only be reimbursed if they had the prior authorization of their Department Head to incur the expense. Travel within the State requiring overnight stay will be allowed subject to approval of the Board of Commissioners and to availability of funds within the department budget. Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head or Elected Official and no overnight stay is required. See the Non-Personnel Travel/M meal policy for full details on mileage, meals, and accommodations. The County Travel Expense Voucher must be completed within 60 days of the event. All County Policies will be followed.

## **LEAVES OF ABSENCE**

#### **Section 5.0. Unpaid Personal Leave**

The County may in its discretion grant an employee a personal leave of absence without pay or benefits for a period not to exceed thirty (30) calendar days. Requests for an unpaid personal leave of absence shall be submitted in writing to their Department Head. All requests shall state the reason for the leave and must be signed by the employee. An extension of an unpaid personal leave of absence may be granted by the County in its discretion, provided the extension is requested in writing prior to the termination of the original leave period. No unpaid personal leave of absence may be granted for a period in excess of six (6) consecutive months. No request for an unpaid personal leave of absence shall be considered approved unless such approval is in writing signed by a representative of the County Board.

#### **Section 5.1. Paid Personal Leave**

Full-time employees scheduled to work eighty (80) hours per bi-weekly pay period will be provided with sixteen (16) hours of paid personal leave each calendar year and full time employees scheduled to work seventy-five (75) hours per bi-weekly pay period will be provided with fifteen (15) hours of paid personal leave each calendar year. Paid personal leave must be scheduled in advance at a time



mutually agreeable to the Employer and the employee. Paid personal leave will be charged hour for hour for all time off from the employee's scheduled hours. Paid personal leave must be used during the calendar year in which it is granted and paid personal leave unused at the end of the calendar year will be forfeited. Employees leaving the employment of the County will not be paid for unused paid personal leave. Newly hired full-time employees will be provided with pro-rated paid personal leave based upon the number of complete months of service remaining in that calendar year.

## Section 5.2. Paid Sick Leave

Employees shall earn and be granted paid sick leave under the following conditions and qualifications:

- A. ~~Regular, f~~Full-time employees will earn paid sick leave at a rate of one (1.0) day for each month of active service with the Employer. For purposes of this section, a full-time employee has a complete month of active service when they work or receive pay for at least twenty (20) days during any calendar month. A day of sick leave shall equal the number of hours (7.5 or 8 hours) in the employee's regular workday. ~~Regular P~~part-time and ~~irregular~~~~temporary~~ employees will earn one (1) hour of ~~f~~ paid sick leave for every thirty (30) hours worked. Sick leave shall be paid at the employee's regular hourly rate of pay when the sick leave is taken.
- B. Employees may utilize paid sick leave when an employee is incapacitated due to illness, injury or other disability; for the purpose of physician's appointments that cannot be scheduled outside of regular working hours; in the event of a major illness or accident emergency that requires the employee's presence to care for a spouse or a child residing in the home with the employee; and for all purposes allowed by the Earned Sick Time Act. Disability associated with pregnancy, miscarriage, abortion or child birth shall be treated as any other disability. In instances where the paid sick leave is taken because of a serious health condition that makes the employee unable to perform the functions of their job and the employee is eligible for family and medical leave, the leave will be considered to be a family and medical leave.
- C. An employee shall be eligible for paid sick leave if they make every reasonable effort to notify the Employer of the need to utilize paid sick leave before the start of their scheduled day of work. However, for foreseeable absences, employees must provide at least seven (7) days advanced notice. Employees will be required to sign a statement of request or complete a request in the attendance system for sick leave.
- D. For absences of more than three (3) consecutive days, the Employer may require, in addition to the employee's own statement, reasonable documentation of the reason for the absence such as a physician's certificate showing that the time off was due to actual disability provided within fifteen (15) days of the request. Falsification of the physician's certificate or falsely setting forth the reasons for the absence shall constitute just cause for discipline, up to and including discharge.
- E. For ~~regular, f~~full-time employees, up to twenty (20) days (150 hours to 160 hours depending on the employee's regular work day) of unused sick leave will be carried over to the next year. At the end of each calendar year, all accrued but unused sick leave hours in excess of twenty (20 days) shall be multiplied by the employee's straight time regular rate of pay as of December 31 of that year, and one half (1/2) of that amount shall be paid to the employee. For ~~regular~~ part-time and ~~temporary~~~~irregular~~ employees, up to seventy-two (72) hours of unused sick leave will be carried over to the next year. Any remaining amount will be forfeited.



- F. Non-probationary ~~regular,~~ full-time employees with at least ten (10) years of service who voluntarily resign their employment without disciplinary action pending shall be paid for all ~~accrued~~ accrued but unused sick leave hours at twenty-five (25%) of their current regular straight time rate of pay. Regular ~~P~~part-time and ~~irregular~~ temporary employees are not entitled to payment for unused sick leave hours upon voluntary resignation.
- G. Regular, ~~f~~Full-time employees who retire under the County's retirement plan with less than twenty (20) years of County service and are eligible to immediately collect retirement benefits shall be paid for all accrued but unused sick leave hours at fifty (50%) percent of their current regular straight time rate of pay. ~~Regular,~~ Regular ~~f~~Full-time employees who retire under the County's retirement plan with twenty (20) or more years of County service and are eligible to immediately collect retirement benefits shall be paid for all accrued but unused sick leave hours at one hundred (100%) percent of their current regular straight time rate of pay. The beneficiary of employees who die shall be paid for all accrued but unused sick leave hours at one hundred (100%) percent of the deceased employee's final regular straight time rate of pay. Regular ~~P~~part-time and ~~temporary~~ irregular employees are not entitled to payment for unused sick leave hours upon retirement.
- E. Paid sick leave may be utilized during periods when an employee is receiving voluntary worker's compensation payments from the Employer, short term disability insurance or long term disability insurance to the extent necessary to maintain the employee's net take home pay based upon a forty (40) hour work week or the employee's normal work week, whichever is lesser. In the event that payments shall be found to be a wage continuation program under the Worker's Compensation laws of the State of Michigan, these payments shall stop.
- ~~F. Banked Sick Leave. Effective August 1, 1999 for non-union employees and January 1, 2001 for union employees, further accumulation of sick time under the prior sick leave policy will not be permitted and the amount of days in excess of 20 were placed in a sick leave bank. The banked employee sick time payout value will be permitted to continue to increase as a result of wage increases. Any employee ceasing employment will be paid out for banked sick time according to prior County policy unless discharged for just cause. Employees are allowed to be paid out on all or a portion of their banked sick time on December 31 of each year. When employees choose to take early lump sum payouts from their accumulated sick bank, it is with the understanding that this payout amount will be deducted from their capped maximum amount of 900/960 hours that are available for payout upon retirement, and that at no time will these combination payouts ever exceed 900/960 hours.~~

### Section 5.3. Non-duty Disability Leave

A disability leave of absence will be granted to employees who have been absent for more than five (5) consecutive working days because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the County to require a physician's certificate establishing to the satisfaction of the County that the employee is incapacitated from the safe performance of work due to illness, injury, or other disability. A disability leave shall be with pay and benefits until such time as the employee has exhausted all accrued paid sick leave benefits and vacation and thereafter shall be without pay or benefits. This disability leave will continue for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than twelve (12) consecutive months. The County may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the



County may require a medical examination by a physician chosen by the County at the County's expense and, if appropriate, shall require the employee to take a leave of absence under this Section. ~~Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained.~~ Employees are required to notify the County of any condition which will require a leave of absence under this Section together with the anticipated date for commencement of such leave. This notice shall be given to the County by the employee as soon as the employee is first aware of the condition. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the County indicating the employee is physically or mentally able to return to work.

#### **Section 5.4. Military Training and Emergency Duty Leave**

Employees who are required to perform active duty for training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence without pay for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. ~~The provisions of this Section do not apply to an employee's initial period of active duty for training.~~

#### **Section 5.5. Jury Duty Leave**

Employees summoned by a court to serve as jurors shall be given a jury leave of absence for the period of their jury duty. For each day, up to a maximum of twenty (20) days per year, that an eligible employee serves as juror when the employee otherwise would have worked the employee shall receive pay at their regular rate for their regularly scheduled hours on that day provided that the employee reimburses the County the jury pay the employee received from the court less amounts paid for travel and meal expenses. In order to be eligible to receive jury duty pay from the County, an employee must:

- A. Provide the County reasonable advanced notice of the time that the employee is required to report for jury duty;
- B. Provide satisfactory evidence that the employee served as a juror at the summons of the court on the day that the employee claims to be entitled to jury duty pay;
- C. Return to work promptly after being excused from jury duty service.
- D. Provide the County with substantiation regarding the amount of jury duty pay, travel expenses and meal expenses received from the court for the jury duty service.

#### **Section 5.6. Funeral Leave**

When death occurs in a fulltime employee's immediate family, the employee, on request, will be excused for three (3) consecutive work days with pay, provided they attend the funeral. Immediate family is to mean: sons, daughters, spouse, mother, father, mother-in-law, father-in-law, brother or sister, grandfather, grandmother, grandparents-in-law, grandchild, stepparent, stepchildren, daughter-in-law, son-in-law, or dependents within the household. An additional two (2) days will be given for the death of a spouse or child. One (1) day shall be allowed to attend the funeral of an employee's sister-in-law, brother-in-law, aunt, uncle, niece, and nephew or to serve as pallbearer.

#### **Section 5.7. Workers eCompensation Leave**

Upon written application (the incident report), a leave of absence for a period of not more than twenty-four (24) months will be granted to employees who are unable to continue to work for the County because of a work related injury or disease for which the employee is entitled to receive benefits



under the Worker's Compensation laws of the State of Michigan and is receiving voluntary payments from the County, subject to the County's right to require medical proof. Extension of the leave may be granted by the County, in its sole discretion, upon written application. The County may require at any time, as a condition of continuance of a worker's compensation leave of absence, proof of a continuing inability to perform work for the County. In the event that the County, in conjunction with its medical advisors, determines that the employee is capable of returning to work, the employee's leave of absence shall immediately end.

### Section 5.8. FMLA Leave

Employees who have been employed for at least 12 months are eligible for leaves of absence for family and medical reasons under the terms and conditions set forth below and as those terms and conditions are supplemented and explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act, provided that they were employed for at least 1,250 hours of service during the 12 month period immediately preceding the commencement of the requested leave:

An eligible employee is entitled to a total of 12 workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any leave for any one, or more, of the following reasons:

1. The birth of a son or daughter, and to care for the newborn child;
2. for the placement of a child with the employee for adoption or foster care and for bonding with the newly-placed child;
3. to care for the employee's spouse, son, daughter, or parent with a serious health condition; or
4. when the employee is unable to perform the essential functions of his or her job due to the employee's own serious health condition.

The FMLA also includes certain military family leave provisions:

**Military Caregiver Leave:** Entitles eligible employees who are the spouse, son, daughter, parent, or next of kin of a covered service member (current member or veteran of the National Guard, Reserves, or Regular Armed Forces) with a serious injury or illness incurred or aggravated in the line of duty to take up to 26 workweeks of FMLA leave during a single 12-month period to care for their family member.

**Qualifying Exigency Leave:** Entitles eligible employees to take up to 12 workweeks of FMLA leave in a 12-month period for a "qualifying exigency" related to the foreign deployment of the employee's spouse, son, daughter, or parent.

For purposes of leaves under subparagraphs 3 and 4 above, a "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves (a) **inpatient care** (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or (b) **continuing treatment** by a health care provider. ~~Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems and periodontal disease are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.~~

Continuing treatment includes (i) a period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity relating to the same condition that also involves treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider; (ii) any period of incapacity due to pregnancy, or for prenatal care; (iii) any period of incapacity



or treatment for such incapacity due to a chronic serious health condition; **(iv)** a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; and **(v)** any period of absence to receive multiple treatments by a health care provider for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment. A **period of incapacity** means an inability to work, attend school, or perform other regular daily activities due to the serious health condition or its treatment and recovery. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems and periodontal disease are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave.

Employees desiring leaves of absence under this section shall provide written notice to the County setting forth the reasons for the requested leave, the anticipated start date of the leave, and its anticipated duration.

Employees on leaves of absence under this section shall be paid in accordance with the following:

1. In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
  - a. Paid sick leave
  - b. Paid personal leave
  - c. Paid vacation
2. In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
  - a. Paid sick leave (if authorized for this use by policy or contract)
  - b. Paid personal leave
  - c. Paid vacation

As a condition of the leave, employees must utilize available paid leave in the order set forth above and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave days, the remainder of the leave shall be without pay.

While on leave, an employee's coverage under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

### **Section 5.9. Return to Work after Leave of Absence**

Employees returning from approved leaves of absence will be reinstated to their former job classification if they have the necessary qualifications, skill and ability to perform the work in an effective and efficient manner.

## **HOLIDAYS AND VACATION**

### **Section 6.0. Recognized Holidays**

The following days are recognized as holidays:

New Year's Day  
Martin Luther King Day  
President's Day  
Good Friday  
Memorial Day  
Juneteenth  
Independence Day  
Labor Day  
Veterans Day  
Thanksgiving Day  
Friday following Thanksgiving Day  
Christmas Eve Day  
Christmas Day  
New Year's Eve Day

It is understood that employees will be required to work on holidays in accordance with normal scheduling procedures.

### **Section 6.1. Holiday Pay Eligibility**

In order to be eligible for holiday pay an employee must satisfy all of the following conditions and qualifications:

1. The employee must work all scheduled hours on the employee's last regularly scheduled workday before the holiday and on the employee's first regularly scheduled workday after the holiday, unless the employee has used paid sick leave for a purpose allowed by the Earned Sick time Act.
2. The employee is not receiving paid sick leave, funeral leave, or workers compensation payments.
3. The employee must be on the active payroll as of the date of the holiday. For purposes of this subsection a person is not on the active payroll of the County during unpaid leaves of absences, layoffs, or on a disciplinary suspension.

An otherwise eligible employee who is required to work on a recognized holiday but fails to report and work the scheduled hours shall not receive any holiday pay for such holiday.

### **Section 6.2. Holiday Pay**

Eligible full time hourly employees shall receive pay at their straight time regular rate for the number of hours in their regular workday for each recognized holiday. Eligible salaried employees are not normally required to work on holidays, but shall continue to receive their salaries.

### **Section 6.3. Work on Holidays**

Hourly employees required to work on a recognized holiday shall be paid at time and one half (1 ½) their regular straight time rate of pay for all hours worked on a recognized holiday. This payment is in addition to holiday pay.

### **Section 6.4. Holiday during Vacation**

Employees who are on approved vacations on a day that a holiday is observed shall be paid for the holiday, provided that they work their entire scheduled shift prior to leaving on vacation and immediately



following their vacation, unless the employee has used paid sick leave for a purpose allowed by the Earned Sick time Act.

### **Section 6.5. Vacation Entitlement**

Full-time employees shall be granted vacation with pay based upon their length of continuous service with the County in accordance with the following:

<b>Years of Continuous Service</b>	<b>Vacation time</b>
At least one (1) but less than five (5) years	10 days
At least five (5) but less than ten (10) years	15 days
At least ten (10) but less than fifteen (15) years	18 days
Fifteen (15) years or more	20 days

Vacation accrues and is credited to eligible employees on their anniversary date each year. Vacation days not utilized in the twelve-month period after its crediting shall be forfeited.

### **Section 6.6. Vacation Eligibility**

In order to be eligible for the full amount of vacation leave, an employee normally scheduled to work forty (40) hours per week must have worked a total of at least 2080 hours during the immediately preceding twelve (12) month period and an employee normally scheduled to work thirty-seven and one half (37.5) hours per week must have worked a total of at least 1950 hours during the immediately preceding twelve (12) month period. Employees who fail to work the required number of hours shall be entitled to prorated vacation leave based upon the ratio of the hours actually worked to 2080 or 1950. For purposes of this Section, hours worked shall include all hours actually worked and all hours paid for vacation, holidays, and paid leaves of absence. Employees who are entitled to worker's compensation benefits because of job related injury shall be considered to have worked thirty-seven and one half (37.5) or forty (40) hours depending on the number of hours in their normal schedule during every week that they are entitled to worker's compensation benefits for up to three months in any calendar year.

### **Section 6.7. Vacation Scheduling**

Employees may request time off for vacations after vacation leave has been credited to their use, provided that such time off does not unreasonably interfere with efficient operation and the County's obligations to the public. Vacation requests must be submitted through the Kronos Workforce Ready system by the employee thirty (30) days in advance of the period requested. Vacation leave will normally only be granted in periods of half or full days.

### **Section 6.8. Vacation Pay**

Vacation pay will be computed at the straight time hourly rate an employee is earning at the time the vacation leave is taken.

### **Section 6.9. Benefits on Termination**

Employees who leave the employment of the County may receive pay for credited but unused vacation leave in any of the following circumstances:

1. If an employee retires in accordance with the retirement plan currently in effect.
2. If an employee resigns from employment and a minimum of two weeks (4 weeks if a managerial or professional employee) advance notice is given to the County.



3. If an employee is laid off and requests payment of vacation pay; provided, however, that such vacation pay shall be designated to the period of the layoff.
4. In the event of the death of an employee, vacation pay shall be paid to the employee's spouse or estate.

There is no payment for ~~vacation leave that has not yet been accrued and credited to an employee time-served between the employee's last anniversary date and the date of termination of employment.~~

## INSURANCE

### Section 7.0. Medical Insurance

The County makes available a group insurance program covering certain hospitalization, surgical, medical, dental and vision expenses for participating employees who are regularly scheduled to work at least thirty (30) hours per week and their eligible dependents. Summary descriptions of the program are available in the Human Resource Office. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers. The County reserves the right to modify the coverage provided under the insurance program, select the insurance carrier or carriers, to become a self-insurer either wholly or partially, and to select the administrator of such self-insurance programs.

Full time employees are eligible to participate in the group insurance program the first (1st) day of the premium month that begins thirty (30) days following the commencement of employment with the County. Regular part-time employees initially hired for positions that are regularly scheduled for less than thirty (30) hours of work whose regular schedule of work is increased to thirty (30) or more hours per week are eligible to participate in the group insurance program the first (1st) day of the premium month that begins thirty (30) days following the increase in their regularly scheduled hours to thirty (30) or more hours per week. Eligible employees electing to participate in the group insurance plan shall advise the County in writing of this intent by filling out the applicable insurance forms and shall make arrangements satisfactory to the County for the payment of the required monthly premium, if any. This election shall be made on an annual basis during the open enrollment period and shall be effective for the next full insurance year.

An active employee, retiree, dependent of an active employee or dependents of a retiree may not participate in the County's health plan as both a primary insured and a dependent. In the event that two County employees are married and are eligible for coverage, the County will require that they enroll under one contract.

### Section 7.1. Payment of Medical and Dental Insurance Premiums

Full-time employees who elect a buy-up medical and dental care coverage will be required to make the bi-weekly contributions towards the medical and dental care plan equal to the difference between the selected plan and the base plan. The bi-weekly deduction will be pre-tax, as allowed per IRS regulations. There is no bi-weekly contribution for the base plan, which includes medical, base dental, and vision coverage for the employee and dependents.

~~In addition, employees electing sponsored dependent and/or family continuation coverage are responsible for payment of all of the premium costs for this additional coverage; see Section 7.10. Employees participating in the group insurance plan are responsible for paying the full cost of the premium plus a two percent (2%) administrative fee.~~

### Section 7.2. Payment of Vision Insurance Premiums



The County pays the full premium for full time employees who elect group vision insurance coverage.

### **Section 7.3. Payment in Lieu of Health Insurance**

Full time employees who have medical care insurance through a plan under another employer and elect to drop out of the County's medical care plan shall be eligible to receive \$1200 per year in lieu of medical care insurance. Employees who have dental care insurance through a plan under another employer and elect to drop out of the County's dental care plan shall be eligible to receive \$800 per year in lieu of dental care insurance. These amounts will be paid in twenty-six (26) equal payments. Employees electing to opt out of the medical insurance program must present proof of other insurance. This election shall be made on an annual basis during the open enrollment period and shall be effective for the next full insurance year. In the event that an employee loses coverage under the plan with the other employer, they shall be returned to coverage under the County's Plan as soon as possible. This payment is not available to County employees who are married to another County employee or are married to an employee of another County affiliated entity which participates in the County medical or dental care plan.

### **Section 7.4. Term Life Insurance**

All full-time employees shall be eligible for group-term life insurance policy coverage in the amount of \$25,000. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The County pays the required monthly premium for eligible employees.

### **Section 7.5. Accidental Death Insurance**

All full-time employees shall be eligible for group-term life insurance policy coverage in the amount of \$25,000. The specific terms and conditions governing the term life insurance coverage are set forth in detail in the master policy or policies issued by the carrier or carriers. The County pays the required monthly premium for eligible employees.

### **Section 7.6. Continuation of Insurance Premiums**

In the event that an employee eligible for insurance coverage is discharged, quits, retires, resigns, is laid off, or commences an unpaid leave of absence (except see Section 5.8 regarding FMLA leave), the County shall have no obligation or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, retirement, resignation, layoff, or unpaid leave of absence commences; provided, however, that employees on a family and medical leave of absence shall continue to be eligible for County-paid insurance for the period of their family and medical leave on the same terms that would exist if they were not on the leave. Employees on County approved leaves of absence may continue insurance benefits on a month-by-month basis by paying to the County, in advance, the amount of the next month's premium for that employee and/or their lawful dependents, subject to the approval of the insurance program. The County shall resume payment of insurance premiums for eligible employees who return to work from layoff or unpaid leaves of absence as of the first (1st) day of the premium month following the date of the employee's return to work. The provisions of the foregoing notwithstanding, the County will continue to pay insurance premiums for eligible employees who are entitled to worker's compensation benefits because of a job-related injury or are receiving short term/long term disability insurance payments for a period of up to six (6) months.

### **Section 7.7. Retiree Health Care Insurance**

The County allows retired employees to participate in the group health insurance program, provided the employee was a subscriber of the health insurance program immediately prior to retirement and pays 102% of the premium. (Retirement shall be defined as an employee being eligible to receive retirement benefits under the Michigan Municipal Employees Retirement System).



### **Section 7.8. Short Term ~~d~~Disability Insurance**

The County has obtained a group short term disability program for full time employees. Employees who become disabled and who are otherwise eligible shall receive from the insurance carrier weekly indemnity payments consisting of two thirds (66.67%) of their normal gross weekly wages. These benefits shall be payable from the 15th day of disability for a period of up to twenty-four (24) consecutive weeks. The benefits payable under this program are coordinated with compensation paid under other similar programs such as the Social Security Act, worker's compensation, and the County's retirement Plan. The specific terms and conditions governing the short-term disability program are set forth in detail in the policy governing the program as issued by the carrier, ~~currently Cigna~~. The County pays 100% of the premium for eligible employees. Internal Revenue Code (IRC) Section 105 indicates that STD benefits, are to be included in the gross income of employees if the employer pays part or all of the premium for the coverage. In these situations, the disability benefits received by the employee are subject to federal taxation. ~~This is accomplished by having the County pay the premium for the employee and including the cost of that insurance into the employee's W-2 compensation each year.~~

### **Section 7.9. Long Term Disability Insurance**

The County has obtained a group long term disability program for full time employees. Employees who become disabled and who are otherwise eligible shall receive from the insurance carrier weekly indemnity payments consisting of sixty percent (60%) of their normal gross weekly wages. These benefits shall be payable from the 180th day of disability through age sixty-five (65). The benefits payable under this program are coordinated with compensation paid under other similar programs such as the Social Security Act, worker's compensation, and the County's retirement Plan. The specific terms and conditions governing the long term disability program are set forth in detail in the policy governing the program as issued by the carrier, ~~currently Cigna~~. The County pays 100% of the premium for eligible employees. Internal Revenue Code (IRC) Section 105 indicates that LTD benefits, are to be included in the gross income of employees if the employer pays part or all of the premium for the coverage. In these situations, the disability benefits received by the employee are subject to federal taxation. ~~This is accomplished by having the County pay the premium for the employee and including the cost of that insurance into the employee's W-2 compensation each year.~~

### **Section 7.10. COBRA Insurance Coverage Continuation**

Continuation of health insurance coverage is available to all employees and their qualified beneficiaries ~~spouses and dependent children~~ if they are participants in the group health plan in accordance with the provision of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Employees electing continuation coverage are responsible for payment of the full cost of the premium plus a two percent (2%) administrative fee.

### **Section 7.11. Workers Compensation**

The County provides workers compensation coverage for all of its employees.

### **Section 7.12. Unemployment Compensation**

The County provides unemployment compensation coverage for all of its employees.

## **GENERAL POLICIES**

### **Section 8.0. Grievance Procedures**



The County endeavors to apply its policies, benefits, and rules in a uniform and equitable manner. In the event that an employee considers that they are not receiving fair treatment or not receiving all the benefits due to them as an employee, the grievance procedure is available to attempt to resolve the complaint. Employment termination is not subject to this grievance procedure as employees are "at-will."

All grievances shall be handled in the following manner:

Step 1. Oral Procedure. An employee with a complaint shall discuss the matter with their supervisor, or designated representative, within two (2) working days from the time of the occurrence of the events giving rise to the complaint or within two (2) working days from the time the employee involved first knew or could have known of the facts giving rise to the complaint in situations where it was impossible for the employee involved to have known at the time of the actual occurrence of the events giving rise to the complaint. The supervisor, or designated representative, will endeavor to give an oral answer to the complaint within five (5) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.

Step 2. Written Procedure to County Controller. If the complaint is not satisfactorily settled in the Step 1, Oral Procedure, the complaint shall be reduced to a written grievance within five (5) working days from the time of the oral answer. The written grievance shall adequately set forth the facts giving rise to the complaint and shall be signed by the employee. The preparation of a written grievance shall not occur during working time. The grievance shall be submitted to the County Controller, or designated representative. Within fifteen (15) working days after the grievance has been appealed, a meeting shall be held between representatives of the County and the employee. If the meeting cannot be held within the fifteen (15) working day period, it shall be scheduled for a date mutually convenient for the parties. The County Controller, or designated representative, shall prepare a written response to the grievance within fifteen (15) working days following the date of this meeting, and return it to the employee.

Step 3. Written Procedure to County Personnel Committee. If the complaint is not satisfactorily settled in the Step 2, Written Procedure, the complaint shall be reduced to a written grievance within five (5) working days from the time of the County Controller's written answer. The grievance shall be submitted to the County Controller, or designated representative. At the next regularly scheduled County Personnel Committee meeting after the grievance has been appealed, a meeting shall be held between representatives of the County and the employee. If the meeting cannot be held at that meeting, it shall be scheduled for a date mutually convenient for the parties. The Chairperson of the Personnel Committee, or designated representative, shall prepare a written response to the grievance within fifteen (15) working days following the date of this meeting, and return it to the employee. The Personnel Committee's answer to the grievance shall be the County's final disposition of dispute.

## **Section 8.1. Solicitation**

The County has always been interested in community fund-raising drives. However, to maintain efficiency and to prevent littering, the following rules for solicitation and the distribution of literature must be followed:

Oral solicitations by employees are prohibited during working time in work areas. Employees are, however, permitted to engage in oral solicitations during their authorized break periods, mealtimes and other times when they are not required to be working, as long as the individuals being solicited are also on authorized break periods, mealtime or otherwise not required to be working at the time the solicitation occurs.



The distribution by employees of printed or written materials of any kind is prohibited in work areas. Printed or written materials may only be distributed in non-work areas, and then only during authorized break periods, mealtimes and other times when the employee distributing the printed or written material is not required to be working.

Persons who are not employees are not allowed to be in County working areas at any time to engage in either oral solicitation or distribution of printed or written materials.

Private companies are not allowed to market non-county goods or services to employees in County building or on County property, and posters, paycheck notices, signs, flyers, personal visits, telephone calls or any other form of contact from representatives of private companies are prohibited.

The County Controller may make exceptions to this policy in appropriate instances.

### **Section 8.2. Political Campaign Activity**

Campaigning for political offices in county buildings and on all county grounds is prohibited by county employees, elected, and appointed county officials. Political signs, literature, buttons, and other campaign materials are prohibited in all county buildings and on all county grounds. County employees shall not be solicited regarding political campaigns in county buildings or on all county grounds. County vehicles, computer resources, equipment, and materials shall not be used for campaign purposes.

### **Section 8.3. Use and Sale of Tobacco Products**

The use of tobacco products of any kind on County property is prohibited except in designated areas outside the Medical Care Facility, Jail and Central Dispatch Center. The use of tobacco products refers to chewing, snuffing, vaping or smoking tobacco products, including but not limited to cigarette, pipe and cigar smoking. This prohibition applies to private enclosed offices, open space offices, meeting rooms, conference rooms, eating areas, including cafeterias and break rooms, lounges, restrooms, hallways, stairways, enclosed entrances and county owned vehicles. This prohibition shall not apply to smoking within private vehicles parked on County Property. The sale of tobacco products is also prohibited on County property. The sale of tobacco products refers to the exchange of tobacco in any form for consideration, including monetary and/or services.

### **Section 8.4. Parking**

Employees are prohibited from parking in any parking space around the entire perimeter of the Courthouse. Handicap parking will continue to adhere to state and federal laws. Employees shall park at the Annex and Sheriff parking lots and other available off-street parking.

### **Section 8.5. Cellular Telephone Usage**

Employees may be provided with cellular telephones for use in their County employment duties. ~~If the cellular telephone service company provides the use of calling to an outside number at no cost to the County and the use of this number does not reduce the purchased minutes for county calls, then this number may be used on a limited basis for short durations as long as necessary work activities are conducted. Other than in this limited situation,~~ County-owned, rented, or leased cellular telephone equipment is not to be used for personal business or used by a non-County employee except in emergency situations. ~~Any employee using a County cellular telephone for an emergency situation will reimburse the County for the cost of using the equipment.~~

As a general rule, personal cellular telephones and other electronic devices should not be used during work time for calls, texting, social media, or accessing the Internet. While personal use of cell



phones in the workplace is not strictly prohibited, any personal use should be minimal and occur only at times which do not otherwise interfere with the completion of County business.

While driving (whether using a County vehicle or using a personal vehicle for County business), employees' primary responsibility is driving safely and obeying the rules of the road, including the Michigan law that prohibits manual use of a cell phone or other electronic device for any purpose while driving and other distracted driver laws.

### **Section 8.6. Harassment Policy**

The County prohibits employees from harassing members of the public or other employees due to their religion, race, color, national origin, age, sex (including pregnancy), sexual ~~orientation preference~~, gender identity or expression, height, weight, marital or familial status, disability, service in the uniformed services, veteran status, genetic information or any other characteristic protected by law. Such harassment is a serious violation of County rules.

Examples of prohibited harassment include, but are not limited to: nonverbal conduct, including gestures, displaying of sexually suggestive, racially offensive or otherwise derogatory objects or pictures, cartoons, or drawings; verbal conduct, including jokes, slurs, comments about an individual's body or appearance or use of degrading words to describe an individual or a classification of individuals, or other derogatory comments; offensive remarks about a person's sex; sex-based stereotyping; physical conduct, including touching, assaulting or blocking an individual's movements; sexual advances; offering employment benefits in exchange for sexual favors; or any other actions which tend to create a hostile work environment.

Sexual harassment merits particular attention. ~~Sexual harassment involving individuals within the employment setting~~ is defined as unwelcome sexual advances, requests for sexual favors, and any other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment;
- B. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment;
- C. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Examples of sexual harassment, may include, but are not limited to, the following:

- Pressure for sexual activity;
- Repeated remarks with sexual or demeaning implications;
- Unwelcome touching;
- Sexual jokes, posters, and cartoons

Similar actions taken by employees towards members of the general public are considered to be sexual harassment prohibited by this policy.

An individual's failure to overtly object to harassing behavior in the workplace at the time it occurs does not mean that the individual consents to the behavior.



Harassment does not have to rise to the level of legally actionable conduct in order to constitute a violation of this policy. A single incident may, depending on the circumstances, be sufficient to constitute harassment in violation of this policy, regardless of whether the harassment rises to the level of harassment actionable under the law.

The County ~~also discourages prohibits~~ romantic relationships between supervisors and subordinates ~~and prohibits any such conduct that is unwelcome~~. Anyone who is an unwilling participant in such a relationship must notify the Human Resources Director or a member of the County Board immediately.

Violation of this rule prohibiting harassment will subject the violator to discipline, including the possibility of immediate discharge.

Supervisors are required to be alert to stop any harassment from occurring in our workplace. Employees who believe that they have been harassed, sexually or otherwise, or who have observed an employee harassing another employee or a member of the public should immediately report the incident to their immediate supervisor or to the Human Resources Director. In the event of an incident of alleged harassment by the Human Resources Director, the report should be made to the County Controller or to a member of the County Board. When making this report, the employee should clearly state that they believe that they are the victim of harassment and that the employee is reporting the incident pursuant to this policy. The County will investigate all reports of harassment and will take prompt and appropriate remedial action if harassment is found to have occurred.

Making a complaint of harassment is a serious matter, but no employee will be subject to any form of retaliation or disciplinary action for making or pursuing a complaint of harassment which is made in good faith. Employees who knowingly submits false, inaccurate, or otherwise misleading information to the County in connection with a report of alleged harassment or the investigation of an alleged incident of harassment shall be subject to discipline, up to and including discharge. The County will keep complaints of harassment confidential to the extent that it is possible and still conduct an investigation.

### **Section 8.7. Workplace Violence**

All employees are expected to meet County standards of professionalism and demonstrate courtesy to customers, co-workers and members of the public. Each employee shares the responsibility for preventing possible workplace violence. The following provisions pertain to the County's policy on workplace violence:

No employee shall threaten or use force or violence to restrain, coerce, or intimidate any customers, co-workers and/or members of the public during County sponsored functions or on County premises including County provided parking areas and worksites.

An employee who participates in an altercation on County premises or worksites or during a County sponsored function will be subject to disciplinary action up to and including discharge. Employees who feel they are being provoked or harassed by co-workers should discuss the problem immediately with their supervisor and/or the Controller's Office.

Guns, knives and other dangerous weapons are prohibited in all County buildings.

Any employee who receives a threat of violence by customers, co-workers and/or members of the public, and any employee who hears, observes, reads and/or otherwise becomes aware of a threat by customers, co-workers and members of the public, against himself or a co-worker,



whether such threat is direct or implied, is obligated by this policy to report the fact of such threat to his/her supervisor and/or the Controller's Office.

All threats of violence are considered serious matters and will be thoroughly investigated. Any employee who fails to report such threats may be subject to discipline under this policy.

Willful violation of the provisions of this policy, including the possession of guns, knives and/or other dangerous weapons or participation in workplace violence on County premises including County provided parking areas and worksites, or at any County sponsored function, will constitute grounds for disciplinary action, up to and including termination of employment. Employees will be suspended pending investigation.

## **Section 8.8. Payroll Deductions**

The County withholds Federal Income Tax, State Income Tax, Federal Social Security Tax, Federal Medicare Tax, employee contributions to the County Pension Plan, courtordered garnishments and child support payments from employee paychecks in the amount and manner prescribed by state and federal law. In addition, the County will withhold voluntarily authorized deductions from an employee's paycheck for other benefit programs approved by the County. The starting and changing of voluntary deductions must be requested on the proper form which may be provided by the Human Resources Office.

## **Section 8.9. Computer Resources Acceptable Use Policy**

### **1. PURPOSE**

1.1 To adopt and enforce a policy that addresses the acceptable use of computer resources (user ID's, passwords, access privileges, computers, servers, peripherals, hardware, applications, programs, software, data, files, information, internet, email, communications, Local Area Network, Wide Area Network) at Tuscola County.

1.2 To assure that Tuscola County computer resources are utilized for the business of government work as it relates to a user's job function.

1.3 To protect the users and the computer resources of Tuscola County from illegal or damaging actions by individuals, either knowingly or unknowingly. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

1.4 This policy will be presented to all employees upon acceptance of employment. This policy will be disseminated to all County workstation desktops.

### **2. SCOPE**

2.1 This policy applies to employees, contractors, consultants, temporaries, and other workers at Tuscola County, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Tuscola County.

### **3. POLICY**

3.1 It is the policy of the Tuscola County Information Systems (I.S.) Department to not actively monitor the content of a user's Personal Computer (PC). However, any computer resource within the scope of responsibility of the I.S. Department may be monitored and/or audited when it is deemed appropriate. Data created on any I.S. equipment, software or network is property of Tuscola County.

3.2 Use of computer resources is restricted to the user's job function within the County government.



3.3 Users are not permitted to share their login IDs and/or passwords.

3.4 If a user suspects that an ID, password, or computer resource has been compromised or hacked, they must immediately notify the I.S. Department so that appropriate action can be taken.

3.5 Users are not permitted to knowingly modify, delete, move, copy, or exchange any file/program/data/information that will harm or disrupt computer resources.

3.6 Users are not permitted to knowingly distribute viruses or exchange harmful programs/files.

3.7 The I.S. Department maintains the right to block access to any internet resource deemed inappropriate. Internet resources will be monitored and controlled.

3.8 Utilizing internet resources to access pornographic material, web surf, shop, game, play, streaming media, micro-blogging, gamble, chat, file share, peer-to-peer network (P2P), virtual private network (VPN), connect to non-County email systems, instant message, or any other inappropriate use is not permitted.

3.9 Users are not permitted to purchase, install, or dispose of any networking device, computer software/hardware, or peripheral equipment without authorization from the I.S. Department.

3.10 Users are not permitted to use non-I.S.-issued software/hardware on any network, with the exception of the Employee WiFi Network, which has no access to the core networks.

3.10b The Tuscola County WiFi Network is for Employees ONLY. Any observed access by visitors or the public must be reported to the I.S. Department immediately. Handing out the WiFi password to non-County Employees is strictly prohibited.

3.11 Any users initiating banking transfers on behalf of Tuscola County, must do so from I.S. approved device. This machine will be limited to only banking activity. Only authorized personnel will be given access to banking devices.

3.12 Users are not permitted to open, modify, delete, move, copy, or exchange any file/program/data/information that are not related to their job function within the County government. Users who knowingly have access to data/programs/modules/information they are not authorized to access must report the inappropriate access immediately to their supervisor and the I.S. Department.

3.13 Users are not permitted to exchange, divulge, or grant access of any file/program/data/information with unknown sources or sources that have no direct working relationship with the function of the County government.

3.14 Users are not permitted to use computer resources to create, exchange, or display any harassing, offensive, pornographic, or other inappropriate material. This includes sending unsolicited bulk email, spam, and chain letters via email.

3.15 Users are not permitted to utilize computer resources for illegal purposes that are in violation of any federal, state, or local law.

3.16 Users are not permitted to utilize computer resources to violate any Tuscola County policy.



3.17 Violations of the rights of any person or company protected by copyright, trade secret, patent or intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Tuscola County are strictly prohibited.

3.18 Circumventing user authentication or security of any host, network, or account is strictly prohibited.

3.19 Use of non-county email services, such as AOL or Yahoo on Tuscola County's network is prohibited unless authorized by I.S. Any email conducted with the use of the @tuscolacounty.org domain, shall remain professional in manner and never for personal purposes. All email should be treated as public record.

3.20 Users must complete I.S.-approved Security Awareness Training at the time of employment and once a year. They are also subject to monthly phishing simulation emails performed by the IS department. It is the user's responsibility to ensure that this training is completed. Users failing monthly phishing simulation emails must retake the Security Awareness Training within five working days of each instance of failing the simulation. If training is not completed within five working days, all network access will be revoked until training has been completed.

3.21 Any technology-based items not covered by the above policies are denied unless previously discussed and approved by the I.S. Department.

### **Section 8.10. Drug and Alcohol-Free Workplace**

The County maintains a workplace free from the use and abuse of drugs and alcohol and employees are prohibited from engaging in the following actions:

1. The manufacture or distribution of marijuana, narcotics, illegal drugs or controlled substances by any employee.
2. Using intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance while at work or while on County property.
3. Distribution or attempted distribution of intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance while at work or while on County property.
4. Possession of intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance while at work or while on County property.
5. Using intoxicating beverages, marijuana, narcotics, illegal drugs or any controlled substance at such time before work that will interfere with one's mental or physical ability to satisfactorily perform assigned duties.
6. Refusing to cooperate with drug and/or alcohol testing, medical or physical tests or examinations when requested or conducted by the County or its designee or to respond to questioning regarding drug or alcohol usage.
7. Failing to notify the County of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar (5) days after such conviction. The term "conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of a sentence, or both, by any judicial body charged with the responsibility to determine violations of federal or state criminal drug statutes. "Criminal Drug Statute"



means a federal or non-federal criminal statute involving the manufacture, distribution, dispensing, use or possession of any controlled substance.

**"Controlled substances"** shall mean a controlled substance as found in Schedules I through V of Section 202 of the Controlled Substances Act (21 USC 812) and as further defined by regulation at 21 CFR 1300.11 through 1300.15. The term "controlled substances" shall also mean any controlled substance as defined in Michigan Public Health Code, Article No. 7, Parts 71-75, MCLA 333.7101 et seq.

**"Illegal Drug"** is defined as any drug that is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term includes prescribed drugs not legally obtained, prescribed drugs not being used for prescribed purposes, and any prescribed drug(s) not taken according to a prescription.

### **Section 8.11. Drug and Alcohol Testing**

The County reserves the right, within the limits of federal and state laws, to examine and test for the presence of drugs and/or alcohol and employees may be asked to submit to a medical examination and/or submit to urine, saliva, breath, blood and/or hair testing for drugs and/or alcohol. The types of testing performed by the County include, but are not limited to, the following:

**Pre-Employment/Pre-Placement.** The County will make all offers of employment subject to the result(s) of a drug test and employment physical. Applicants will be required to voluntarily submit to urinalysis testing and sign a consent agreement that will release the County from liability.

**Random.** Employees of the County are employed in safety sensitive position, and employees or citizens could be placed in jeopardy by an employee's use of drugs or alcohol. For the safety and health of the County employees and the individuals with whom they serve, all employees are subject to random, unannounced drug and/or alcohol tests. The rate of random selection for drugs and alcohol will be a percentage of the annual average employee base. Every employee has an equal chance of being chosen every time a random selection is made.

**Reasonable Cause.** Employees will be asked to submit to a drug and/or alcohol test if reasonable cause exists to suggest that the employee's health or ability to perform expected job duties is impaired. Reasonable cause will exist when an employee's appearance, behavior, speech, or body odors indicate drug and/or alcohol use.

**Return-to-Duty.** An employee who has tested positive and has been removed from their job duties must submit to and furnish a negative drug and/or alcohol test result prior to returning to their job duties.

**Follow-Up.** An employee who has been removed voluntarily or otherwise from their job duties due to drug and/or alcohol abuse will be subject to random, unannounced drug and/or alcohol tests. The testing can continue up to sixty (60) months from the return-to-work date.

### **Section 8.12. Substance Abuse Amnesty Program**

Substance abuse is defined as the taking of alcohol or other drugs at dosages that place the individual's social, economic, psychological, and physical welfare in potential hazard or to the extent that an individual loses the power of self-control as a result of the use of alcohol or drugs, or while habitually under the influence of alcohol or drugs, endangers public health, morals, safety, or welfare, or combination thereof. The County recognizes that many chemical dependencies are the result of



abuse of legal, socially accepted substances, such as alcohol, over-the-counter drugs, or prescribed medications.

Under County rules and regulations, employees reporting for work under the influence of alcohol or drugs such that their job performance is impaired or endangers the well-being of other employees and/or residents or who use or possess alcohol or drugs while at work are subject to discipline, up to and including discharge. Some of these employees may have substance abuse problems. The County must operate in a drug and alcohol-free environment. The County's orientation is to deal with substance abuse problems through rehabilitation and counseling of those County employees who voluntarily come forward to acknowledge their personal problem, disclose their activities involving substance abuse and request assistance, rather than impose disciplinary action. In order to accomplish this goal, a Substance Abuse Amnesty Program is created under the following terms and conditions:

- A. In lieu of disciplinary action, employees voluntarily acknowledging a substance abuse problem not involving use of illegal drugs will be permitted to participate in the Amnesty Program. Employees acknowledging a substance abuse problem involving use of illegal drugs may be permitted to participate in the Amnesty Program in the discretion of the County.
- B. This Amnesty Program will be available only upon an initial determination of substance abuse and will not be available in instances where an employee suffers a chemical dependency relapse after participating in the Amnesty Program. A chemical dependency relapse is a return to substance abuse by an individual previously identified as chemically dependent. The Amnesty Program is not available to employees involved in the selling or distribution of illegal drugs.
- C. Employees eligible to participate in the Amnesty Program will be required to enter into a return to work contract containing a treatment/rehabilitation program. Employees required to participate in an inpatient treatment program will be eligible to utilize accrued sick leave and vacation pay during such treatment programs but will not otherwise be eligible for payment of wages. Continued fringe benefit eligibility is covered under the provisions of County policy.
- D. The County will not automatically report chemical dependency situations to law enforcement agencies but will review each situation on a case-by-case basis.
- E. A violation of the return-to-work contract by an employee subjects that employee to termination of the employment relationship with the County. In the event an employee's employment is terminated, any appeal to the grievance procedure shall be limited solely to the question of whether the employee breached the terms of this contract, and the disciplinary penalty assessed shall not be subject to review.

### **Section 8.13. Social Security Number Privacy**

Tuscola County receives and utilizes social security numbers in conjunction with certain of its employment and municipal related matters. Social security numbers are confidential information, and their unauthorized use or disclosure will subject employees to disciplinary action up to and including discharge and may also result in civil actions or criminal prosecutions. The maintenance, use, disclosure and destruction of social security numbers are subject to the following:

- A. **Retention and Access.** Tuscola County maintains an employment information file for each employee. This employment information file contains information that is created or



received by Tuscola County in order to carry out its employment functions. This file includes records containing social security numbers such as employment applications; I-9 forms; W-4 forms; enrollment/change/claims forms for health, life, and disability insurance; and enrollment/change/claims forms for retirement and deferred compensation plans. The paper copies of the employment information file is kept in locked cabinets in the Human Resources Office and any computer copies are maintained in password controlled files. Access to the employment information file regarding an employee is limited to the Human resources Director and such other employees or agents of Tuscola County designated by the County Controller ~~such as an employee's immediate supervisor~~ with a legitimate need to have access to this information. All records containing social security numbers (whether partial or complete) will be maintained in secured files. Authorized employees using records containing social security numbers will take steps to secure such records when not in immediate use.

**B. Permitted uses of social security numbers.** Use of social security numbers is generally limited to the last 4 sequential digits of the social security number, but it is permissible to administratively use all or more than 4 sequential digits of the social security number to do any of the following:

1. Verify an individual's identity, identify an individual, or do another similar administrative purpose related to an account, transaction, product, service, or employment or proposed account, transaction, product, service, or employment.
2. Investigate an individual's claim, credit, criminal, or driving history.
3. Detect, prevent, or deter identity theft or another crime.
4. Lawfully pursue or enforce a person's legal rights, including, but not limited to, an audit, collection, investigation, or transfer of a tax, employee benefit, debt, claim, receivable, or account or an interest in a receivable or account.
5. Lawfully investigate, collect, or enforce a child or spousal support obligation or tax liability.
6. Provide or administer employee or health insurance or membership benefits, claims, or retirement programs or to administer the ownership of shares of stock or other investments.

The Human Resources Director maintains a list of forms that may be used with social security numbers.

**C. Prohibited Actions regarding Social Security Numbers.** In order to protect the privacy of social security numbers, the following actions regarding the use of social security numbers are prohibited:

1. **Prohibited Public Display.** No employee of Tuscola County shall publicly display all or more than 4 sequential digits of the social security number. For purposes of this section, publicly display means to exhibit, hold up, post, or make visible or set out for open view, including, but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner.



2. **Visible Mailing.** No employee of Tuscola County shall mail or otherwise send to an individual any document or information that includes all or more than 4 sequential digits of the social security number if the social security number is visible on or, without manipulation, from outside of the envelope or packaging.
3. **Mailing/faxing of documents.** Without the prior approval of the Human Resources Director, no employee of Tuscola County shall include all or more than 4 sequential digits of the social security number in any document or information mailed or faxed to a person.
4. **Unauthorized Use or Distribution.** No employee of Tuscola County shall use or disclose the social security number of any employee or client without compliance with this policy or with the prior approval of the Human Resources Director.

C. **Disposal.** Documents containing social security numbers will be disposed of by taking reasonable measures to protect against unauthorized access to or use of the information in connection with disposal, including by shredding documents and destroying electronic media.

#### **Section 8.14. Injury and Illness Reports**

A supervisor or the Human Resources Director should be notified as soon as reasonably possible whenever an injury or illness occurs at work, no matter how minor the injury may appear.

Discharging, in any manner discriminating against, or taking any other adverse action that could well dissuade an employee from reporting work-related injuries and illnesses is prohibited. Employees have the right to raise a safety or health concern or report a work-related injury or illness without retaliation.

All employees may access relevant exposure and medical records which the County is required to maintain, including injury and illness records (i.e., MIOSHA 300 Logs). See the Human Resources Director for more information.

## **DISCIPLINARY ACTION**

### **Section 9.0. Disciplinary Action**

All employees are expected to conduct their private and professional lives in a manner which reflects positively upon the County. Employees shall be courteous in their dealings with the public and other employees. Employees shall avoid any action that gives the appearance of impropriety. Adherence to this policy is essential for the County to maintain the public support necessary to carry out its functions.

The imposition of disciplinary action is normally the responsibility of the Department Head or supervisor. Situations of a minor nature are handled informally by the employee's immediate supervisor and normally result in a verbal warning conducted in private. The warning be documented and placed in the personnel file. Offenses of a serious nature are to be documented in writing and retained in the employee's personnel file. Habitual minor offenses shall be considered serious and shall be entered into the personnel file. ~~Terminations must have the prior approval of the Board of Commissioners.~~



The County expects that the personal and professional conduct of its employees will conform to acceptable standards. In instances where an employee fails to comply with these standards, an attempt may be made to correct an employee's conduct through the use of progressive discipline, but commission of the following offenses or any other improper employee action may result in disciplinary action up to and including discharge, depending upon the seriousness of the offense in the judgment of the County. This list of unacceptable employee conduct does not include all examples of improper conduct, but is provided for the guidance of employees. Employees with questions concerning the propriety of any contemplated action should consult with their supervisor or Department Head before engaging in the activity.

### **Section 9.1. General Work Rules**

The following rules are provided for the guidance of all employees.

1. Employees should be at their workstations prior to the commencement of the workday.
2. Employees must secure permission from their supervisor to leave work prior to the scheduled end of their workday.
3. All known needed repairs and/or safety hazards on equipment and property must be reported to your supervisor as soon as possible.
4. Any accident involving personal injury must be reported to your supervisor.
5. All damage to County equipment, vehicles, tools, or property must be reported to your supervisor and to the Human Resource Office in the event that insurance forms must be filled out.
6. All safety rules and regulations must be followed. Employees are required to report any and all potentially dangerous work practices, unsafe work conditions, horseplay, negligence and carelessness to their supervisor.

### **Unacceptable Employee Conduct.**

1. Using intoxicating beverages, marijuana, illegal drugs, narcotics or any controlled substance while at work or while on County property.
2. Sale of intoxicating beverages, marijuana, illegal drugs, narcotics or any controlled substance while at work or while on County property.
3. Possession of intoxicating beverages, marijuana, illegal drugs, narcotics or any controlled substance while at work or while on County property.
4. Using intoxicating beverages, marijuana, illegal drugs, narcotics or any controlled substance at such time before work that will interfere with one's mental or physical ability to satisfactorily perform assigned duties.
5. Stealing, abusing, misusing, removing or deliberately destroying County property or the property of its employees.
6. Violation of safety regulations.
7. Failure to carry out instructions, orders, or work assignments.

8. Refusal to answer questions of a supervisor or designated representative or to submit reports pertaining to the performance of official duties.
9. Any communication or action intended to threaten, intimidate or coerce another employee or a member of the general public.
10. Engaging in harassment.
11. Marring, marking or defacing any surface of any County building.
12. For public safety employees, ~~F~~ailing to notify your supervisor that you are using prescribed medication or a non-prescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner.
13. Conducting or betting on any game of chance involving money or any representation of value while on duty or while on County property.
14. Unauthorized possession of firearms, weapons and/or explosives while on duty or while on County property.
15. Using abusive language, threatening, intimidating, coercing and/or fighting with employees, supervisors or the general public.
16. Engaging in obscene or indecent conduct.
17. Sleeping, loafing, idling or loitering during working hours.
18. Horseplay, creating a distraction, interfering with an employee or causing unsafe or unsanitary working conditions.
19. Falsifying records, reports, documents, or knowingly misrepresenting any information requested by a supervisor.
20. Conducting personal business while on duty.
21. Failing to properly advise the County when not reporting to work.
22. Failing to provide a reason acceptable to the County for absence from work or tardiness for work.
23. Excessive tardiness or absences.
24. Using your position of employment with the County to directly or indirectly gain benefits, favors, money, advantages, privileges or anything of value other than regular compensation.
25. Disregarding or refusing to obey an order, either written or verbal, from a supervisor.
26. Destroying, altering or removing any materials or information posted by the County.
27. Striking or ~~S~~upporting a restriction of output, slowdown or any unauthorized interruption of assigned duties.



28. Submission of false time reports and/or sick leave requests.
29. Failure to advise the County of the names, addresses and telephone numbers of the dependents of the employee, or a change in the employee's name, address or telephone number of a dependent of the employee.
30. Soliciting or receiving any gift, service, gratuity, loan, fee, or anything else of value which is offered or may be offered as a consequence of County employment.
31. Failing to comply with any provision in this Personnel Policies and Procedures Manual or with any other rule and regulation applicable to the employee.
32. Conviction of any felony or conviction of any misdemeanor involving moral turpitude or casting doubt upon the employee's ability to perform assigned work.
33. Unauthorized disclosure of protected health information.
34. Unauthorized disclosure of social security numbers.
35. Taking any action which interferes with the proper performance of another employee's assigned work.
36. Omitting to take the required action which results in the interference with the proper performance of another employee's assigned work.
37. Taking any other action which interferes with the proper performance of the employee's assigned work or which would reflect discredit upon the County.

### **Section 10.0 Nepotism and Fraternization**

It is Tuscola County's policy to hire, promote and transfer employees on the basis of individual merit and to avoid any suggestion of favoritism or discrimination in making such decisions. The employment of relatives, or individuals involved in personal relationships, in positions where one employee has influence over the terms and conditions of the other's employment is a violation of this policy. Even if favoritism or discrimination is not actually established, the mere existence of a personal or familial relationship between employees may precipitate questions about favoritism or cause discomfort for co-workers.

It is, therefore, the policy of Tuscola County to prohibit the hiring of relatives to positions where a relative would be under the direct or general supervision of an elected official, department head or supervisor, or to employ relatives where the terms and conditions of employment of that person might be influenced by an elected official, department head or supervisor. It is also the policy of Tuscola County that employees involved in a personal relationship may not work directly for, or supervise, the employee with whom he/she is involved. Adherence to this policy will avoid favoritism and discriminatory treatment based on personal or familial relationships.

Tuscola County recognizes that there may be existing relationships among employees that are contrary to this policy. It is the purpose of this policy statement to avoid creating any new situations in violation of this policy and not to affect any current employment situation unless favoritism or an actual conflict of interest is established.

### **APPLICABILITY**

All employees, elected officials, independent contractors, volunteers and student interns.

## DEFINITIONS

Relative – Parent, foster parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, First cousin, niece, nephew, in-law or step-relative, or any person not related by blood, marriage, or other legal relationship who resides with the employee.

Familial relationship – relationship between individuals who are relatives as defined above.

Personal relationship – relationship between individuals who have a relationship of a romantic or intimate nature.

Economic relationship – relationship in which one employee benefits by receiving financial remuneration from another employee such as landlord/tenant relationships or business partnerships.

Fraternization – relationship of an intimate or romantic nature between a supervisor and his/her subordinate or conduct by a supervisor that creates the appearance or impression that such a relationship exists.

Tuscola County permits members of the same family and those involved in personal relationships to work at the county. However, the county will not authorize an appointment, transfer, promotion, or new hire where employment would result in a supervisor-subordinate relationship between relatives or between individuals involved in a personal relationship.

The following rules govern the employment of relatives:

- a. No employee will be permitted to participate in the hiring of, recommend the hiring of, or hire a relative.
- b. One relative may not supervise another relative or work in a position which has any direct or general supervisory authority over the other relative.
- c. Relatives will not be involved in evaluating each other's job performance or in making recommendations for salary adjustments, promotions or other decisions.
- d. Any existing familial relationships that predate this policy are exempt under this policy. However, steps should be taken, if possible, to remove any direct supervisory relationship between relatives.
- e. If an existing employment relationship between relatives is changed so that a direct supervisory relationship no longer exists, e.g., the relative is in a position that no longer directly reports to the relative supervisor, this policy will apply to future employment decisions, e.g., the relative's supervisor then cannot reemploy the relative in a directly subordinate position.



Fund	Fund Name	2026 Projected Beginning Balance	2026 Forecasted Revenues & Transfers In	2026 Forecasted Expenditures & Transfers Out	2026 Forecasted Net Effects on Fund Balance	2026 Preliminary Ending Fund Balance
General Fund						
101	Nonspendable	597,134				
	Restricted					
	Committed - Resident Co Hospital					
	Assigned 17% Reserves (Policy) Effective 4-25-2024	2,874,876				
	Unassigned (including PGS Funds)	2,107,656				
	Assigned (Budgeted use of fund balance)	117,764		117,764		
	Total General Fund	5,697,430	16,911,034	16,911,034	(117,764)	5,579,666
Special Revenue Funds						
207	<b>Voted Road Patrol</b>	<b>2,322,668</b>	<b>3,377,067</b>	<b>3,519,464</b>	<b>(142,397)</b>	<b>1,245,222</b>
208	County Parks & Recreation	32,891	29,100	49,195	(20,095)	1,884
213	Arbela Township Police Services	9,096	107,807	104,092	3,715	12,811
214	<b>Voted Primary Road Improvement</b>	<b>37,913</b>	<b>2,347,489</b>	<b>2,217,189</b>	<b>130,300</b>	<b>164,536</b>
215	Friend of the Court	153,579	1,047,800	1,008,572	39,228	156,722
216	Family Counseling	79,049	5,500	5,000	500	75,599
217	MATERIALS MANAGEMENT PLANNING GRANT	13,840	9,662	9,449	213	213
218	Dispatch/911	537,412	1,201,344	1,325,578	(124,234)	413,178
221	Health Department	3,377,770	4,976,676	5,351,921	(375,245)	2,515,893
224	Regional DWI Court Grant	110,989	240,000	336,322	(96,322)	2,022
230	Recycling	259,610	497,800	470,981	26,819	285,974
231	Juvenile Mental Health	16	0	0	0	7,431
232	Millington Township Police Services	0	217,632	210,201	7,431	0
233	New Mental Health Grant for Courts	0	84,828	84,828	0	0
236	Victim Services	0	122,616	122,616	0	0
239	Animal Shelter	32,374	375,850	363,018	12,832	29,760
240	<b>Voted Mosquito Abatement</b>	<b>2,001,377</b>	<b>1,586,849</b>	<b>1,718,925</b>	<b>(132,076)</b>	<b>1,565,462</b>
244	Equipment/Tech Fund	174,950	88,500	89,820	(1,320)	181,482
246	County Veteran Service Grant	27,970	56,568	56,568	0	27,970
249	Building Inspection Fund	147,410	603,774	600,000	3,774	105,427
250	CDBG Housing Program Income	52,953	398,772	433,772	(35,000)	14,699
251	Principal Residence Exemption	103,023	18,692	9,486	9,206	63,196
252	Remonumentation	0	69,529	69,529	0	0
255	Victim of Crime Act Grant	4,281	92,704	95,993	(3,289)	992
256	Register of Deeds Automation	101,516	53,773	33,350	20,423	94,260
258	Geographic Information Systems	273,348	137,515	125,742	11,773	271,786

Fund	Fund Name	2026 Projected Beginning Balance	2026 Forecasted Revenues & Transfers In	2026 Forecasted Expenditures & Transfers Out	2026 Forecasted Net Effects on Fund Balance	2026 Preliminary Ending Fund Balance
259	POLICE CPE TRAINING (MCOLES)	40,725	0	0	0	35,695
260	Indigent Defense (MIDC)	590,284	2,142,000	2,075,661	66,339	383,348
261	Homeland Security	64,572	75,000	75,000	0	64,572
263	Concealed Pistol Licensing	239,632	42,300	43,930	(1,630)	221,519
264	Corrections Officer Training	3,619	8,200	8,200	0	11,926
266	Forfeiture Sheriff/Prosecutor/Crime Victim	97,520	0	3,000	(3,000)	82,667
269	Law Library	43,950	6,500	5,320	1,180	46,187
279	<i>Voted MSU-Extension</i>	195,920	244,486	186,049	58,437	256,379
284	Opioid Settlement Fund	1,068,198	329,316	0	329,316	1,179,434
285	Michigan Justice Training	16,872	0	0	0	16,872
288	Human Services Child Care	134,923	150,700	263,820	(113,120)	(33,760)
292	Child Care Probate Juvenile	228,395	835,320	816,424	18,896	238,346
293	Soldiers Relief	30,612	0	9,000	(9,000)	11,322
295	<i>Voted Veterans</i>	178,304	428,585	381,649	46,936	67,282
296	<i>Voted Bridge</i>	378,343	1,179,723	1,457,000	(277,277)	684,010
297	<i>Voted Senior Citizens</i>	3,480	772,751	716,088	56,663	64,635
298	<i>Voted Medical Care Facility</i>	1,113,554	648,932	176,649	472,283	1,525,941
299	<i>VOTED SENIOR CITIZEN HOME DELIVERED MEAIS</i>	0	481,102	160,000	321,102	321,102
	Special Revenue Funds Total	14,282,938	25,092,762	24,789,401	303,361	12,413,995
Debt Service Funds						
352	Pension Bonds	7,571	514,620	513,280	1,340	7,164
353	Pension Bond Health Department	1,001	199,573	198,175	1,398	18
374	Purdy Building Debt	231	77,790	77,645	145	210
375	Caro Sewer System	0	427,097	427,097	0	0
379	Mayville Storm Sewer	0	78,650	78,650	0	0
385	Denmark Sewer System	0	103,037	103,037	0	0
387	Wisner Water	1,000	145,294	145,294	0	0
	Debt Service Funds Total	9,803	1,546,061	1,543,178	2,883	7,392
Capital Project Funds						
470	State Police Capital Expenditures	293,074	57,288	77,500	(20,212)	220,481
483	Capital Improvements Fund	1,790,659	53,713	9,500	44,213	1,853,530
488	Jail Capital Improvement Fund	1,000,978	28,258	250,000	(221,742)	773,452
	Capital Project Funds Total	3,084,711	139,259	337,000	(197,741)	2,847,463
Internal Service Funds						
676	Motor Pool (Child Care Vehicle)	37,868	0	0	0	33,922
677	Workers Compensation	178,802	0	0	0	29,497
	Other Funds Total	216,670	0	0	0	63,419
Proprietary Funds						
291	Medical Care Facility	11,597,703	26,621,644	27,221,195	(599,551)	8,219,846
532	Tax Foreclosure Fund	2,984,772	754,647	1,451,818	(697,171)	554,669
595	COMMISSARY/CONCESSION FUND	23,394	60,000	35,000	25,000	50,000
626	Combined Revolving Tax Fund	6,712,723	683,276	682,500	776	6,328,963
	Proprietary Funds Total	21,318,592	28,119,567	29,390,513	(1,270,946)	15,153,478
	Total All Funds	44,610,144	71,808,683	72,971,126	(1,162,443)	36,065,413



MAJOR GENERAL FUND CHANGES

REVENUE		EXPENSES	
		101-728-955.000	EDC APPROPRIATIONS
			\$ (20,000.00)
		101-965-999.221	HEALTH DEPT APPROPRIATION
			\$ (29,078.00)
			\$ (49,078.00)
101-000-672.390	Use of Fund Balance	\$	117,764.00
REMAINING UNASSIGNED FUND BALANCE AVAILABLE (END OF 2026)		\$	2,817,880.42

MAJOR SPECIAL FUND CHANGES

REVENUE		
250-000-539.000	CDBG CHILL STATE GRANT	\$ 398,772.00
250-100-540.000	GRANT FROM LEIN PAY OFFS	\$ (35,000.00)
221-100-699.101	OPERATING TRANSFERS IN-GENERAL	\$ (29,078.00)
SPECIAL FUNDS EXPENSES		
250-000-801.000	PROF & CONTRACTUAL (ADM)	\$ 398,772.00
244-275-000.000	2025 EQUIPMENT CAPITOL REQUEST	\$ (25,000.00)

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION URGING TRANSPARENCY AND A COMPREHENSIVE REGULATORY  
FRAMEWORK IN LOCAL DATA CENTER DEVELOPMENT**

**RESOLUTION #25 – 592**

WHEREAS, data centers are specialized facilities that house the computing and networking systems needed to run applications and to store, process, and manage large amounts of data; and

WHEREAS, the demand to develop new data centers has been rapidly increasing amidst the wide-scale growth of Artificial Intelligence (AI), becoming increasingly more common nationwide and in the State of Michigan, and concerns have arisen around their environmental, economic, and community impacts; and

WHEREAS, Ingham County is committed to achieving emissions reduction and sustainability objectives in alignment with Resolution #20-301, which declared a climate emergency for Ingham County, and Resolution #21-210, which declared Ingham County's commitment to climate justice; and

WHEREAS, Resolution #21-195 re-established the Ingham County Environmental Affairs Commission (EAC) whose duties include making recommendations to the Ingham County Board of Commissioners on the implementation of programming designed to reduce countywide energy use and to promote sustainability and reduce greenhouse gas emissions; and

WHEREAS, large-scale data centers typically require tremendous amounts of water and energy to sustain, straining local utilities and potentially impacting residents' utility bills; creating noise and heat pollution, and other nuisances that negatively affect surrounding neighborhoods; and

WHEREAS, regulation of data centers should be carefully considered and include acceptable zoning districts, restrictions on distance from residential or other sensitive uses such as schools or transit stations, compatibility with surrounding uses, noise limitations, screening of cooling equipment, disclosure on anticipated energy and water use, plans for job creation, and community outreach requirements; and

WHEREAS, to mitigate environmental, economic, and community risks, it is crucial that Ingham County communities establish a thoughtful and comprehensive framework regulating data centers in partnership with defined stakeholders and the community; and

WHEREAS, on November 19, 2025 the Ingham County Environmental Affairs Commission passed a resolution urging all relevant local government and electric utility entities serving residents of Ingham County to develop a comprehensive regulatory framework for proposed data centers and conduct projects related to data centers in a highly transparent manner.



THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Environmental Affairs Commission in urging all relevant local government and electric utility entities serving residents of Ingham County to develop a comprehensive regulatory framework for proposed data centers and conduct projects related to data centers in a highly transparent manner.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners urges all relevant local government and electric utility entities serving residents of Ingham County to share detailed plans demonstrating the methods by which data center projects' load demands will be met without increasing costs for other customers or triggering additional fossil fuel generation that could undermine local and state-wide clean energy goals, specifically identifying and making publicly available the following information:

- The source of electricity for all data center projects and whether they align with Michigan's renewable and clean energy standards.
- How much water the proposed facility is anticipated to use daily, weekly, monthly, and yearly and how the proposed facility will mitigate impacts on water quality and availability for nearby residents.
- How the utility in question plans to safeguard existing customers from rate hikes or stranded asset costs if a data center project scales down or leaves.
- What minimum contract length, billing guarantees, or exit fees will ensure local residents are not left paying for infrastructure built to serve any single large user; and
- What measures will be in place to ensure fair cost allocation, environmental compliance, and community benefits.

BE IT FURTHER RESOLVED, that the Ingham County Clerk is requested to forward copies of this adopted resolution to the Ingham County delegations of the state and federal legislatures, all relevant local governments within Ingham County, leadership of all electric utility providers within Ingham County, and the other Michigan Counties.

**HUMAN SERVICES: Yeas:** Cahill, Trubac, Morgan, Willis

**Nays:** Schafer

**Absent:** Ruest

**Abstain:** Tennis

**Approved 12/01/25**