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revised/sek
10/19
Purpose: The purpose of this policy is to establish a system for the preparation and issuance of policies/procedures promulgated by the Board of Commissioners of the County of Saginaw. The policies should provide written guidelines for actions, achieve consistency and uniformity in the handling of business affairs and improve internal communications and understanding.

Authority: Saginaw County Board of Commissioners. Policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

Application: This policy/procedure applies to all Department Heads, Elected Officials and Agencies of Saginaw County Government.

Responsibility: The Board of Commissioners shall be responsible for the adoption of all policies.

4.1 Elected Officials, Department Heads and County Agencies shall be responsible for:

4.1.1 Implementing policies adopted by the Board of Commissioners and published herein, as stated.

4.1.2 Developing procedures, as required, for the appropriate policy adopted by the Board of Commissioners and published herein.

4.1.3 Maintaining a complete and up-to-date Policy Manual.

4.1.4 Distributing appropriate policies to their employees and securing compliance with the provisions of said policies including all requirements and procedures related thereto.

4.1.5 Notifying their employees of appropriate new and revised County policies.

4.2 The Board Coordinator of the Board of Commissioners shall be responsible for:

4.2.1 Assigning the appropriate three-digit codes to policies.

4.2.2 Maintaining a record of all policies approved by the Board of Commissioners.
4.2.3 Distributing stamp-approved copies of all new and revised or amended policies to Elected Officials, Department Heads and Agencies of Saginaw County, as well as to the citizens of Saginaw County and others, as appropriate.

4.2.4 Submitting revisions to the Central Electronic File Repository.

5. DEFINITIONS:

5.1 Policies. A statement that makes Board action available in a form that is convenient for the conduct and management of the administrative affairs of County government.

5.2 Procedures. A clear guide that states specific parameters and steps required to implement each policy, including whom is responsible for drafting, control and administration.

5.3 Policy Manual. A loose-leaf binder containing administrative policies/procedures issued by the Saginaw County Board of Commissioners, complete with an index of all policies.

6. POLICY:

6.1 Subject Categories. Policies will be issued under one of the following four (4) subject categories:

6.1.1 General/Administrative – 100

6.1.2 Financial – 200

6.1.3 Personnel – 300

6.1.4 Facilities/Equipment – 400

6.2 Numbering System. Policies will be numbered sequentially according to the three-digit code assigned each subject category.

6.3 Policy Form. Policies shall be written in the following manner:

1. Purpose
2. Authority
3. Application
4. Responsibility
5. Definitions
6. Policy
7. Administrative Procedure
8. Controller/CAO Legal Counsel Review
6.4 Review of Proposed Policies. Drafts of proposed policies or proposed amendments to existing policies will be submitted to the Board of Commissioners. The appropriate Standing Committee will research and review the need for the proposed policy and, whenever suitable, will approve the drafts for submission to the Board of Commissioners.

6.5 Exceptions to Policy Guidelines. Policies are intended to serve as guidelines for the administration of Saginaw County government. All Committees of the Board, Department Heads, Elected Officials and Agencies shall follow the guidelines contained in each policy. When it is determined to be in the best interest of the County that policy guidelines should be waived, the recommending Committee shall state in the recommendation to the Board of Commissioners the reason for variance from policy guidelines.

7. ADMINISTRATIVE PROCEDURES:

7.1 The Department Head or Elected Official identified in the responsibilities section of any policy shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in a policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO shall sign off on all new and amended policies as to substance. The County Civil Counsel shall sign off on all new and amended policies as to legal content. These signoffs shall accompany and be completed prior to submission to the Board of Commissioners for consideration and approval.

APPROVED AS TO SUBSTANCE:       APPROVED AS TO LEGAL CONTENT:
Saginaw County Controller/CAO        Saginaw County Civil Counsel

ADOPTED: November 23, 1999
Subject: **FREEDOM OF INFORMATION ACT (FOIA) REQUEST POLICY**

1. **PURPOSE:** The purpose of this policy is to:
   1.1 Assure compliance with the Freedom of Information Act (Act) by all Saginaw County Departments and Offices as required by statute(s).
   1.2 Formulate a comprehensive written County policy regarding the dissemination of information pursuant to the Freedom of Information Act, MCL 15.231 et seq., Public Act 442 of 1976 as amended.
   1.3 Assure consistency that all persons except those incarcerated in state or local correctional facilities are entitled to full and complete information regarding governmental decision making.
   1.4 Designate the Chairperson of the Saginaw County Board of Commissioners as the FOIA Coordinator and authorize the Board Chairperson to designate a staff member of the Board to act on the Chair's behalf.
   1.5 Communicate to County Elected Officials, Department Heads, Employees, and the Public the formal County Policy on Freedom of Information Act requests.

2. **AUTHORITY:** Saginaw County Board of Commissioners.

3. **APPLICATION:** This policy applies to all County Elected Officials, Department Heads, Employees and Agencies of Saginaw County.

4. **RESPONSIBILITY:** The Board Chairperson shall have responsibility for implementing this policy and the Board Coordinator shall be responsible for administering this policy.

5. **DEFINITIONS:** The words and phrases contained in this policy shall have the meaning given to them, if any, by the Act.

6. **RECEIVING AND RESPONDING TO FOIA REQUESTS:** (See Attachment A)
   6.1 In accordance with the Act, the Chairperson of the Saginaw County Board of Commissioners is the County FOIA Coordinator. The FOIA Coordinator shall be responsible for accepting and processing requests for records covered under the Act and shall be responsible for approving a denial in accordance with the Act. If a FOIA request is received by a department or employee, said department or employee shall promptly forward that request to the FOIA Coordinator (Board Chair).
   6.2 The FOIA Coordinator may designate a staff member of the Board Office to act on the FOIA Coordinator’s behalf in accepting and processing requests for the County’s Public Records and in approving denial of same.
6.2.1 Where appropriate, the FOIA Coordinator may designate a staff member in another department to act on the FOIA Coordinator’s behalf in accepting and processing FOIA requests and in approving denial of same. (See Attachments A and C.)

6.2.2 When a FOIA request is submitted requiring records from multiple departments, the FOIA Coordinator shall designate a staff member in each department to assemble and redact the responsive records and draft a partial response to the request. Such materials will then be transmitted to the FOIA Coordinator who, working with Civil Counsel, will prepare a final, coordinated response. (See Attachments L and M.)

6.3 All FOIA requests must be submitted in writing. This includes requests received by facsimile, electronic mail or through other electronic means. Requests received by facsimile, electronic mail, or other electronic transmission are not considered received until one (1) business day after the electronic transmission is made.

6.3.1 An electronic mail request that is transmitted to a spam or junk mail folder is not considered received until one (1) business day after the County becomes aware of the request.

6.3.2 The FOIA Coordinator or designee shall check his or her spam or junk mail folder on a weekly basis for FOIA requests and shall keep a log of when such requests are first delivered and received.

6.4 A request from a person, other than an individual who qualifies as indigent as set forth below, must include the requesting person’s complete name, address, and contact information, and, if the request is made by a person other than an individual, the complete name, address, and contact information of the person’s agent who is an individual. An address must be written in compliance with United States Postal Service addressing standards. Contact information must include a valid telephone number or electronic mail address.

6.5 A request must describe the public record sufficiently to enable the County to find the public record. A request that is overly vague or that does not give reasonable time parameters will be denied.

6.6 Within five (5) business days after receiving a request for public records the FOIA Coordinator or designee will:

6.6.1 Grant the request. (See Attachment D)

6.6.2 Grant the request in part and deny the request in part. (See Attachment E)

6.6.3 Deny the request. (See Attachment F)

6.6.4 Request an extension of ten (10) business days for additional response time. (See Attachment G)

6.6.5 Request a deposit in accordance with Section 8, below. (See Attachment H)

6.7 Failure to respond to a request constitutes a denial if:

6.7.1 The failure to respond was willful and intentional; or

6.7.2 The request included language that would allow it to be identified as a request for public records or a FOIA request.
6.8 If any of the requested documents are on the County’s website, the requestor shall be informed and no fee shall apply to the request unless the requestor subsequently requests copies of those public records.

6.9 A specific request can be properly denied only if it falls within one of the enumerated exemptions listed in the FOIA.

6.10 Notice to deny a request in whole, or in part, by the FOIA Coordinator or designee shall contain an explanation for the grounds under FOIA or other statute for the determination that the public record or portion of the public record is exempt from disclosure.

If an exemption is used to deny a request, the specific statutory citation for and verbiage of the exemption will be included in the denial. All denials must be signed by the FOIA Coordinator or designee. All denials will also include a description of the denied record, an explanation of the requestor’s right to appeal, and/or a certificate verifying that the requested record does not exist under the name given by the requestor or by another name reasonably known to the County. Any questions relating to whether a statutory exemption applies to a requested record shall be immediately forwarded to Civil Counsel for review.

6.11 The FOIA Coordinator or designee will keep on file a time stamped copy of all requests and responses, inclusive of a copy of the responsive documents and redactions made, if any, for a period of one (1) year following their receipt or issuance.

7. FEES:

7.1 In accordance with the FOIA, the County will charge fees for:

7.1.1 The actual labor costs for searching for, locating, and examining records;

7.1.1.1 This is the cost of labor directly associated with the necessary searching for, locating, and examining a public record in conjunction with receiving and fulfilling a granted written request;

7.1.2 The actual labor costs for redacting records;

7.1.2.1 The County will not charge for labor directly associated with redaction if it knows or has reason to know that it previously redacted the record in question and still has the redacted version in its possession;

7.1.3 Non-paper physical media;

7.1.4 Paper copies;

7.1.4.1 Copying costs may be charged if a copy of a public record is requested or for the necessary copying of a record for inspection (for example, to allow for blacking out exempt information, to protect old or delicate original records, or because the original record is a digital file or database not available for public inspection);
7.1.5 The actual labor costs for duplication or publication of records;
7.1.5.1 This is the cost of labor directly associated with duplication or publication, including making paper or digital copies or transferring digital records on non-paper physical media, through the Internet, or other electronic means as stipulated by the requestor;

7.1.6 Mailing;
7.1.6.1 The County will charge the actual cost of mailing, if any, for sending records in a reasonably economical and justifiable manner;
7.1.6.2 The County cannot charge more for expedited shipping, insurance, or other special delivery accommodations unless specifically requested by the requestor.

The attached Cost Worksheet shall be utilized to determine the fee charged by the County (See Attachment I)

7.2 Actual labor costs will be charged in 15-minute increments, rounded down. In calculating the cost of labor incurred in searching for, locating, and examining records, redacting records, and duplication or publication, the County may not charge more than the hourly wage of the lowest paid County employee capable of retrieving the information necessary to comply with the request. The County may also add up to 50% to the multiplier used to account for benefits. Subject to the 50% limitation, the County shall not charge more than the actual cost of fringe benefits.

7.3 If no County employee is capable of redacting the records, the County may forward such records to Civil Counsel for redaction. Charges for such contracted labor may not exceed six (6) times the State minimum wage and must be itemized on the calculation worksheet.

7.4 A fee shall not be charged for the cost of search, examination, review, and the deletion and separation of exempt from non-exempt information when such labor takes no more than fifteen (15) minutes to complete. If such labor requires more than 15 minutes to complete, such a fee will be charged because failure to do so would result in unreasonably high costs to the County that are excessive and beyond the normal or usual amount for those services compared to the County’s usual FOIA requests.

7.5 The first $20.00 of the fee shall be waived for each request of an individual who is entitled to information under the Act and who submits an “Affidavit of Indigency” stating they are indigent and receiving public assistance or, if not receiving public assistance, stating facts showing their inability to pay the full fee. (See attachment J)
7.5.1 An indigent individual may only receive two (2) such fee waivers per calendar year.

7.6 The first $20.00 of the fee shall be waived for each request of a nonprofit organization that is formally designated by the State to carry out activities under subtitle C of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 and the Protection and Advocacy for Individuals with Mental Illness Act.
If the County fails to timely respond to a request, it must reduce its labor costs by 5% per day a response is late up to a maximum 50% reduction if:

7.7.1 The late response was willful and intentional; or
7.7.2 The request included language that would allow it to be identified as a request for public records or a FOIA request.

7.8 The County Controller/CAO shall provide for the calculation of a fee for reproducing documents. This calculation will include paper, copy machine, and supplies cost. The County Controller/CAO shall also determine the fee to be charged for envelopes. These fees shall be calculated periodically and be communicated to all Elected Offices and Departments of the County.

7.9 If the total cost for the non-paper physical media, paper copies, and/or mailing of a response is less than $10.00, the fee shall be waived.

7.10 A search for a public record may be conducted or copies of public records may be furnished without charge or at a reduced charge if the County determines that a waiver or reduction of the fee is in the public interest, because searching for or furnishing copies of the public record can be considered as primarily benefiting the general public.

This section does not apply to public records prepared by County departments or offices under a separate law authorizing the sale of those public records to the public.

8. DEPOSITS: The County may charge a deposit if:

8.1 The anticipated cost of granting the request is expected to exceed $50.00.

8.1.1 In such cases, a notice to provide a good faith deposit of 50% of the cost prior to granting the request will be sent. (See Attachment H)

8.1.2 The request for a good faith deposit must also include a “best efforts estimate” as to the amount of time it will take the County to fulfill the request upon receipt of the deposit.

8.2 The County may require a 100% deposit from an individual who has not paid a previous FOIA fee in full. Such a deposit may only be required if:

8.2.1 The final fee for the prior written request was not more than 105% of the estimate fee.

8.2.2 The public records made available contained the information being sought in the prior written request and are still in the public body’s possession.

8.2.3 The public records were made available to the individual, subject to payment, within the time frame provided by law.

8.2.4 No fewer than 90 days but no more than 365 days have passed since the County notified the individual in writing the records were available for pick up or mailing.

8.2.5 The individual is unable to show proof of prior payment to the County.

8.2.6 The County calculates a detailed itemization that is the basis for the current written request’s increased estimate fee deposit.
The County can no longer require an increased estimated fee deposit (i.e. 100% deposit) from an individual if any of the following apply:

8.3.1 The individual is able to show proof of prior payment in full to the County;
8.3.2 The County is subsequently paid in full for the applicable prior written request; or
8.3.3 365 days have passed since the individual made the written request for which full payment was not remitted to the County.

8.4 If a deposit that is required is not received by the County within 45 days from receipt by the requesting person of the notice that a deposit is required, and if the requesting person has not filed an appeal of the deposit amount, the request shall be considered abandoned by the requesting person and the County is no longer required to fulfill the request. Notice of a deposit requirement is considered received 3 days after it is sent, regardless of the means of transmission. Notice of a deposit requirement will include notice of the date by which the deposit must be received, which date is 48 days after the date the notice is sent. (Attachment H)

9. APPEAL: Any department that receives notification of the appeal of a full or partial denial of a FOIA request, or fee associated with preparing the response to same, shall immediately forward said appeal to the Board Office. The Board Coordinator shall forward a copy of said appeal to Saginaw County legal counsel. The Board of Commissioners shall respond to such appeals within ten (10) business days from their receipt of same. The Board of Commissioners is not considered to have received an appeal until the first regularly scheduled Board meeting following submission of the appeal.

9.1 The Board may deliberate and take one of the following actions in response to the filing of an appeal:
9.1.1 Reverse the disclosure denial.
9.1.2 Affirm the disclosure denial or fee charged.
9.1.3 Reverse the disclosure denial in part and affirm the disclosure denial in part.
9.1.4 Modify the fee charged.
9.1.5 Under unusual circumstances, issue a notice extending for not more than 10 business days the period for issuing a response. The County can only issue one 10-day extension.

9.2 If the Board fails to respond to a written appeal or upholds all or a portion of the disclosure denial/fee charged that is the subject of the appeal, the requestor may seek judicial review of the decision by commencing an action in the Saginaw County Circuit Court.

10. PUBLIC SUMMARY: The County shall create a written public summary of the specific procedures and guidelines relevant to the general public regarding how to submit a FOIA request to the County and explaining how to understand its responses, deposit requirements, fee calculations, and avenues for challenge and appeal. (Attachment K)
11. **PUBLICATION:** The County shall post and maintain this policy, as well as the public summary, on its website, as well as provide free copies of same upon request by visitors at the County’s Board office. Either a copy of both this policy and the public summary or the website link to such documents shall be provided with any response to a FOIA request.

12. **ATTACHMENTS:** The attachments to this policy may be revised, in a manner consistent with this policy, by the County Controller/CAO as needed due to changes in the law.

13. **ADMINISTRATIVE PROCEDURES:** NONE

14. **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

15. **EFFECTIVE DATE:** This amended policy shall become effective on November 16, 2016, and shall supersede all prior policies relating to the same subject.

Approved as to Substance: ______________________________
Approved as to Legal Content: ______________________________

______________________________   ______________________________
Saginaw County Controller/CAO   Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AMENDED: September 23, 2008; December 14, 2010; August 19, 2014; October 21, 2014; June 16, 2015; August 18, 2015; November 15, 2016; and April 16, 2019
ELECTED OFFICIAL OR DEPARTMENT HEAD
(Does one of the following)

- Notifies Requestor the FOIA is granted and of the cost (Attachments D and I)
- Notifies requestor that the FOIA is granted in part and denied in part (Attachments E and I)
- Denies FOIA request (Attachment F)
- Sends requestor an extension of ten (10) days (Attachment G)
- Requires a deposit (Attachment H)
SAGINAW COUNTY
FREEDOM OF INFORMATION REQUEST FORM
(To be completed by the requester)

FOIA Coordinator
Chair
Saginaw County Board of Commissioners
111 S. Michigan Avenue
Saginaw, MI 48602

Phone:  (989) 790-5267
Fax:  (989) 790-5569
Email:  boc@saginawcounty.com

Dear F.O.I.A. Coordinator:

In accordance with the Freedom of Information Act (MCL 15.231 et seq, Public Act 553 of 1997), as amended, and the Saginaw County Freedom of Information Request Policy, I am asking for the following information:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I understand the Act allows a public body to charge a fee and that I will be notified of same.

(Please print clearly)

Full Name:  
Company:  
Address:  
City, State, Zip:  
Phone:  
E-mail Address:  

Requester's Signature  
Date

Submittal Instructions
Be as detailed as possible. Print, sign and date request. Send by mail to the address above, email boc@saginawcounty.com, or fax to (989) 790-5569. Please call (989) 790-5267 with any questions.
ATTACHMENT C
(Sample letter to elected official/department head)

Date: ______________________

Elected Official / Department Head

Dear ____________________:

Attached is a request dated ____________ which we received from ______________________ on ______________ asking for information under the Freedom of Information Act. As the FOIA Coordinator, I am designating you to respond on the County's behalf.

Please process in accordance with the Freedom of Information Act and the Saginaw County Freedom of Information Act Request Policy.

Please send me a copy of your responding cover letter as the Saginaw County Board of Commissioners by law must keep the request/response on file for a one (1) year period.

Do not hesitate to contact me should you have any questions.

Respectfully,

FOIA Coordinator/Chair
Saginaw County Board of Commissioners
DATE: ____________________________

Requestor
Address

Dear ____________________________:

Pursuant to your Freedom of Information Act request dated _____________________, received by the Saginaw County Board of Commissioners Chairperson on _____________________, your request for _____________________ has been granted. The total cost associated with responding to your request is _____________________. A detailed itemization is attached.

Please remit a check payable to the County of Saginaw and mail it to my attention.

If you should have any questions, please feel free to contact me. You may also find a copy of Saginaw County’s FOIA policy and public summary on its website at http://www.saginawcounty.com/Docs/Commissioners/Compiled_County_Policies.pdf.

Respectfully,

Elected Official/Department Head

c: Board Chair and FOIA Coordinator
ATTACHMENT E
(Sample letter granting, in part, and denying, in part)

Date: ______________________

Requestor
Address

Dear ____________________:

Pursuant to your Freedom of Information Act request dated ________________, received by the Saginaw County Board of Commissioners Chairperson on ________________, your request for ________________ has been granted in part. The total cost associated with responding to your request is _________________. A detailed itemization is attached.

Please remit a check payable to the County of Saginaw and mail it to my attention.

However, a decision has been made to deny a certain portion of your request because such information (check appropriate line) ______ does not exist / ______ is exempt from disclosure pursuant to ____________________________, which states:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In accordance with the Freedom of Information Act, after notification of a denial of a FOIA request, you have the right to undertake either of the following actions to appeal the decision:

1. Submit to the Chairperson of the Saginaw County Board of Commissioners a written appeal that specifically states the word "appeal" and identifies the reasons reversal of the disclosure denial is appropriate.

2. Seek judicial review in the Saginaw County Circuit Court.

You also have the right to receive attorney fees and damages as provided in the Act if, after judicial review, the Circuit Court determines that the County has not complied with the Act and orders disclosure of all or portions of the public record.

You may find a copy of Saginaw County’s FOIA policy and public summary on its website at http://www.saginawcounty.com/Docs/Commissioners/Compiled_County_Policies.pdf.

Respectfully,

Elected Official/Department Head
c: Board Chair and FOIA Coordinator
   County Civil Counsel
ATTACHMENT F
(Sample letter denying entire request)

Date: ____________________________

Requestor
Address

Dear ______________________:

After review of your Freedom of Information Act request dated ________________, received by the Saginaw County Board of Commissioners Chairperson on ________________, a decision has been made to deny your request because such information (check appropriate line) _____ does not exist / _____ is exempt from disclosure pursuant to ________________________________, which states:

________________________________________________________
________________________________________________________
________________________________________________________

In accordance with the Freedom of Information Act, after notification of a denial of a FOIA request, you have the right to undertake either of the following actions to appeal the decision:

1. Submit to the Chairperson of the Saginaw County Board of Commissioners a written appeal that specifically states the word "appeal" and identifies the reasons reversal of the disclosure denial is appropriate.

2. Seek judicial review in the Saginaw County Circuit Court.

You also have the right to receive attorney fees and damages as provided in the Act if, after judicial review, the Circuit Court determines that the County has not complied with the Act and orders disclosure of all or portions of the public record.

You may find a copy of Saginaw County’s FOIA policy and public summary on its website at http://www.saginawcounty.com/Docs/Commissioners/Compiled_County_Policies.pdf.

Respectfully,

Elected Official/Department Head
c: Board Chair and FOIA Coordinator
   County Civil Counsel
ATTACHMENT G
(Sample letter for ten (10) business day extension)

Date: ____________________________

Requestor
Address

Dear ________________________:

This letter is in response to your Freedom of Information Act Request dated ________, and received by the Saginaw County Board of Commissioners Chairperson on ____________.

Pursuant to the Freedom of Information Act “a public body shall respond to a request for a public record within 5 business days after the public body receives the request by doing 1 of the following . . . issuing a notice extending for not more than 10 business days the period during which the public body shall respond to the request.” MCL 15.235(2)(d).

Please be advised that due to the nature of your request and the need to search, collect, appropriately examine, and review a voluminous amount of separate and distinct public records pursuant to your request, the County will be extending the response to your FOIA request for ten (10) business days beyond the date of this letter or ____________. At that time, the County will:

1. Grant your request;
2. Issue a written notice denying your request;
3. Grant your request in part and issue a written notice denying your request in part; or
4. Request a deposit in accordance with its FOIA policy.

You may find a copy of Saginaw County’s FOIA policy and public summary on its website at http://www.saginawcounty.com/Docs/Commissioners/Compiled_County_Policies.pdf.

Respectfully,

Elected Official/Department Head

c: Board Chair and FOIA Coordinator
County Civil Counsel
Date: ______________________

Requestor
Address

Dear ______________________:

This letter is in response to your Freedom of Information Act Request dated ___________ and received by the Saginaw County Board of Commissioners Chairperson on _____________.

The estimated costs of locating and copying the requested records are ________________. An estimated, detailed itemization is attached.

In accordance with the Freedom of Information Act, I am requesting a good faith deposit in the amount of one-half of the cost for providing the information you are requesting in order for the County to process your request. The check should be made payable to the County of Saginaw and mailed to my attention.

Upon receipt of the deposit, the County will use its best efforts to fulfill your request by __________ _____.

If the deposit is not received by ________________ your request for public records shall be deemed withdrawn.

You may find a copy of Saginaw County’s FOIA policy and public summary on its website at http://www.saginawcounty.com/Docs/Commissioners/Compiled_County_Policies.pdf.

Respectfully,

Elected Official/Department Head

c: Board Chair and FOIA Coordinator
County Civil Counsel
ATTACHMENT I
Freedom of Information Act Request Cost Worksheet

Pursuant to the Michigan Freedom of Information Act, the following costs will be charged for responses to FOIA requests.

<table>
<thead>
<tr>
<th>Paper Copies (Cost Per Copy):</th>
<th>Number of Pages:</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter (single-sided): ____ cents per page</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Letter (double-sided): ____ cents per page</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Legal (single-sided): ____ cents per page</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Legal (double-sided): ____ cents per page</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Other: ______________________ Cost per page: _____________</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-Paper Physical Media:</th>
<th>Number:</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Media (tape/disk/drive): __________________________</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labor Cost for Searching For, Locating, and Examining Records</th>
<th>Minutes Spent:</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15 minute increments rounded down)</td>
<td>Hourly Rate Charged: _____________</td>
<td>x ________ =</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labor Cost for Searching For Redacting Records</th>
<th>Minutes Spent:</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15 minute increments rounded down)</td>
<td>Hourly Rate Charged: _____________</td>
<td>x ________ =</td>
</tr>
<tr>
<td>Name of firm/individual if contracted labor used: ____________________________</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Labor Cost for Duplication/Publication of Records</th>
<th>Minutes Spent:</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>(15 minute increments rounded down)</td>
<td>Hourly Rate Charged: _____________</td>
<td>x ________ =</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mailing:</th>
<th>Number of Envelopes:</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>No. 10 Business Envelope: ____ cents</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>9 x 12 Envelope: ____ cents</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>10 x 13 Envelope: ____ cents</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Other: ____ cents</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Actual Postage:</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>Postage (select method): $_____ per stamp</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>$_____ per pound</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
<tr>
<td>$_____ per package</td>
<td>x ________ =</td>
<td>$______</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Subtotal</th>
<th>$______</th>
</tr>
</thead>
</table>

| Indigent or Designated Non-Profit Credit | Subtract up to $20.00 | $______ |

| Estimated Cost | $______ |

| Note: Estimated Cost exceeds $50.00 Good Faith Deposit of 50% required before request will be processed | Date Paid: | Deposit: $______ |

| Date Paid: | Balance: $______ |

If you believe the fee charged is excessive, you have the right to undertake either of the following actions to appeal it: 1) submit to the Chairperson of the Saginaw County Board of Commissioners a written appeal that specifically states the word “appeal” and identifies the reasons the fee is excessive; or 2) seek judicial review in the Saginaw County Circuit Court. You may also have the right to receive attorney fees and damages as provided in the Freedom of Information Act if, after judicial review, the Circuit Court determines that the public body has acted arbitrarily and capriciously.
ATTACHMENT J

AFFIDAVIT OF INDIGENCY FOR COPIES OF PUBLIC RECORDS UNDER THE FREEDOM OF INFORMATION ACT

State of Michigan )
                     )ss
County of Saginaw  )

The undersigned requests a copy of the following record(s) from the ________________ Office of Saginaw County, Michigan:

____________________________________________________________________

____________________________________________________________________

Pursuant to the Freedom of Information Act, the undersigned being first duly sworn deposes and says: (Fill out either A or B)

A. (   ) On this date I am indigent and receiving public assistance as referred to in the Freedom of Information Act.

B. (   ) I am not receiving public assistance as referred to in the Freedom of Information Act, but I am indigent and unable to pay the cost of the copies of records which I have requested and in support of my assertion I show and swear the following facts are true:

1. That I have no funds with which to pay for the copies except $________.
2. That I own no property, real or personal, which could be sold to raise funds with which to pay for the copies, except ______________________________________________________________.
3. That I do (   ), do not (   ), have a spouse who is dependent upon me for support.
4. That I do (   ), do not (   ), have minor children dependent upon me for their support.
   (Insert number _____)
5. That I owe child support payments in the amount of $_______ per week to the Friend of the Court and an arrearage of $___________.
6. All of my assets do (   ), do not (   ), exceed my liabilities. If liabilities exceed assets, they do so by $______________.

Date: _____________ Signed: ___________________________________________

Subscribed and sworn to before me this ____ day of ______________, _____.

________________________________________
Notary Public - _____________ County, Michigan
Acting in Saginaw County, Michigan
My Commission Expires: ____________________
This is only a summary of the County of Saginaw’s FOIA Policy. For more details and information, a copy of the County’s FOIA Policy is available at no charge at the Board and Controller’s offices and on the County website at http://www.saginawcounty.com/Docs/Commissioners/Compiled_County_Policies.pdf.

Right to Request Public Records
All Freedom of Information Act requests must be submitted in writing to the County’s FOIA Coordinator. This includes requests received by facsimile, electronic mail or through other electronic means. Requests received by facsimile, electronic mail, or other electronic transmission are not considered received until one (1) business day after the electronic transmission is made.

County’s Duty to Respond
Within five (5) business days after receiving a request for public records the FOIA Coordinator or designee will:

• Grant the request and provide records requested;
• Grant the request in part and deny the request in part;
• Deny the request because the records do not exist or are not subject to disclosure;
• Request an extension of ten (10) business days for additional response time;
• Issue a written notice indicating that the requested public record is available at no charge on the County’s website;
• Request a deposit.

Fees
In accordance with the FOIA, the County will charge fees for:

• The actual labor costs for searching for, locating, and examining records;
• The actual labor costs for redacting records;
• Non-paper physical media;
• Paper copies;
• The actual labor costs for duplication or publication of records; and
• Mailing.

The County may charge a deposit if the anticipated cost of granting the request is expected to exceed $50.00. In such cases, a notice to provide a good faith deposit of 50% of the cost prior to granting the request will be sent. Under limited circumstances, the County may charge a 100% deposit from an individual who has not paid a previous FOIA fee in full.

Indigent individuals and certain non-profit organizations may receive a $20.00 discount or credit for fees.

Right to Appeal
An individual has the right to undertake either of the following actions to appeal a denial of a request or fee charged in association with a request:

1. Submit to the Chairperson of the Saginaw County Board of Commissioners a written appeal that specifically states the word "appeal" and identifies the reasons reversal of the disclosure denial or fee charged is appropriate.
2. Seek judicial review in the Saginaw County Circuit Court.

The Board of Commissioners is not considered to have received an appeal until the first regularly scheduled Board meeting following submission of the appeal.
ELECTED OFFICIAL OR DEPARTMENT HEAD
Gathers documents, drafts partial response, and returns same to FOIA Coordinator.

FOIA COORDINATOR
(BOARD OF COMMISSIONERS CHAIR)
(Attachment M)

CORRECT ROUTE
REQUESTER submits written FOIA request to FOIA Coordinator
If a FOIA request is received by a department or employee, said department or employee shall promptly forward that request to the FOIA Coordinator (Board Chair).
(Attachment B)

FOIA COORDINATOR
Drafts response, reviews with civil counsel, and does one of the following:

- Notifies Requestor the FOIA is granted and of the cost (Attachments D and I)
- Notifies requestor that the FOIA is granted in part and denied in part (Attachments E and I)
- Denies FOIA request (Attachment F)
- Sends requestor an extension of ten (10) days (Attachment G)
- Requires a deposit (Attachment H)
ATTACHMENT M
(Sample letter to elected official/department head – multiple department record request)

Date: ______________________

Elected Official / Department Head

Dear ______________________:

Attached is a request dated ________________ which we received from ______________________ on __________ asking for information under the Freedom of Information Act. As the FOIA Coordinator, I am designating you to assemble and redact the records responsive to the request that are housed by your department.

Please return the responsive documents, a copy of your cost worksheet, and a copy of the form below to me by the following date: ______________________.

Do not hesitate to contact me should you have any questions.

Respectfully,

FOIA Coordinator/Chair
Saginaw County Board of Commissioners

The following information was redacted/removed from the responsive documents for the reasons cited below:

<table>
<thead>
<tr>
<th>Information Redacted/Removed</th>
<th>Reason/FOIA Exemption</th>
<th>Does Not Exist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
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</tr>
</tbody>
</table>
ENHANCED ACCESS TO PUBLIC RECORDS POLICY

1. PURPOSE: This policy is established pursuant to the authority of the Enhanced Access to Public Records Act, 1996 P.A. 462. The policy intends to outline procedures for providing certain records to the public and establishing a fee for such records as allowable by law.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Departments, Elected Offices and Agencies of Saginaw County.

4. RESPONSIBILITY: County elected officials, department heads, agencies, boards, commissions and councils legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record shall select which records may be made public through enhanced access.

5. DEFINITION(S):

5.1 Enhanced access means a public record's availability for public inspection, purchase or copying by digital means. Enhanced access does not include the transfer of ownership of a public record.

5.2 Geographical Information System means an informational unit or network capable of producing customized maps based upon a digital representation of geographical data.

5.3 Person means that term as defined in Section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.


5.5 Public Record means that term as defined in Section 2 of the Freedom of Information Act, Act No. 442 of the Public Acts of 1976, being section 15.232 of the Michigan Compiled Laws.

5.7 Reasonable Fee means a charge calculated to enable Saginaw County to recover over time only those operating expenses directly related to the public body's provision of enhanced access.

5.8 Operating expenses includes, but is not limited to, a public body's direct cost of creating, compiling, storing, maintaining, processing, upgrading or enhancing information or data in a form available for enhanced access, including the cost of computer hardware and software, systems development, employee time and the actual cost of supplying the information or record in the form requested by the purchaser.

6. POLICY:

6.1 Authorization

6.1.1 Pursuant to 1996 P.A. 462, all Saginaw County government public bodies may provide enhanced access for the inspection, copying, or purchasing of a public record that is not confidential or otherwise exempt by law from disclosure. [Sec. 3(1)(a); Sec.3 (3) of the Enhanced Access to Public Records Act, 1996 P.A. 462].

6.1.2 This policy does not require a public body to provide enhanced access to any specific public record. [Sec. 3(4) of the Enhanced Access to Public Records Act, 1996 P.A. 462].

6.1.3 Principles and policies to be considered in determining which public records shall be made available through enhanced access include, but are not limited to the following:

6.1.3.1 Management principles applied to information resources should be the same as those applied to other governmental resources.

6.1.3.2 Elected Officials, Department Heads, Agencies, Boards, Commissions, Councils and other County Public Bodies legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of a public record have the responsibility, authority and accountability for the management of public record information.

6.1.3.3 Information resources investments must be driven by legal, programmatic and governmental requirements.

6.1.3.4 Saginaw County government, in trust for the people of Saginaw County, has a duty to ensure ownership of information products and County created intellectual property is protected and maintained.
6.2 Fees

6.2.1 It is the policy of Saginaw County to charge a reasonable fee for providing enhanced access to a public record. [sec. 3(1)(b) of the Enhanced Access to Public Records Act, 1996 P.A. 462]

6.2.2 It is the policy of Saginaw County to charge a reasonable fee for providing enhanced access to:

6.2.2.1 A Geographical Information System.

6.2.2.2 The output from a Geographical Information System.

6.2.3 Except as otherwise provided by act or statute, the Saginaw County Controller's Office shall establish a proposed reasonable fee(s) for each public record made available for enhanced access or for access to a geographical information system or the output from a Geographical Information System. The proposed fee(s) shall be presented to and approved by the Board of Commissioners before they shall be effective.

6.2.4 Except as otherwise provided by act or statute, all persons shall be charged the reasonable fee approved by the Board of Commissioners for enhanced access to a public record or for access to a Geographical Information System or the output from a Geographical Information System.

6.2.5 A public body may furnish access or enhanced access without charge or at a reduced charge if the public body determines that a waiver or reduction of fee is in the public interest because access or enhanced access can be considered as primarily benefiting the general public. Examples may include, but are not limited to instances when:

6.2.5.1 The information is critical to public health or safety;

6.2.5.2 The information is required for non-profit research purposes such as academic or public interest research;

6.2.5.3 The information is required to meet legal, programmatic or governmental objectives;

6.2.5.4 The information explains the rights, entitlements and/or obligations of individuals;

6.2.5.5 The cost of administering the fees would exceed the revenue to be collected;
6.2.5.6 The reasonable fee established would have a serious detrimental impact on the financial position of particular groups or classes of users;

6.2.5.7 The reasonable fee established would limit the number of users enough to compromise achieving program or other governmental objectives.

6.2.6 Waiver or fee reductions shall be decided by the Elected Official, Department Head, Agency, Board, Commission, Council, or other County public body legally responsible for the creation, preparation, ownership, custody, control, maintenance, preservation, guardianship, retention, possession or use of the public record(s) in question. The waiver or fee reductions shall be approved by the Board of Commissioners prior to the award of that waiver or reduction.

6.3 Disclaimer

6.3.1 Recipients of access or enhanced access receive all information “as is”. The County of Saginaw, its officers, officials, employees, agents, volunteers, contractors or its public bodies make no warranties of any kind, including but not limited to warranties of accuracy, fitness for a particular purpose or of a recipient's right of use. Recipients are solely responsible for investigating, resisting litigating and settling such complaints, including the payment of any damages or costs, unless the Saginaw County Board of Commissioners, by resolution agree to participate in the process at the County's expense.

6.3.2 Unless authorized by resolution of the Board of Commissioners, no officer, official, employee, agent, volunteer, contractor or other person or public body may make any representation or warranty on behalf of the County or one of its public bodies.

7. **ADMINISTRATIVE PROCEDURES:** NONE

8. **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel
IDENTITY THEFT PREVENTION PROGRAM

1. PURPOSE: To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with Part 681 of Title 16 of the Code of Federal Regulations implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

2. AUTHORITY: Saginaw County Board of Commissioners

3. APPLICATION: This policy and protection program applies to all Saginaw County employees, contractors, consultants, temporary employees and all other personnel affiliated with third parties.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation, administration, and periodic review and revision of this policy.

5. DEFINITIONS:

5.1 Identity theft means a fraud committed or attempted using the identifying information of another person without authority.

5.2 Covered account means:

(a) An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include, but are not limited to, credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts;

(b) Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

5.3 Red flag means a pattern, practice or specific activity that indicates the possible existence of identity theft.
6. POLICY:

6.1 POLICY DEVELOPMENT: In order to detect, prevent and mitigate identity theft, all Saginaw County Departments will review whether it offers or maintains covered accounts and will include reasonable policies and procedures to:

(a) Identify relevant red flags for covered accounts it offers or maintains and incorporate those red flags into the program; Detect red flags that have been incorporated into the Program;
(b) Respond appropriately to any red flags that are detected to prevent and mitigate identity theft;
(c) Ensure the Program is updated periodically to reflect changes in risks to customers and to the safety and soundness of the creditor from identity theft;
(d) Each Department’s program shall, as appropriate, incorporate existing policies and procedures that control reasonably foreseeable risks.

6.2 ADMINISTRATION:

(a) Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for Saginaw County;
(b) The Identity Theft Committee will consist of the County Treasurer or designee, Information Systems Director or designee, County Clerk or designee, County Controller or designee, Saginaw County Sheriff or designee, County Prosecutor or designee, Health Officer or designee, Register of Deeds or designee, Public Works Commissioner or designee, Emergency Management and Homeland Security Director, and County Civil Counsel;
(c) Staff shall be trained, as necessary, to effectively implement the Program;
(d) The Program shall exercise appropriate and effective oversight of service provider arrangements.

6.3 IDENTIFICATION OF RED FLAGS:

(a) The Program will include relevant red flags from the following categories as appropriate:

1. Alerts, notifications, or other warnings received from consumer reporting agencies or service providers, such as fraud detection services;
2. The presentation of suspicious documents;
3. The presentation of suspicious personal identifying information;
4. The unusual use of, or other suspicious activity related to, a covered account;
5. Notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts.

(b) The Program shall consider the following risk factors in identifying relevant red flags for covered accounts as appropriate:

1. The types of covered accounts offered or maintained;
2. The methods provided to open covered accounts;
3. The methods provided to access covered accounts;
4. Its previous experience with identity theft.

(c) The Program will incorporate relevant red flags from sources such as:

1. Incidents of identity theft previously experienced;
2. Methods of identity theft that reflect changes in risk;
3. Applicable supervisory guidance.

6.4 DETECTION OF RED FLAGS: The Program will address the detection of red flags in connection with the opening of covered accounts and existing covered accounts, such as by:

(a) Obtaining identifying information about, and verifying the identity of, a person opening a covered account;
(b) Authenticating customers, monitoring transactions, and verifying the validity of change of address requests in the case of existing covered accounts.

6.5 RESPONSE: The Program will provide for appropriate responses to detected red flags to prevent and mitigate identity theft. All responses will be documented and the response will be commensurate with the degree of risk posed. Appropriate responses may include:

(a) Monitor a covered account for evidence of identity theft;
(b) Contact the customer;
(c) Change any passwords, security codes or other security devices that permit access to a covered account;
(d) Reopen a covered account with a new account number;
(e) Not open a new covered account;
(f) Close an existing covered account;
(g) Not attempt to collect on a covered account or not sell a covered account to a debt collector;
(h) Notify law enforcement; or
(i) Determine no response is warranted under the particular circumstances.

6.6 STORING OF DOCUMENTS: Each employee and contractor performing work for Saginaw County will comply with the following policies:

(a) File cabinets, desk drawers, overhead cabinets, and other storage space containing documents with sensitive information will be locked when not in use;
(b) Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised;
(c) Desks, workstations, work areas, printers and fax machines and common shared work areas will be cleared of all documents containing sensitive information when not in use;
(d) Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use;
(e) When documents containing sensitive information are discarded they will be placed inside a lock shred bin or immediately shredded using a mechanical cross cut or Department of Defense (DOD)-approved shredding device. Locked shred bins are labeled "Confidential paper shredding and recycling." Municipal records, however, may only be destroyed in accordance with the county's records retention policy and Michigan State law.

6.7 ELECTRONIC DISTRIBUTED DOCUMENTS: Each employee and contractor performing work for Saginaw County will comply with the following policies.

(a) Internally, sensitive information may be transmitted using approved Saginaw County email. All sensitive information must be encrypted when stored in an electronic format;
(b) Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the email:

"This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited."
6.8 UPDATING THE PROGRAM: The Program will be updated periodically to reflect changes in risk to customer or to the safety and soundness of the County from identity theft based on factors such as:

(a) The experiences of the County with identity theft;
(b) Changes in methods of identity theft;
(c) Changes in methods to detect, prevent and mitigate identity theft;
(d) Changes in the types of accounts that the County offers or maintains;
(e) Changes in the business arrangements of the County, including changes to service provider arrangements.

6.9 OVERSIGHT OF THE PROGRAM:

(a) Oversight of the Program will include:

1. Assignment of specific responsibility for implementation of the Program;
2. Review of reports prepared by staff regarding compliance;
3. Approval of material changes to the Program as necessary to address changing risks of identity theft.

(b) Reports will be prepared as follows:

1. Staff responsible for development, implementation and administration of the Program will report to the County Controller/CAO at least annually on compliance by the County with the Program;
2. The report will address material matters related to the Program and evaluate issues such as:
   i. The effectiveness of the policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
   ii. Service provider agreements;
   iii. Significant incidents involving identity theft and management's response;
   iv. Recommendations for material changes to the Program.

6.10 OVERSIGHT OF SERVICE PROVIDER AGREEMENTS: The County will take steps to ensure that the activity of a service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent and mitigate the risk of identity theft whenever the County engages a service provider to perform an activity in connection with one or more covered accounts.
### 6.11 DUTIES REGARDING ADDRESS DISCREPANCIES:

(a) The County will develop policies and procedures designed to enable the County to form a reasonable belief that a credit report relates to the consumer for whom it was requested if the County receives a notice of address discrepancy from a nationwide consumer reporting agency indicating the address given by the consumer reporting agency differs from the address contained in the consumer report.

(b) The County will reasonably confirm that an address is accurate by any of the following means:

   i. Verification of the address with the consumer;
   ii. Review of the utility's records;
   iii. Verification of the address through third-party sources; or
   iv. Other reasonable means.

(c) If an accurate address is confirmed, the County will furnish the consumer's address to the nationwide consumer reporting agency from which it received the notice of address discrepancy if:

   i. The County establishes a continuing relationship with the consumer; and
   ii. The County regularly and in the ordinary course of business, furnishes information to the consumer reporting agency.

### 7. ADMINISTRATIVE PROCEDURES: NONE

### 8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  

Approved as to Legal Content:

___________________________  ___________________________  
Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED: September 22, 2009
PURPOSE: The purpose of this policy is to:

1. Formulate a written County policy and define a clear policy direction for the Elected Officials with respect to legal representation;

2. Avoid conflicts and needless disputes between the various branches of government;

3. Communicate to County Elected Officials and others the formal Board of Commissioners policy with respect to retention of legal counsel for Elected Officials; and

4. Assist in the general management of the County.

AUTHORITY: Saginaw County Board of Commissioners.

APPLICATION: This policy shall apply to all Saginaw County Elected Officials.

RESPONSIBILITY: The Saginaw County Board of Commissioners shall be responsible for the implementation of and adherence to this policy.

DEFINITIONS: NONE

POLICY: Under the laws of the State of Michigan it is the sole authority of the County Board of Commissioners to retain legal counsel for Elected County Officials. Under MCL Section 49.73 it states:

The County Board of Commissioners of a County shall employ an attorney to represent elected county officers, including the sheriff, prosecuting attorney, clerk, treasurer, county surveyor, county executive, register of deeds, drain commissioner, mine inspector, public works commissioner, and judges of the county district, probate and circuit courts in civil matter, as a defendant, when neither the prosecuting attorney nor corporation counsel is able to represent the particular officer.

Legal advice, counsel, or court action shall be required under this section only in a case which involves an official act or duty of the office of the county officer.

The attorney shall receive reasonable compensation as shall be determined by the Board of Commissioners.

It is in the sole discretion of the County Board of Commissioners to determine the terms and conditions of employment of legal representation for Elected County Officials.
Officials. The County Board of Commissioners shall provide legal representation for Elected County Officials, pursuant to MCL 46.79 when the Elected Official is a named defendant in any litigation in any State or Federal Court. If the Elected Official is not a named defendant, the Board of Commissioners, at its discretion, may authorize counsel but it is not mandatory.

6.5 It is the policy of the Saginaw County Board of Commissioners to require all Elected Officials including District Court, Circuit Court and Probate Court judges to submit a request for outside legal representation to the County Controller’s Office. In that request, the Elected Official should explain the need for retaining counsel and why Civil Counsel or the Prosecutor cannot handle this particular matter. The County Controller shall meet with the County Civil Counsel to determine why the Civil Counsel cannot handle the legal problem addressed and determine whether the Saginaw County Prosecutor’s Office will be able to handle the legal problem. If it appears that neither the County Civil Counsel, nor the Saginaw County Prosecutor will handle this matter and there is a definite need for outside legal counsel the Controller shall take appropriate action based upon the time constraints place by statute.

6.6 If the County Board of Commissioners approves the retention of counsel the Controller is authorized to pay the attorney a reasonable fee. If, however, the County Board of Commissioners does not approve retention of counsel, the attorney shall be paid by the respective requesting Elected Official. An Elected Official may recommend to the Board of Commissioners which legal counsel they would prefer to represent them, however, the final decision as to legal representation rests with the Saginaw County Board of Commissioners.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
1. PURPOSE: The purpose of this policy is to:

1.1 Clearly define the authority and responsibility of various officials regarding liability and worker’s compensation claims;

1.2 Assure that the County meets all court mediation deadlines;

1.3 Provide outside legal counsel with a contact person with respect to claims; and

1.4 Communicate to County Elected Officials, Department Heads and the public the formal County General Liability/Worker’s Compensation Insurance Claims Policy.

2. AUTHORITY: Saginaw County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

3. APPLICATION: This policy applies to all County Elected Officials, County Departments and Agencies of Saginaw County.

4. RESPONSIBILITY: The Controller/CAO shall have the responsibility for overseeing this policy. The Administration Director in the Controller’s Office shall have the responsibility of administering this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 All general liability and worker’s compensation insurance claims shall be submitted to the Saginaw County Controller’s Office for review and submission to the appropriate insurance company. The Administration Director in the Saginaw County Controller’s Office shall maintain a file on each general liability claim and worker’s compensation claim and shall closely monitor each claim in conjunction with the insurance carrier and legal counsel.

6.2 The Administration Director has the authority to settle any general liability insurance or worker’s compensation claim, upon the advise of legal counsel, up to Twenty-Five Thousand Dollars ($25,000), provided funds are available in the Self Insurance Fund. For claims between Twenty-Five Thousand Dollars ($25,000) and Fifty Thousand Dollars ($50,000), the Saginaw County Controller has the authority to settle such claims, upon the advice of legal counsel, provided monies are available in the Self-Insurance Fund. For claims between Fifty Thousand
Dollars ($50,000) and Seventy-Five Thousand Dollars ($75,000), the Controller, upon advise of legal counsel, with the approval of the Chairman of the Board of Saginaw County Commissioners, has the authority to settle such claims, provided monies are available in the Self Insurance Fund. All claims over Seventy-Five Thousand Dollars ($75,000) shall be submitted to the Saginaw County Board of Commissioners Executive Committee for review in Executive Session.

6.3 The Controller’s Office shall report to the Board of Commissioners all claims settled below $75,000 on a semi-monthly basis and a year-to-date basis as claims are settled. The Controller’s Office shall work closely with outside Legal Counsel to settle all appropriate claims and has the authority to authorize settlement of any claims mediated or not, up to the limits specified in this Policy.

6.4 The Administration Director shall annually review the method of funding general liability insurance claims and shall advice the Controller and Board of any recommended changes in insurance carriers, retentions, deductibles, rates and other matters related to general liability insurance.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE: Saginaw County Controller/CAO
APPROVED AS TO LEGAL CONTENT: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AUTHORITY TO SIGN CONTRACTS POLICY

1. PURPOSE: The purpose of this policy is to:

1.1 Formulate a written County policy regarding which official is appropriate to sign contracts;

1.2 Assure that each contract is approved by the Board of Commissioners;

1.3 Assure that the County Civil Counsel has reviewed all contracts prior to signing to protect the County’s interest;

1.4 Assure that the Controller has reviewed all contracts to ascertain that there are appropriately budgeted monies; and

1.5 Communicate to County Elected Officials, Department Heads and the public the formal County policy on what constitutes authorized contracts.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Department Heads, Elected Officials and Agencies of Saginaw County.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy. The Chairman of the Saginaw County Board of Commissioners shall have the responsibility of administering this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 The general policy is that all contracts, which are executed, must be within budgetary limits after following appropriate purchasing policy and procedures and signed by the Chairman of the Board and/or an appropriate elected official based on statutory or case law authority. No non-elected department head has the authority to sign or bind the County of Saginaw without express permission by the County Board of Commissioners. Only the Board of Commissioners of Saginaw County can authorize multi-year contracts, which affect two or more budget years.

6.2 All contracts must be approved by the County Civil Counsel as to legal content and all contracts must be approved by the County Controller with respect to substance and availability of funds prior to execution.
6.3 If any Elected Official, Department Head or other County employee or agent signs a contract which is contrary to public policy, forbidden by statute or otherwise disallowed, the County Board of Commissioners reserves the right to set aside such contract and hold the person signing such contract personally liable for any damages caused by entering into an unauthorized contract.

7. ADMINISTRATIVE PROCEDURES: The Controller/CAO shall provide for the administration and processing of County contracts.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE: Saginaw County Controller/CAO
APPROVED AS TO LEGAL CONTENT: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
EMERGENCY MANAGEMENT POLICY

1. PURPOSE: The purpose of this policy is to:

1.1 Provide for the mitigation, preparedness, response and recovery from natural and human-made disasters within Saginaw County;

1.2 Provide a means through which the Saginaw County Board of Commissioners may exercise the authority and discharge the responsibilities vested in them by this resolution and by Act 390 of the Public Acts of 1976, as amended;

1.3 Establish an Office of Emergency Management;

1.4 Provide for the coordination and utilization of manpower and resources in the County in an emergency or disaster situation;

1.5 Prescribe the powers and duties of certain County Departments and Officials in regards to emergency management;

1.6 Prescribe immunities and liabilities; and

1.7 Repeal previous resolutions for this purpose.

2. AUTHORITY: The Saginaw County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

3. APPLICATION: This policy applies to all County Departments, Elected Officials and Agencies of Saginaw County.

4. RESPONSIBILITY: The County Emergency Management Director shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S): For the purpose of this resolution, certain words used herein are defined as follows:


5.2 Board shall mean the Saginaw County Board of Commissioners.

5.3 Chairperson shall mean the Chairperson of the Saginaw County Board of Commissioners.
5.4 Continuity of Government means the preservation, maintenance or reconstitution of civil government's ability to carry out emergency functions, as well as the executive, legislative, and judicial processes under the threat or occurrence of any emergency condition that could disrupt such processes and services.

5.5 Disaster means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from a natural or human-made cause, including but not limited to, fire, flood, snowstorm, ice storm, tornado, windstorm, wave action, oil spill, water contamination, utility failure, hazardous peacetime radiological incident, major transportation accident, hazardous materials incident, epidemic, air contamination, blight, drought, infestation, explosion, hostile military action or paramilitary action or similar occurrences resulting from terrorist activities, riots or civil disorders.

5.6 Disaster relief forces means all Agencies of County and Municipal government, private and volunteer personnel, public officers and employees, and all other persons or groups of persons identified in the Saginaw County Emergency Operations Plan or those called into duty or working at the direction of a party identified in the plan to perform a specific disaster or emergency related task during a "Local State of Emergency" or a Governor's declared "State of Disaster" or "State of Emergency".

5.7 District Coordinator means the Michigan Department of State Police District Emergency Management Coordinator.

5.8 Emergency Management Coordinator means the person appointed pursuant to Act 390, P.A. 1976, as amended, to coordinate all matters pertaining to emergency management within the County.

5.9 Emergency management program means a program established to direct and coordinate mitigation, preparedness, response and recovery activities for all emergency or disaster situations within Saginaw County.

5.10 Emergency Operations Center (E.O.C.) means the Saginaw County Emergency Operations Center that is located in the basement of the Saginaw County Jail, 208 S. Harrison, Saginaw. The County's E.O.C. is a federally funded facility with approximately 4,000 square feet (not including restrooms, mechanical, storage, bunking & kitchen/dining area) of dual use space. It is specially equipped for 24 hour/multi-day protected operation, from which County and municipal officials and their support staff exercise direction and control, coordination and provides public information in an emergency/disaster.

5.11 Emergency Operations Plan means a plan developed and maintained by the County, in accord with State and Federal requirements, for the purpose of responding to all emergency or disaster situations. It identifies and sets forth the organization to respond to and recover from emergencies and disasters.
5.11.1 Annex means the sections of the Emergency Operations Plan that support the Basic Plan with additional information for certain functions (i.e., health/medical, human services, public works, etc.).

5.11.2 Support Emergency Operations Plan means those plans that are in support of the County Emergency operations Plan, developed by those municipalities with a population of 10,000 or more that have chosen to be included in the County Emergency Management Program and have chosen the County Coordinator as their coordinator. This plan defines the response actions of the municipality and the working relationship with the County.

5.12 Governor's State of Disaster or Governor's State of Emergency means an executive order or proclamation by the Governor that implements the disaster response and recovery aspects of the Michigan Emergency Management Plan and applicable local plans of the County or municipal programs affected.

5.13 Local State of Emergency means a proclamation or declaration, pursuant to the Act, that activates the response and recovery aspects of any and all applicable local or inter-jurisdictional emergency operations plans and authorizes the furnishing of aid, assistance and directives under those plans. In Saginaw County, such a declaration activates the Saginaw County Emergency Operations Plan and any applicable Support Plans.

5.14 Municipal Chief Executive Official means in the case of a city, the mayor or the individual specifically identified in the municipal charter; in the case of a township, the township supervisor.

5.15 Rule means the Administrative Rules promulgated pursuant to section 19 of Act No. 390 of the Public Acts of 1976, as amended, being '30.419(2) of the Michigan Compiled Laws.

5.16 S.A.R.A. Title III means Title III of the Superfund Amendments and Reauthorization Act of 1986. This is also known as the "Emergency Planning and Community Right-to-Know Act" of 1986 (PL 99-499).

5.17 Vital records means those records that contain information needed to continue the effective functioning of a government entity (jurisdiction, agency, department) and for the protection of the rights and interests of citizens.

6. **POLICY:**

6.1 **Short Title**

6.1.1 This resolution shall be known and may be cited as the "Emergency Management Resolution".
6.2 Emergency Management Office; Emergency Management Coordinator

6.2.1 By the authority of this resolution there is hereby created an office of Emergency Management within the County of Saginaw government for the purpose of coordinating all mitigation, preparedness, response, and recovery activities within the County emergency management program area. It is the agency through which the Board and its Chairperson may exercise the authority and discharge the responsibilities vested in them by the Act and this Resolution.

6.2.2 The Board of Commissioners has established the position and must appoint an Emergency Management Coordinator to staff this office. This person must have the personal attributes, experience and training necessary to carry out the duties and responsibilities of this position. Pursuant to the Act, the Emergency Management Coordinator shall act for, and at the direction of, the Chairperson of the Board of Commissioners.

6.2.3 In addition, the Chairperson shall appoint at least two persons as successors to the position of the Emergency Management Coordinator. The line of succession shall be listed in the County of Saginaw Emergency Operations Plan.

6.3 Emergency Management Coordinator: Duties

6.3.1 The Emergency Management Coordinator shall comply with the rules, regulations and requirements as established by applicable statute and the Department of State Police Emergency Management Division, under the authority of the Act, in accomplishing the following:

   6.3.1.1 Direct and coordinate the development and maintenance of the County of Saginaw Emergency Operations Plan and programs, which shall be in accordance with the rules, policies and guidance established by the appropriate federal and state agencies.

   6.3.1.2 Identify departments or agencies that could provide an Annex to the Plan or otherwise cooperate in its development.

   6.3.1.3 Identify departments, agencies and personnel to serve as emergency management officials, the disaster relief force and support staff.

   6.3.1.4 Ensure the development and maintenance of a County Resource Manual, which lists personnel, equipment and information resources available to the County in time of emergency.
6.3.1.5 Coordinate the recruitment, appointment and utilization of volunteer personnel for disaster response purposes.

6.3.1.6 With the approval of the Board, seek out and apply for disaster equipment, preparedness, mitigation, and relief grants.

6.3.1.7 Coordinate and/or conduct training programs for the disaster management and relief force within the County.

6.3.1.8 Through public information programs, educate the population as to actions necessary for the protection of life and property in an emergency or disaster.

6.3.1.9 Assist in the development of mutual aid agreements.

6.3.1.10 Oversee the maintenance and implementation of all functions necessary during an emergency or disaster in accordance with this resolution, the Emergency Operations Plan, and the Act.

6.3.1.11 Coordinate County emergency management activities with those of the State and adjacent jurisdictions.

6.3.1.12 Coordinate all preparedness activities, including maintaining primary and alternate Emergency Operations Centers.

6.3.1.13 Encourage and assist political subdivisions within the County to develop and adopt uniform emergency resolutions/ordinances and support plans and procedures.

6.3.1.14 Coordinate with municipalities and departments or agencies within the County to identify mitigation opportunities and to encourage implementation of mitigation measures.

6.3.1.15 Coordinate with all municipalities that are part of the emergency management program in all matters pertaining to emergency management.

6.3.1.16 Serve as the liaison between the emergency management program and the state and federal governments in all matters regarding emergency management.

6.3.1.17 Encourage and coordinate activities by county and municipal agencies, departments, and officials to ensure the continuity of government, including the protection of vital records.

6.3.1.18 With the approval of the Chairperson, develop an annual emergency management work agreement that is filed with and
approved by the Michigan Department of State Police Emergency Management Division.

6.3.1.19 Conduct an exercise at least once each fiscal year that tests the Emergency Operations Plan.

6.3.1.20 Serve on call and respond to potential, impending or actual emergencies.

6.3.2 Pursuant to the Act and applicable rules and regulations, the County Emergency Management Coordinator is the primary point of contact between the County Emergency Management Program, including each of its component municipalities, and the Michigan State Police Emergency Management Division and Federal Emergency Management Agency. The coordinator is responsible for all coordination, communications and the filing of necessary paperwork with that agency in regards to funding, filing of Flash Reports, damage assessments, local emergency declarations and requests for state and federal assistance, and the like.

6.3.3 The Emergency Management Coordinator shall also serve as the administrative officer of the Saginaw County Local Emergency Planning and Community Right-to-Know Committee. The responsibilities shall include:

6.3.3.1 Serve as the lead planner to coordinate and assist the committee in the development of hazardous material incident response plans as required under S.A.R.A. Title.

6.3.3.2 Administer the budget for the committee.

6.3.3.3 Maintain and make available to the public, in accord with applicable statute, rule and regulation, the community right-to-know information regarding hazardous chemicals in the community.

6.3.3.4 Serve as the Community Emergency Coordinator as defined in S.A.R.A. Title III.

6.3.4 The Emergency Management Coordinator, with the concurrence of the Chairperson, shall appoint persons to serve as emergency management officials and alternates. The Coordinator shall also specify departments or agencies which must provide an Annex to the Plan, or otherwise cooperate in its development.

6.3.5 The Board of Commissioners authorizes the Emergency Management Coordinator to appoint selected County employees to serve in the
development and implementation of the County Emergency Operations Plan.

6.4 Board of Commissioners, Chairperson: Powers And Duties

6.4.1 The Board may establish a budget and authorize the application for grants, as they see fit, to fund the Emergency Management Program.

6.4.2 The Chairperson, pursuant to the Act, shall supervise the activities of the Emergency Management Office and Coordinator. With the advice and consent of the Board, he/she shall formulate, review and approve policy and operational guidelines for this office, as needed, and in compliance with the Act and any applicable rules and regulations.

6.4.3 The Board shall, at least once every year, review the Emergency Operations Plan and, upon deeming it adequate, the Chairperson shall certify the plan to be current and adequate for the ensuing year.

6.4.4 When circumstances within the County indicate that the occurrence or threat of occurrence of widespread or severe damage, injury or loss of life or property from natural or human-made cause exists the Chairperson will, in a timely manner, declare a "Local State of Emergency" and implement the Emergency Operations Plan. Such a declaration shall be promptly filed with the Department of State Police, Emergency Management Division. This declaration shall not be continued or renewed for a period in excess of 7 days except with the consent of the Board.

6.4.5 If the Chairperson invokes such power and authority, he/she may, as soon as reasonably expedient, convene the Board for one or more emergency meetings in accordance with the "Open Meetings Act" to perform its normal legislative and administrative duties as the situation demands, and will report to that body relative to emergency activities. Nothing in this resolution shall be construed as abridging or curtailing the powers of the Board unless specifically provided herein.

6.4.6 The Chairperson may do one or more of the following under a "Local State of Emergency":

6.4.6.1 Direct the Emergency Management Coordinator to implement the Emergency Operations Plan.

6.4.6.2 Issue directives as to travel restrictions on County or local roads.

6.4.6.3 Relieve County employees of normal duties and temporarily reassign them to other duties.
6.4.6.4 Activate mutual aid agreements.

6.4.6.5 Direct the overall disaster relief effort, including the disaster relief force, in accordance with the Emergency Operations Plan.

6.4.6.6 Notify the public and recommend protective measures.

6.4.6.7 Request a "State of Disaster" or "Emergency Declaration" from the Governor (as described in Section 6.5).

6.4.6.8 When obtaining normal approvals would result in further injury or damage, the Chairperson may, until the Board convenes, waive procedures and formalities otherwise required pertaining to the following:

6.4.6.8.1 For a period of up to 7 days, send the disaster relief force of the County to the aid of other communities as provided by mutual aid agreements.

6.4.6.8.2 For a period of up to 7 days appropriate and expend funds.

6.4.6.8.3 For a period of up to 7 days make contracts, obtain and distribute equipment, materials and supplies for disaster-purposes.

6.4.6.8.4 Employ temporary workers.

6.4.6.8.5 Purchase and distribute supplies, materials and equipment.

6.4.6.8.6 Make, amend or rescind ordinances or rules necessary for emergency management purposes which supplement a rule, order or directive issued by the Governor or a state agency. Such an ordinance or rule shall be temporary and upon the Governor's declaration that a "State of Disaster" or "State of Emergency" is terminated, shall no longer be in effect.

6.4.7 If a "State of Disaster" or "Emergency" is declared by the Governor, assign and make available for duty the employees, property or equipment of the County within or without the physical limits of the County as ordered by the Governor or the Director of the Michigan Department of State Police in accordance with the Act.
6.5 Governor Declaration Request

6.5.1 If a disaster or emergency occurs that has not yet been declared to be a "State of Disaster" or a "State of Emergency" by the Governor, the Board hereby delegates to the Chairperson the authority to determine if the situation is beyond the control of the County. If the disaster or emergency is considered to be beyond the County's control, the Chairperson may request state assistance. The Emergency Management Coordinator shall immediately contact the District Coordinator. The District Coordinator, in conjunction with the Emergency Management Coordinator, shall assess the nature and scope of the disaster or emergency and they shall recommend the state personnel, services and equipment that will be required for its prevention, mitigation or relief.

6.5.2 The Chairperson shall not request state assistance or a declaration of a "State of Disaster" or a "State of Emergency" for an emergency which has occurred or is occurring solely within the confines of a township, city or village within the County unless requested to do so by the chief executive official of the affected township, city or village.

6.6 Agencies, Departments: Liaison, Officials, And Duties

6.6.1 The Emergency Management Coordinator, with the concurrence of the Chairperson, shall appoint Emergency Management Officials and alternates. Where possible these officials shall be from County and municipal departments, divisions and agencies. These officials are responsible for directing and coordinating emergency management response and recovery operations within their respective Annex area as designated in the Saginaw County Emergency Operations Plan. They are also responsible for overall preparedness and mitigation activities within their Plan Annex area.

6.6.2 Each Emergency Management Official and his/her alternate(s), shall be responsible for the following:

6.6.2.1 With the concurrence of the department or agency director and the Emergency Management Coordinator and the approval of the Board of Commissioners, recruit, appoint and organize private, volunteer and other personnel to be part of the Saginaw County disaster relief force, to perform specific duties as assigned in the Emergency Operations Plan.

6.6.2.2 Coordinate the agency's or department's emergency management and response efforts with those of other agencies or departments.
6.6.2.3 Attend training courses relevant to the function of the agency or department and ensure staff is trained so as to be able to implement assigned emergency functions.

6.6.2.4 Participate in periodic exercises to enhance the adequacy of the respective agency's or department's response capability.

6.6.2.5 Identify and provide for the protection of vital records.

6.6.2.6 Implement the directives of the Chairperson or his/her designee under a "Local State of Emergency".

6.6.2.7 Provide an Annex to the Plan or otherwise cooperate in its development and maintenance.

6.6.3 Each department, division or agency, having been designated a responsibility in the County Emergency Operations Plan shall, where possible, appoint an Emergency Management Liaison who shall coordinate the emergency management preparedness and mitigation activities of the department, division or agency and act as a liaison between his/her department, division or agency and the Emergency Management Office on all matters pertaining to emergency management preparedness and mitigation. The appointed Emergency Management Official as described in Section 701 of this resolution may serve in that capacity.

6.6.4 Each department or agency liaison shall be responsible for the following:

6.6.4.1 Prepare and annually update an annex to the Saginaw County Emergency Operations Plan or otherwise cooperate in its development and maintenance, providing for the delivery of emergency management activities by that agency or department. The annex shall be in the form prescribed by the Emergency Management Coordinator.

6.6.4.2 Coordinate the agency's or department's emergency management preparedness and mitigation efforts with those of other agencies or departments.

6.6.4.3 Participate in periodic exercises to enhance the adequacy of the respective agency's or department's response capability.

6.6.4.4 Develop internal Standard Operating Procedures (SOPs) to accomplish emergency notification and assigned emergency tasks.
6.6.4.5 Provide the Emergency Management Coordinator with a list of personnel and resources available within the agency or department and provide a list of those that may be needed by the department during times of emergency.

6.6.5 The Chairperson may designate other County personnel, departments, divisions or agencies to provide support for emergency management operations and programs. This may include, but is not limited to, clerical support, preparation and maintenance of the Emergency Operations Center and equipment; resource management, including providing or obtaining equipment, supplies and personnel to support emergency response and recovery.

6.7 Municipalities: Relationship to County

6.7.1 Pursuant to the Act, municipalities with a population of 10,000 or more may choose to come under the County Emergency Management Program and appoint the County Coordinator as their coordinator.

6.7.2 Municipalities in Saginaw County may make recommendations to the Board and its Chairperson regarding the pre-disaster and disaster responsibilities and actions of the Coordinator and scope of the Saginaw County Emergency Management Program.

6.7.3 In exchange for providing pre-disaster and disaster program management, as well as disaster response coordination, each municipality opting to come under the County's Emergency Management Program, shall make the applicable resources of the municipality (e.g. including but not limited to, law enforcement, fire, public works personnel and equipment) available to the County to respond to emergencies and disasters throughout the County when declared by the Chairperson. When such resources are made available to the County they must be available without cost to the County or to any of the jurisdictions where the resources are deployed to, or are used for. However, in cases where a cost recovery ordinance, and/or state and federal grants, or other similar external funding sources are available, municipalities may make claims for actual costs incurred.

6.7.4 Each municipality of 10,000 or more population is encouraged to appoint municipal Emergency Management Liaisons, including successors. These persons will assist the Saginaw County Emergency Management Coordinator in all matters pertaining to disaster preparedness, mitigation, response and recovery within the respective municipality.

6.7.5 If a "Local State of Emergency" is declared, pursuant to the Act, by a single municipality with a population of 10,000 or more and that municipality has appointed the County Emergency Management
Coordinator as their coordinator, the County coordinator, with permission from the Chairperson of the Board of Commissioners, will coordinate the emergency response of that municipality, if so requested by that municipality. When this occurs the Coordinator will, pursuant to the Act, act for and at the direction of the chief executive official of that municipality.

6.7.6 If an emergency is declared by more than one such municipality by the Chairperson of the Board of Commissioners or by the Governor, the Saginaw County Coordinator shall coordinate the disaster response from the County Emergency Operations Center or other designated location and shall act for and at the direction of the Chairperson of the Board of Commissioners.

6.7.7 A "Local State of Emergency" declaration by such a municipality shall not activate the entire County Emergency Operations Plan. It shall only activate those portions of the plan pertaining to that municipality and/or as described in the respective support plan as mutually agreed upon. If such a municipality exhausts its resources, the chief executive official of that municipality may ask the Chairperson to declare a "Local State of Emergency" for the County. If such declaration occurs, the County plan will be activated and apply.

6.7.8 A declaration by the Governor or Chairperson shall activate the County Emergency Operations Plan and Support Plans and make available the applicable resources as described in the Plan to cope with the disaster.

6.8 Volunteers: Appointment And Reimbursement

6.8.1 Each Department, Commission, Board or Agency of County government that is assigned an emergency or disaster responsibility in the County Emergency Operations Plan, and with the concurrence of the Emergency Management Coordinator and the approval of the Board of Commissioners, may appoint volunteers to augment its personnel in time of emergency to implement emergency functions. Such individuals are part of the disaster relief force and shall be subject to the rules and regulations of the County, and operational control set forth by the respective Department, Commission, Board or Agency through which the appointment was made and shall be reimbursed for all actual and necessary travel and subsistence expenses.

6.9 Rights of Disaster Relief Force

6.9.1 In accordance with the Act, personnel of the disaster relief force while on duty shall have the following rights:
6.9.1 If they are employees of a county, municipality, or other governmental agency regardless of where serving, have the powers, duties, rights, privileges and immunities and receive the compensation incidental to their employment.

6.9.1.2 If they are not employees of the county, municipality or other governmental agency be entitled to the same rights and immunities as are provided for by law.

6.10 Continuity of Government

6.10.1 The Board and each Department, Agency and Commission of the County with emergency responsibilities, in order to provide Continuity of Government, shall take measures to:

6.10.1.1 Provide for the temporary movement and reestablishment of essential government offices and functions in the event that existing facilities cannot be used.

6.10.1.2 Ensure that the civil political leadership will continue to function effectively under emergency conditions by making necessary appointments and establishing lists of the order or line of those entitled to succeed one another under emergency conditions.

6.10.1.3 Ensure the protection of those documents that are essential for the continuation of the functioning of government during emergency conditions and to protect the rights and interests of citizens.

6.10.1.4 Ensure the protection of key personnel, facilities and resources so County government may operate effectively to allocate needed resources, to restore government functions after emergency conditions and to ensure government can continue to function during emergency conditions.

6.10.1.5 Ensure that sufficient enabling measures are in effect to continue government operations under emergency conditions.

6.11 Liability

6.11.1 As provided for in the Act and this resolution, the County or any political subdivision, or the agents or representatives of any political subdivision, shall not be liable for personal injury or property damage sustained by the disaster relief force. In addition, any member of the disaster relief force engaged in disaster relief activity shall not be liable in a civil action for damages resulting from an act or omission arising out of and in the course
of the person's good faith rendering of that activity, unless the person's act or omission was the result of that person's gross negligence or willful misconduct. The right of a person to receive benefits or compensation to which he or she may otherwise be entitled to under the worker's compensation law, any pension law or act of congress will not be affected as a result of said activity.

6.11.2 As provided for in the act, any person owning or controlling real estate or other premises who voluntarily and without compensation grants the County the right to inspect, designate and use the whole or any part of such real estate or premises for the purpose of sheltering persons or for any other disaster related function during a declared "Local State of Emergency" or during an authorized practice disaster exercise, shall not be civilly liable for the death of, or injury to, any person on or about such real estate or premises under such license, privilege or other permission, or for loss of, or damage to, the property of such person.

6.12 Construction of Resolution

6.12.1 This resolution shall not be construed to limit, modify, abridge nor relieve any elected or appointed officials, departments, agencies, or organization of the responsibilities or authority given by federal, state or local, act, law, ordinance or charter.

6.12.2 This resolution shall not be construed to limit, modify, abridge nor relieve any municipality within Saginaw County, who, in compliance with Michigan Act 390, P.A. 1976, as amended, has chosen to establish their own Emergency Management Ordinance or Resolution, Program and Plan to prepare, provide, coordinate and direct emergency and disaster operations in that municipality.

6.12.3 This resolution shall not be construed to be in conflict with Michigan Act 390, P.A. 1976, as amended, or any other state or federal act, rule or regulation applicable to Saginaw County, concerning disaster or emergency operations or preparedness.

6.13 Sovereignty

6.13.1 Should any section, clause or provision of this resolution be declared by the courts invalid for any reason, such declaration shall not affect the validity of this resolution as a whole or any part thereof, other than the section, clause or provision so declared to be invalid.

6.14 Repeals
6.14.1 County of Saginaw Board of Commissioners Resolution "D" dated September 14, 1982, and Resolution "H" dated March 22, 1994, are hereby repealed and replaced with this new resolution.

6.15 Effective Date

6.15.1 This resolution shall have immediate effect.

7. ADMINISTRATIVE PROCEDURES:

7.1 Review

7.1.1 This resolution shall be periodically reviewed by the Board of Commissioners and changes shall be made if necessary.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:
Saginaw County Controller/CAO Saginaw County Civil Counsel

ADOPTED: November 23, 1999
Subject: **SNOW DAY POLICY**

1. **PURPOSE:** The purpose of this policy is to formulate a formal written County policy with respect to snow days. The policy should also define and clarify the proper procedure to be followed in the event of inclement weather and communicate this to County employees and officials.

2. **AUTHORITY:** Saginaw County Board of Commissioners.

3. **APPLICATION:** This policy/procedure applies to all employees of Saginaw County Government.

4. **RESPONSIBILITY:** The County Controller/CAO with the permission of the Chairman of the Saginaw County Board of Commissioners will have the responsibility for overseeing and implementing this policy.

5. **DEFINITION(S):** NONE

6. **POLICY:**

   6.1 Saginaw County governmental programs, activities and operations will never fail to open due to inclement weather but rather, will be open each and every business day. In instances where County staff are unable to travel from home to their work location because of weather, the affected staff must utilize their vacation time, personal time or accept unpaid leave.

   6.2 In certain extreme instances, the County Controller with the permission of the Chairman of the Saginaw County Board of Commissioners may close the Courthouse and other related County administrative offices and programs, excluding twenty-four hour operations, during any business day because of weather. Employees shall be compensated for the full day or the closed portion of the day in those rare instances.

7. **ADMINISTRATIVE PROCEDURES:** NONE

8. **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel
EMPLOYEE INTERNET USE PROCEDURES POLICY

1. PURPOSE: To ensure the proper use of the County of Saginaw's computer and telecommunications resources and services by employees, independent contractors, elected officials and other computer users.

2. AUTHORITY: Saginaw County Board of Commissioners. Changes to this policy will be made and approved by the Board of Commissioners based on changes in technology and business practice.

3. APPLICATION: This policy applies to all Departments, Elected Offices and Agencies of Saginaw County.

4. RESPONSIBILITY: Saginaw County Information Systems Services Director shall be responsible for the implementation of this policy.

5. DEFINITION(S): NONE

6. POLICY: The computers and computer accounts provided to employees are to assist them in the performance of their jobs. E-mail and Internet services are available to employees and officials for conducting county business. Using these systems is a privilege, not a right. Inappropriate use will result in the loss of this privilege and/or discipline up to and including discharge.

6.1 Legal Issues

6.1.1 It is illegal to intentionally access a computer system or network for the purpose of:

6.1.1.1 Devising or executing any scheme or artifice to defraud or extort.

6.1.1.2 Obtaining money, property or services with false or fraudulent intent, representations or promises.

6.1.2 It is also illegal to maliciously access, alter, delete, damage or destroy any computer system, computer network, computer program or data, using an unauthorized account, changing other users’ passwords, damaging files, altering the system or using the system or network to make money illegally.

6.1.3 It is additionally illegal to violate plagiarism and copyright laws.
6.1.4 Any employee committing acts of this nature will face disciplinary action according to Saginaw County policies and be subject to local, state and federal laws.

6.2 Enforcement

6.2.1 Any violation of these procedures constitutes just cause for taking disciplinary action, revoking network privileges and/or initiating legal action for any illegal, inappropriate or obscene use of the network or in support of such activities.

6.2.2 Saginaw County and ISS may monitor network activity in any form to maintain network integrity and to ensure that no illegal, inappropriate or improper activity is occurring.

6.3 Employment Internet Procedures - General

6.3.1 All use of the Internet must be for authorized purposes. Saginaw County, through its Information Systems and Services Department, reserves the right to prioritize use and access to the network.

6.3.2 All use of the Internet must be in conformity with local, state and federal law and Saginaw County policies and procedures.

6.3.3 No statement may be made that can be construed to be "Official Saginaw County Policy" if the individual is not authorized to represent Saginaw County.

6.3.4 The system and network at Saginaw County constitute public facilities and as such may not be used to support or oppose political candidates or ballot measures.

6.3.5 Hate mail, harassment, discriminatory remarks or other antisocial behavior is prohibited.

6.3.6 Use of the system or network from Saginaw County facilities to access, view, store or distribute obscene or pornographic material is prohibited.

6.3.7 Subscriptions to mailing lists, bulletin boards, chat groups, commercial on-line services or other information related services must be previously approved by an employees department head and ISS and must be related to County business.

6.3.8 No employee will have access to the Internet without having received appropriate training and a signed approval in the form of an Individual User Acceptable Use Agreement Release Form. The Individual User Acceptable Use Agreement Release Form will be filed with Personnel.
Personnel must inform ISS when an employee signs and agreement and terminates County employment so that Internet status can be adjusted accordingly.

6.3.9 Users must identify themselves clearly and accurately in electronic communications. Anonymous or pseudo-anonymous communications appear to dissociate users from responsibility for their actions and are prohibited.

6.3.10 Concealing user identity or misrepresenting a user name or Saginaw County to mask or distance users from irresponsible or offensive behavior is a serious abuse of network privileges and violates Saginaw County policies and procedures.

6.3.11 Using identifiers of others constitutes fraud and is a violation of Saginaw County policies and procedures.

6.3.12 Users are cautioned that information on the Internet is from unknown sources and consequently must always be subject to verification.

6.4 Etiquette

6.4.1 Be polite and use appropriate language.

6.4.2 Do not reveal personal address or telephone number(s) or those of colleagues.

6.4.3 Do not use the network in such a way that would disrupt the use of the network by others.

6.4.4 All communications and information accessible via the network should be assumed to be private property.

6.4.5 Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury or unwanted attention is prohibited. Personal attacks or other sanctions to threaten or intimidate or embarrass an individual, group or organization or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status or sexual orientation are prohibited.

6.5 Security

6.5.1 Sharing or otherwise divulging a user's password and/or account code with another person is prohibited.
6.5.2 Users may not leave an open file or session unattended or unsupervised.

6.5.3 Users will be held accountable for all activity that occurs under their password and/or account code.

6.5.4 Seeking information on, obtaining copies of or modifying files, other data, passwords or account codes belonging to another person is prohibited.

6.5.5 Misrepresenting self or other users could be considered fraud and is prohibited.

6.5.6 Attempting to gain unauthorized access to the system and/or network is against the law and is prohibited.

6.5.7 Communications may not be encrypted so as to avoid security review.

6.5.8 Passwords should be changed regularly by the individual using it. Avoid easily guessed passwords.

6.5.9 Distributing or otherwise making an employee's password and/or account codes or another person's available to others or otherwise attempting to evade, disable or crack passwords and/or account coded or other security provisions or assisting others in doing so is a serious violation of Saginaw County policies, grounds for immediate suspension of network privileges and other disciplinary action.

6.6 Personal Security

6.6.1 Personal information such as addresses and telephone numbers should remain confidential when communicating on the network. This includes the user's own as well as those of colleagues and clients where appropriate.

6.6.2 Divulging or in any other way making a fellow employee's personal information (including but not limited to, home telephone number(s) and/or address) is prohibited.

6.7 Legal

6.7.1 The unauthorized installation, use storage or distribution of copyrighted software or material is against the law and is prohibited.

6.7.2 Copying of files, passwords or access codes belonging to others will be considered a violation of law, as well as, Saginaw County policies and constitute fraud, plagiarism and/or theft.
6.7.3 Software licensed by and to Saginaw County may only be used in accordance with the applicable license.

6.7.4 Modifying or damaging information without authorization (including but not limited to altering data, introducing viruses or worms or simply damaging files) is unethical, a violation of Saginaw County policies and may be a felony in Michigan.

6.7.5 Using identifiers of other employees, including using such identifiers as one's own, constitutes fraud and is a violation of Saginaw County policies.

6.8 Network

6.8.1 No use of the network will serve to knowingly or unknowingly disrupt the operation of the network for use by others.

6.8.2 System and network components including hardware and software will not be destroyed, modified, abused or tampered with in any way.

6.8.3 Users are responsible for the appropriateness and content of material they transmit or publish on the network. Hate mail, harassment, discriminatory remarks or other antisocial behavior such as targeting another person or organization to cause distress, embarrassment, injury, unwanted attention or other substantial discomfort is prohibited. Personal attacks or other action to threaten or intimidate or embarrass an individual, group or organization or attacks based on a person's race, national origin, ethnicity, disability, religion, gender, veteran status, sexual orientation or another such characteristic or affiliation are prohibited.

6.8.4 Saginaw County, the various departments and ISS reserve the right to prioritize use of and access to the network.

6.8.5 Saginaw County and ISS reserve the right to monitor all traffic on the network to maintain network integrity and to ensure that illegal or improper activity is not occurring.

6.9 Electronic Mail

6.9.1 E-mail may not be used for commercial solicitation and/or personal activities.

6.9.2 Users must include their E-mail address in all mail sent.

6.9.3 Users must be aware the Internet is not secure and assume that others can read and possibly alter E-mail.
6.9.4 No form of a chain letter or similar communication may be sent on the Internet.

6.9.5 Sending mail that appears to have come from someone else is prohibited.

6.9.6 Minimize large attached files when sending and/or receiving E-mail.

6.9.7 Use extreme caution when downloading attached files and/or programs from persons known or unknown since they may contain viruses or worms.

6.9.8 Downloaded files and/or programs must be scanned with a virus detection program. Users are responsible, and may be held liable, for a computer becoming infected. Users must insure that such a program is installed and operating on their computer.

6.9.9 Saginaw County and ISS consider E-mail to be private. No employee may read or otherwise disclose the contents of any other employee's E-mail.

6.9.10 E-mail received at Saginaw County is retained on the system until deleted by the recipient. In addition, because of system backups, E-mail deleted on the system by the recipient may very well continue to exist in an offline backup archive file.

6.9.11 Employees are expected to delete E-mail in a timely manner. ISS may remove such mail if not attended to regularly by the recipient.

6.9.12 Saginaw County and ISS will not intentionally inspect the contents of E-mail or disclose such contents to other than the sender or intended recipient, without the consent of the sender or intended recipient, unless required by to do so by local, state or federal law or by policies of Saginaw County or to investigate complaints regarding E-mail which is alleged to contain defamatory, inaccurate, abusive, obscene, profane, hateful, sexually oriented, threatening, racially offensive or otherwise illegal material. Saginaw County and ISS reserve the right to fully cooperate with local, state and/or federal officials in any investigation concerning or relating to any E-mail transmitted from or received at any Saginaw County facility.

6.10 System Resources

6.10.1 Diligent effort must be made to conserve system resources. E-mail and unused files should be deleted in a timely manner.
6.10.2 Users will accept limitations or restrictions on system and network resources such as but not limited to storage space, time limits or amount of resources consumed when so instructed by ISS.

6.10.3 Saginaw County and ISS reserve the right to monitor system and network resources in any form to maintain system and network resources and to ensure that illegal or improper activity is not occurring.

6.11 Use Agreement

6.11.1 All employees who desire to have access to the Internet or E-mail must sign the Acceptable Use Agreement Release Form.

6.11.2 Access will be granted by ISS on a space available basis, based on the needs of the County.

6.11.3 ISS reserves the right to terminate this privilege at any time for violation of these rules and procedures, for higher priority users who need access, for non use or other justified causes.

7. ADMINISTRATIVE PROCEDURES: The Information Systems Services Department shall be responsible for developing and implementing administrative terms or procedures for this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

APPROVED: November 23, 1999
1. PURPOSE: The Saginaw County Board of Commissioners has established this policy statement to ensure that the County receives the maximum benefit from its investment in data processing, while providing an excellent service to the users and public. The mission of Information Systems and Services (ISS) is to provide its users with the best possible options and solutions for their information handling needs, balancing the need to be efficient and productive with the cost.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to Information Systems and Services (ISS).

4. RESPONSIBILITY: Information Systems and Services (ISS) is responsible for the implementation of this policy.

5. DEFINITION(S):

5.1 Capacity - The amount of information the computer can store and the total amount of work that it can do in a given amount of time.

5.2 Central Site Computer Equipment - All of the computers and related equipment housed in the Information Systems and Services (ISS) computer room in the basement of the Courthouse.

5.3 Configure - To set up and make ready for use.

5.4 Data Information

5.5 Data Processing - The handling, manipulation and processing of information.

5.6 Disaster - Any occurrence which would cause Information Systems and Services to be unable to provide the services previously available. Possible causes of a disaster are equipment malfunction, sabotage or act of God.

5.7 Hardware - The physical computer equipment.

5.8 Installation - Putting the hardware and software into place and making it operational.

5.9 Output - Printed reports, forms and other media, which contain information from the computer system.
5.10 Saginaw County - The aggregate of the Agencies, Departments and Elected Officials, which are under the auspices of the Saginaw County Board of Commissioners.

5.11 Software - Computer programs.

5.12 Support - Assistance in hardware and/or software selection, acquisition, installation, implementation, training and problem resolution. Supported equipment and software are those items for which we accept the responsibility for providing support.

5.13 Terminal Equipment - Any computer equipment located outside of the computer room. This includes terminals, printers, personal computers, protocol converters and other types of equipment.

5.14 Users - The personnel and departments which use the services of Information Systems and Services.

6. POLICY:

6.1 Duties. Information Systems and Services (ISS) shall do the following:

6.1.1 Provide for the general administration and operation of ISS, its personnel and all equipment under its control.

6.1.2 Provide programming services to users as needed.

6.1.3 Act as a consultant to Saginaw County departments and outside agencies, as authorized, on issues related to data processing.

6.1.4 Perform research into new or promising areas related to data processing.

6.1.5 Provide planning to ensure that adequate capacity is available for future needs.

6.1.6 Assist users in the development and implementation of disaster recovery plans.

6.1.7 Maintain a center to support the users of personal computers within Saginaw County.

6.1.8 Provide for the marketing of any software developed under the auspices of Saginaw County.

6.2 General Administration. ISS shall strive to operate in an efficient and organized manner. It shall effectively control the resources available to it and allocate their
use to provide the greatest benefit to Saginaw County. To this end, ISS shall perform the following functions:

6.2.1 Track Purchase Orders

6.2.1.1 Record and track orders for goods and services placed by or for ISS to ensure vendor compliance and to prevent duplication.

6.2.2 Maintain Inventory Equipment

6.2.2.1 Maintain accurate inventories of computer hardware and software. Physical inventories shall be taken periodically.

6.2.3 Maintain Stock of Supplies and Spare Parts

6.2.3.1 Maintain stocks of supplies and spare parts at levels, which will permit normal operation of the department and its users. Supplies and spare parts shall be made available to other County departments as needed. Billing for supplies and parts provided to other departments shall be in accordance with the general County policy.

6.2.4 Notify Users of Policy Changes

6.2.4.1 As guidelines and policies are established, distribute them to all affected parties.

6.2.5 Inform Users of Options Open to Them

6.2.5.1 Keep its users informed of hardware and software options available to them.

6.2.6 Track Warranty and Maintenance Agreements

6.2.6.1 Maintain accurate records of hardware and software warranty and maintenance agreements. The expense of such agreements shall be evaluated for cost effectiveness. Vendor compliance with these agreements shall be monitored and appropriate action taken to remedy non-compliance.

6.2.7 Bill Users for Services

6.2.7.1 Data processing is an enterprise fund in Saginaw County. This means that it is not supported by the general fund and must, therefore, cover its expenditures by billing its users. The exact method of billing is determined by the Financial Services Division of the Controller’s Office.
6.2.8 Maintain Statistics

6.2.8.1 Maintain and make available upon request of the department head, information pertaining to the access of data stored on equipment under the control of the department.

6.2.9 Assess Needs and Satisfaction

6.2.9.1 Periodically monitor the needs and satisfaction of the users and address any unmet needs or dissatisfaction.

6.2.10 Develop Standards and Procedures Manual

6.2.10.1 Create and maintain a document, which shall set forth the standards of quality and performance expected of it and the users, as well as any procedures established to facilitate achieving these levels. Pertinent portions of this document shall be communicated to all affected parties.

6.2.11 Assist with Cost Justification

6.2.11.1 Provide assistance with the justification process for terminal equipment and software.

6.2.12 Provide Competent and Professional Personnel

6.2.12.1 Provide an atmosphere, which will attract and retain competent personnel by supporting training, continuing education and environmental conditions to fulfill the stated goals and objectives of ISS.

6.3 Managing the Central Site. ISS shall manage the central site equipment to provide maximum service to the users by performing the following functions:

6.3.1 Select Equipment

6.3.1.1 Select equipment and supplies in accordance with the needs of the users. Equipment may be new, used or refurbished, the option chosen being based on its net benefit to Saginaw County. All acquisitions shall be made in accordance with the general County policy.

6.3.2 Install Equipment

6.3.2.1 Install or oversee the installation of all central site equipment by competent contractors.
6.3.3 Maintain Equipment

6.3.3.1 Oversee the maintenance of the central site equipment; make every effort to repair equipment failures in a timely manner and establish preventative maintenance procedures to minimize equipment failures. Arrange for service agreements to be in place on all critical equipment.

6.3.4 Provide Security

6.3.4.1 Recommend, initiate and maintain necessary security procedures. Such procedures shall be designed to prevent unauthorized access to, removal of, or damage to equipment or information.

6.3.5 Tune for Efficiency

6.3.5.1 Always attempt to make the resources under their control operate as efficiently as possible. This will be accomplished by continually monitoring the systems performance and making such adjustments as seem necessary.

6.4 Computer Operations. ISS shall be responsible for the operation of the central site equipment. To this end we shall:

6.4.1 Run Programs

6.4.1.1 Initiate or arrange for the initiation of computer programs on the central site equipment, to perform functions necessary for or requested by the users.

6.4.2 Distribute Output

6.4.2.1 Arrange for the distribution of the output generated by programs run on the central site equipment.

6.4.3 Create Backups

6.4.3.1 Create, on a daily basis, backup copies of information stored on the central site equipment as a safeguard against the loss of the information. Once a week, take backup copies to an off site location as an additional safeguard.

6.4.4 Keep Records
6.4.4.1 Keep an accurate log of the tasks performed and the steps taken to perform these tasks.

6.4.5 Schedule Work

6.4.5.1 Organize and schedule the workload on the central site equipment to obtain the greatest benefit to Saginaw County with the resources available.

6.4.6 Resolve Problems

6.4.6.1 Provide assistance to the user community as they interact with the central site and work with the users to resolve any problems, which arise during this interaction.

6.5 Terminal Equipment. ISS is responsible for managing the County's terminal equipment to ensure compatibility and proper operation. To provide this service, ISS shall perform the following functions:

6.5.1 Specify Supported Configurations

6.5.1.1 Recommendations shall be made to users as to what supported equipment to acquire. Such recommendations shall be made based on compatibility, price, performance and reliability. Equipment selected for use shall be ordered by ISS.

6.5.1.2 We assume no responsibility for equipment, which we do not support.

6.5.2 Install Equipment

6.5.2.1 All supported terminal equipment shall be shipped to ISS where it will be unpacked, set up, configured and tested for proper operation. ISS shall then arrange for installation at the user's site. The installation shall consist of setting up the equipment, connecting all signal and power cables, testing and basic instruction on the use of the hardware.

6.5.2.2 It shall remain the responsibility of the user to ensure that sufficient space, power outlets, signal cables and furniture is available.

6.5.3 Assist in Equipment Relocation

6.5.3.1 ISS shall assume no responsibility for damage to equipment moved without their assistance. No equipment is to be moved without the knowledge of ISS.
6.5.4 Provide for Equipment Maintenance

6.5.4.1 Maintenance procedures shall be carried out by ISS personnel, contracted maintenance organizations or user personnel. ISS shall provide instructions to the users on proper maintenance procedures where appropriate.

6.5.4.2 If terminal equipment cannot be repaired in a timely manner, loaner equipment shall be provided if available.

6.6 Programming Services. ISS shall be responsible for all software used on the central site equipment. To provide this service, the department shall:

6.6.1 Create New Applications

6.6.1.1 Undertake the development and acquisition of new software as the need and justification warrants. Such undertakings shall be initiated only after the project has been shown to be of positive benefit to Saginaw County. ISS shall prioritize and allocate resources to such projects according to the benefits each accords to Saginaw County. Any software developed or acquired shall meet the needs of the user community and shall be compatible with the existing hardware and software.

6.6.2 Maintain Existing Software

6.6.2.1 Maintain, enhance and replace the software used on the central site equipment as needed, justified and possible. Such actions shall be undertaken in a manner, which will minimize the effect on the user community, provide the greatest benefit at the least cost and provide for future needs.

6.6.3 Document All Systems

6.6.3.1 Maintain accurate documentation for all software used on the central site equipment. Such documentation shall be in a form specified by the ISS standards manual.

6.6.4 Train Users

6.6.4.1 Users will be trained on the software that they use. All pertinent documentation shall be made available to the users as the need warrants.

6.6.5 Support the Users
6.6.5.1 Personnel will answer questions about and resolve problems with the software used on the central site equipment. Every effort shall be made to handle problems in a timely manner and resolve them correctly on the first attempt.

6.7 Consulting Services. ISS shall act as a consultant to Saginaw County departments as requested or deemed necessary. The scope of such consultations shall be to provide information and recommendations on issues related to data processing.

6.8 Research. ISS shall conduct research, either on its own initiative or in response to requests from others into areas related to data processing which show promise of being of benefit to Saginaw County or its agencies.

6.9 Capacity Planning. ISS shall plan for the future. The department shall monitor its own operation as well as the operation of the County as a whole so that it may attempt to anticipate the needs and changes, which will impact the data processing needs of the County. To this end, ISS shall:

6.9.1 Create Planning Documents

6.9.1.1 Prepare and maintain both short range and long range planning documents which detail the foreseeable data processing needs of the County. These documents shall be reviewed and updated on a quarterly basis or as new information becomes available.

6.9.1.2 These documents will set forth the known or anticipated needs in the areas of hardware, software, personnel, actions and detail areas that will require further research.

6.9.2 Monitor System Use For the Purpose of Capacity Planning

6.9.2.1 Put in place procedures for monitoring the capacity and usage of the resources under its control. The information gained from this monitoring shall be used to analyze the effect that any anticipated growth will have on the performance of the central site equipment.

6.10 Disaster Recovery. ISS shall, in cooperation with the user, design and test plans which will permit the users to continue operation in the event of a data processing disaster.

6.10.1 Information Systems and Services Responsibilities

6.10.1.1 ISS shall be responsible for initiating the disaster planning process. They shall ensure that adequate data processing resources are allocated to complete the plan and to perform any preparatory functions the plan details.
6.10.1.2 Should a disaster occur and ISS be unable to provide service to its users, the ISS shall notify the affected parties of the situation. Each user shall then have the option of implementing their disaster plan.

6.10.1.3 A complete overview of the Disaster Recovery Plan is contained in the Standards and Procedures Manual.

6.10.2 User Department Responsibilities

6.10.2.1 It is the responsibility of the user to provide personnel and time so that a workable disaster plan may be developed. The user must determine which data processing functions their office must continue to perform in the event of a disaster and what data will be required to perform these functions.

6.10.2.2 The user shall be responsible for providing the necessary resources to operate their department in the event of an emergency and shall bear any additional costs incurred.

6.11 PC Center. ISS shall operate a center, which is responsible for the support of personal computers used by Saginaw County. However, the ultimate responsibility for personal computer use rests with the user.

6.11.1 The responsibility of ISS includes the following:

6.11.1.1 Physical and data security

6.11.1.2 Provision of personnel for operation including a backup

6.11.1.3 Allocation of time for training

6.11.1.4 Backup of data and cleanliness of equipment

6.11.2 The PC Center personnel will assist the user in these functions.

6.11.3 The primary responsibilities of the PC Center shall be:

6.11.3.1 Definition of Supported Configurations

6.11.3.1.1 A limited number of personal computer configurations will be supported in order to assure a level of standardization and effective use of technical support personnel. The PC Center shall determine and maintain specifications regarding hardware configurations, suggested vendors, supported operating systems, approved
communications, add in boards and supported
application software.

6.11.3.1.2 ISS will not install or support illegal or unlicensed
copies of copyrighted software. True public domain
software will be supported if possible.

6.11.3.2 Support of Users

6.11.3.2.1 Support of personal computer users shall be
centralized and managed in the PC Center. Initial
PC installations, on going assistance and trouble
 shooting for supported hardware and software will
be provided by the PC Center. Training in personal
computer concepts, hardware operation and
software applications will be in the PC Center.

6.11.3.3 Education of Users

6.11.3.3.1 PC Center personnel will be available to provide the
best possible education to the users. They will tailor
education curricula for supported software to the
particular needs of each user. Pre-requisites will be
established for all classes.

6.11.3.4 Maintain a Library of Surplus Software

6.11.3.4.1 Collect unused software and prior editions and
reallocate it as appropriate, provided there is no
violation of copyright law.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has
determined that this policy as submitted to the Board of Commissioners contains the
necessary substance in order to carry out the purpose of the policy. The County Civil
Counsel has determined that this policy as submitted contains content that appears to be
legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE: Saginaw County Controller/CAO

APPROVED AS TO LEGAL CONTENT: Saginaw County Civil Counsel

APPROVED: November 23, 1999
1. PURPOSE: The County of Saginaw desires to permit County employees to take advantage of discount programs, without creating perceptions of impropriety and in a manner which would not interfere with County business and which would treat all such requests for solicitation equally. The purpose of this Saginaw County Policy For Employee Solicitation By Private Businesses is to establish administrative regulations which standardize procedures which private businesses must follow in order to offer discounts to County employees and to identify how the discounts will be made known to County employees.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Departments, Department Heads, Elected Officials, Employees and Agencies of Saginaw County.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy. Department Heads and Elected Officials shall be responsible for the administration and overseeing of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 The County of Saginaw will allow private businesses to offer Saginaw County Employees discounts on goods and services when those businesses propose to offer such discounts in a blanket manner e.g., all County employees would be eligible for the same discount rate. The Controller's Office will administer this Policy using the following procedures:

6.1.1 A list will be developed by the Purchasing Division of the Controller’s Office of all companies offering County employees discounts on goods and services.

6.1.2 All businesses that offer a blanket discount shall be placed on the list, upon their request.

6.1.3 One copy of the list of companies offering discounts shall be posted in the administrative center of each major County facility, including the County Courthouse, Law Enforcement Center, Mental Health, Public Health and Juvenile Court.

6.1.4 All other types of employee solicitation by private companies marketing goods or services are prohibited. No posters, paycheck notices, signs,
flyers, personal visits, telephone contact or any other contact shall be allowed in any form.

6.1.5 Employees are prohibited from conducting personal business while at the workplace. Employees shall not arrange to purchase "door to door" goods or services on County property, nor shall they take delivery of such products nor participate in the marketing of such products.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

APPROVED AS TO SUBSTANCE: Saginaw County Controller/CAO
APPROVED AS TO LEGAL CONTENT: Saginaw County Civil Counsel

APPROVED: November 23, 1999
1. PURPOSE: It is the purpose of this policy to define standards, procedures, and restrictions for connecting to Saginaw County’s network(s) from external hosts via remote access technology.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to, but is not limited to, all Saginaw County employees, including full-time staff, part-time staff, contractors, freelancers, and other agents who utilize company- or personally-owned computers to remotely access the organization’s data and networks. Employment and/or affiliation with Saginaw County do not automatically guarantee the granting of remote access privileges.

3.1 Any and all work performed for Saginaw County on said computers by any authorized remote users through a remote access connection of any kind, is covered by this policy. Work can include (but is not limited to) e-mail correspondence, Web browsing, utilizing intranet resources, and any other company application used over the Internet. Remote access is defined as any connection to Saginaw County’s network and/or other applications from off-site locations, such as the employee’s home, a hotel room, airports, cafés, satellite office, wireless devices, etc., pursuant to Policy #138.

4. RESPONSIBILITY: The Saginaw County Information Systems and Services Department (SCISS) of the Saginaw County Controller's Office shall be responsible for the implementation and enforcement of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Supported Technology

6.1.1 All remote access will be centrally managed by Saginaw County’s Information Systems and Services (SCISS) department and will utilize encryption and strong authentication measures. Remote access connections covered by this policy include (but are not limited to) Internet dial-up modems, frame relay, ISDN, DSL, VPN, SSH, cable modems, proprietary remote access/control software, etc.

6.1.2 Saginaw County requires all client hardware and software to conform to its security standards. While a variety of computer hardware and software platforms are available to use for connections, not all combinations will meet Saginaw County’s standards; computer equipment that is not able to
meet the standards set by SCISS will not be allowed to participate in remote access sessions.

6.1.3 Saginaw County ISS staff may work with users, providing minimal support and hardware/software recommendations. However, it is the responsibility of the remote access user to allocate hardware and software support, as needed, for problems beyond the immediate scope of the remote access connection; SCISS reserves the right to define said scope. If deemed necessary, users with hardware/software problems may have their remote access service suspended, pending the completion of necessary computer repairs, if ISS has deemed the equipment a security threat. It is the user’s responsibility to advise SCISS when their equipment is in for service, to insure that remote access for that device is removed, pending return of the equipment to the user.

6.2 Eligible Users

6.2.1 All users requiring the use of remote access for business purposes must go through an application process that clearly outlines why the access is required and what level of service the user needs should his/her application be accepted. Application forms must be approved and signed by the employee’s unit manager, supervisor, or department head before submission to the SCISS department.

6.2.2 Users may use privately owned connections (under ‘Supported Technology’) for business purposes. If this is the case, the SCISS department must approve the connection as being secure and protected. However, Saginaw County’s ISS department cannot and will not technically support a third-party ISP connection or hotspot wireless ISP connection; this includes computers and other non-county equipment. All expense forms for reimbursement of cost (if any) incurred due to remote access for business purposes (i.e. Internet connectivity charges) must be submitted to the appropriate unit or department head. Financial reimbursement for remote access is not the responsibility of the SCISS department.

6.3 Appropriate Use

6.3.1 It is the responsibility of any user with remote access privileges to ensure that their remote access connection remains as secure as his or her network access within the office. It is imperative that any remote access connection used to conduct Saginaw County business be utilized appropriately, responsibly, and ethically. Therefore, the following rules must be observed:

6.3.2 The use of wireless network equipment by approved remote access users brings with it certain security risks, and therefore must be pre-approved
(certified) by Saginaw County ISS, prior to receiving remote access; the addition of associated hardware by an approved user, without prior notification and approval by SCISS, is prohibited, and may result in the suspension of remote access privileges.

6.3.3 Remote access users will use secure remote access procedures. This will be enforced through public/private key encrypted strong passwords in accordance with Saginaw County’s password policy. Authorized remote users agree to never disclose their passwords to anyone, particularly to family members if business work is conducted from home. Disclosure of this information to others is a direct violation of this policy and will result in immediate loss of remote access privileges.

6.3.4 All remote computer equipment and devices used for business interests, whether personal- or company-owned, must display reasonable physical security measures. Computers will have installed whatever antivirus software deemed necessary by Saginaw County’s SCISS department. Users with High-Speed Internet connections such as, but not limited to, DSL/CABLE/ISDN, will need to be utilizing a hardware and/or software Firewall, subject to evaluation by Saginaw County ISS.

6.3.5 Remote users using public hotspots for wireless Internet access must employ for their devices a company-approved personal firewall, VPN, and any other security measure deemed necessary by the SCISS department. VPNs supplied by the wireless service provider should also be used, but only in conjunction with Saginaw County’s additional security measures. VPN connections will be configured with no less than 128-bit encryption, configured as deemed necessary by SCISS. Users must maintain password security, changing passwords with a frequency and manner that is consistent with the currently established password security policy, as managed and maintained by SCISS.

6.3.6 Any remote connection (i.e. hotspot, ISDN, frame relay, etc.) that is configured to access Saginaw County resources must adhere to the authentication requirements of Saginaw County’s ISS department; in addition, all hardware security configurations (personal or company-owned) must be approved by Saginaw County’s ISS department.

6.3.7 No authorized remote user will make any modifications of any kind to the remote access connection without the express approval of Saginaw County’s ISS department. This includes, but is not limited to, split tunneling, dual homing, non-standard hardware or security configurations, etc.

6.3.8 In order to avoid confusing official company business with personal communications, users with remote access privileges must never use non-company e-mail accounts to conduct Saginaw County business.
6.3.9 No authorized remote user is to use Internet access through company networks via remote connection for the purpose of illegal transactions, harassment, competitor interests, or obscene behavior, in accordance with other existing Saginaw County policies.

6.3.10 All remote access connections must include a “time-out” system. In accordance with Saginaw County’s security policies, remote access sessions will time out after 20 minutes of inactivity, and will terminate after two (2) hours of continuous connection. Both time-outs will require the user to reconnect and re-authenticate in order to re-enter Saginaw County’s networks. Should a remote user’s account be inactive for a period of 30 days, access account privileges will be suspended until the SCISS department is notified.

6.3.11 If a personally- or company-owned computer or related equipment used for remote access is damaged, lost, or stolen, the authorized remote user will be responsible for notifying their manager and Saginaw County’s ISS department immediately.

6.3.12 The authorized remote access user also agrees to immediately report to their manager and Saginaw County’s ISS department any incident or suspected incidents of unauthorized access and/or disclosure of Saginaw County company resources, databases, networks, etc.

6.3.13 The authorized remote access user also agrees to and accepts that his or her access and/or connection to Saginaw County’s networks may be monitored to record dates, times, duration of access, etc., in order to identify unusual usage patterns or other suspicious activity. As with in-house computers, this is done in order to identify accounts/computers that may have been compromised by unauthorized parties.

6.3.14 Saginaw County will not reimburse remote access users for business-related remote access connections made on a pre-approved privately owned ISP service.

6.4 Non-Compliance

6.4.1 Failure to comply with the Remote Access Policy and Agreement may result in the temporary or permanent loss of remote access privileges, legal or disciplinary action, and possibly termination of employment or Saginaw County business relationships.

7. ADMINISTRATIVE PROCEDURES: The Information Systems and Services Department of the Saginaw County Controller's Office shall be responsible for the implementation and enforcement of this policy; and to ensure the highest security levels are maintained to protect Saginaw County’s databases and network infrastructure.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: December 9, 2003
1. PURPOSE: It may be necessary for the County of Saginaw to obtain social security numbers in the ordinary course of business and in accordance with the law. Based upon this, and pursuant to the Michigan Social Security Number Privacy Act, being MCL 445.81, et seq., it is the policy of the County of Saginaw to protect the confidentiality of social security numbers to the fullest extent practicable. No person shall knowingly acquire, disclose, transfer, or use the social security number of any employee or other individual unless in accordance with the procedures and rules established by this policy and pursuant to Federal and State law.

2. AUTHORITY: Saginaw County Board of Commissioners

3. APPLICATION: This policy applies to all County employees, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 Public Display. Social security numbers shall not be placed on identification cards, badges, time cards, employee rosters, bulletin boards, or any other materials or documents designed for public display.

   6.2 Access to Social Security Numbers. Only persons authorized by the department head shall have access to social security numbers.

   6.3 Mailed or Transmitted Documents. County documents containing social security numbers shall only be sent in cases where state or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that social security numbers appear in the document. Documents containing social security numbers that are sent through the mail shall not reveal the number through the envelope window or otherwise be visible from outside of the envelope or package. Social security numbers shall not be sent through email unless the connection is secure or the number is encrypted. No person shall be required to send his or her social security number through email unless the connection is secure or the number is encrypted.

   6.4 Public Records. Where a social security number is contained within a document subject to release under the Freedom of Information Act, the social security number shall be redacted.
6.5 Storage and Disposal. All documents or files that contain social security numbers shall be stored in a physically secure manner. Social security numbers shall not be stored on computers or other electronic devices that are not secured against unauthorized access. Documents or other materials containing social security numbers shall not be thrown away in the trash; they shall be discarded or destroyed only in a manner that protects their confidentiality, such as shredding.

6.6 Information Collected. Social security numbers should only be collected where required by federal or state law or otherwise permitted under the Michigan Social Security Number Privacy Act.

6.7 Accountability. Any person who fails to comply with this policy shall be subject to discipline, up to and including discharge.

6.8 Accordance with the law. This policy shall be interpreted, and construed in accordance, with the Michigan Social Security Number Privacy Act.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:

Saginaw County Controller/CAO Saginaw County Civil Counsel

ADOPTED: October 25, 2005
1. PURPOSE: It is hereby declared to be contrary to the public policy of the county of Saginaw for any persons to be discriminated against in employment, housing, or participation in publicly funded programs because of race, religion, national origin, color, sex, marital status, age or handicap.

2. AUTHORITY: Saginaw County Board of Commissioners

3. APPLICATION: This policy applies to all County employees, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Employment. The opportunity to obtain employment without discrimination because of race, religion, national origin, color, sex, marital status, age, or handicap is hereby recognized and declared to be a civil right. Further, it shall be contrary to the public policy of the county of Saginaw for any employer to discriminate in hire, promotion, tenure, terms or conditions of employment because of race, religion, national origin, color, sex, marital status, age or handicap.

6.2 Housing. The opportunity to purchase, lease, sell, hold, use, and convey housing without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right.

6.3 Publicly Funded Programs. The opportunity to participate in federal, state, and locally funded programs without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.
Approved as to Substance:

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Saginaw County Controller/CAO

ADOPTED: February 18, 2014

Approved as to Legal Content:

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Saginaw County Civil Counsel
GENERAL FINANCIAL POLICY

1. PURPOSE: The purpose of this policy is to:

1.1 Formulate a written County policy and define a clear policy direction for the County with respect to the financial planning and management.

1.2 Assure that the County maintains a balanced budget for the current year and in future years.

1.3 Serve as a planning tool in the formulation of future budgets by setting forth the general financial parameters from which the budget drafters are to work.

1.4 Communicate to County Elected Officials, Department Heads, and the Public, the formal financial policy of the Board Commissioners.

1.5 Assist in the preparation of an overall County Fiscal Integrity Plan.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all County Elected Officials, Departments and Agencies of Saginaw County.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 Revenue Policy

6.1.1 The County will try to maintain a diversified, stable revenue system to shelter it from short run fluctuations in any one revenue source. The Controller's Office will estimate its annual revenues by an objective and analytical process. Revenues will be projected for the next three years and will be updated annually in accordance with P.A. 621 of 1978. Each existing and potential revenue source will be re examined annually with the respective Department Head to determine its accuracy. The County will maintain a sound equalization review system to maintain property values current. Property will be assessed at fifty percent (50%) of true market value in accordance with Constitutional and statutory requirements.
6.1.2 The County will establish all user charges and fees at a level related to the cost of providing those services where permitted by statute or ordinance. Each year the County will recalculate the full cost of activities supported by user fees to identify the impact of inflation and other costs. The Controller's Office will revise user fees for review by the Board of Commissioners. The County will set fees and user charges for each Enterprise Fund such as water, sewer and airports at a level that fully supports the total direct and indirect cost of the activity including the cost of annual depreciation of capital assets where possible. The County will set fees for other user activities such as recreational services at a level to support the direct and indirect cost of the activity where possible.

6.2 Expenditure Policy

6.2.1 The Controller's Office will estimate the County's annual expenditures by an objective, analytical process in accordance with P.A. 621 of 1978. Projections will be made at a minimum for expenditures for the next three years and will be updated annually. Each existing and potential expenditure will be reexamined annually to determine if it is necessary and reasonable.

6.2.2 Purchases for operating expenses and capital improvements will be made in accordance with Board of Commissioners’ adopted policies.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
1. PURPOSE: The purpose of this policy is to establish an orderly procedure that specifies how claims are to be processed and provides for Elected Officials and Department Heads to authorize his/her department's expenditures, the Controller's Office to review the claim and to submit the claim to the Board in a timely manner.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Elected Officials, Departments and Agencies of Saginaw County.

4. RESPONSIBILITY: The Controller’s Office shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 The following is the general claims procedure established for those claims which, under statute, require the approval of the Saginaw County Board of Commissioners:

6.1.1 Each Elected Official and/or appointed Department Head shall receive the original invoice for a claim against his or her respective department. Upon receipt of the invoice, the Department Head/Elected Official shall review said invoice and cause a computerized voucher to be prepared authorizing the expenditure of funds provided funds are available and were appropriated in the budget. On this voucher, which shall be designed by the Controller's Office, the Department Head/Elected Official shall indicate the appropriate fund, activity and account number to which this expenditure is to be charged and sign his/her name authorizing said expenditure. The voucher, along with the original invoice, proof of delivery and such other information as deemed appropriate, shall be submitted to the Controller's Office – Financial Services Division.

6.1.2 The Controller's Office – Financial Services Division, is charged with the specific responsibility of reviewing the voucher (claim) for payment. This audit shall consist, at a minimum, of the following: comparing the quantity, unit price and description of the goods or services received with the corresponding purchase order and/or Board resolution, if required; verifying all calculations; reviewing for appropriate account number charged, checking conformity to purchasing policies established by the
Board and verifying signature of authorized Department Head/Elected Official or designee.

6.1.2.1 Upon completing the review, the Controller's Office – Financial Services Division shall either cause to be prepared an "Audit Listing of Open Items Summarized by Fund" and an "Audit Listing of Open Items by Voucher Number" for those which have all supporting documents, or the original invoice and incomplete voucher claim shall be returned to the submitting department along with a note explaining what information is deficient. Both approved audit listings and a transmittal shall be submitted to the Board of Commissioners at least four (4) working days prior to the Budget and Audit Subcommittee meeting in which said claims are to be reviewed and recommended to the Board.

6.1.3 The Board of Commissioners shall receive the "Audit Listing of Open Items Summarized by Fund" and an "Audit Listing of Open Items by Voucher Number" and shall forward the listing of claims to the Budget and Audit Subcommittee. The listing of claims shall include only those claims that have been submitted to the Board Office by the Controller's Office – Financial Services Division. This claims listing, at a minimum, shall include the payee's name (vendor) and dollar amount of the claim.

6.1.3.1 Original voucher documents shall be retained in the Financial Services Division.

6.1.3.2 The List of Claims (list) shall have designated thereon by the Clerk what action has been taken by the Board of Commissioners as to each claim. The "list" shall be retained in a book of claims by the Controller's Office – Financial Services Division, which shall be certified as reflecting the official action of the Board as to each claim by the Clerk. On a weekly basis, the Controller's Office – Financial Services Division shall authorize the printing of the checks and the creation of a check register for payment of the claims to be approved by the Board of Commissioners. The original check register shall be retained and filed by the Controller's Office – Financial Services Division. One copy of the check register shall be sent to the Treasurer authorizing him/her to process checks.

6.1.4 After the checks are printed, the checks shall be forwarded to the County Treasurer's Office for processing and mailing as determined by the County Treasurer. The vouchers and supporting documentation shall be retained and filed by the Controller's Office – Financial Services Division.
6.2 The County Controller is hereby granted the authority to authorize payment without additional action by the Board of Commissioners under the following circumstances for items within the budget:

6.2.1 Implementation of any and all provisions of collective bargaining agreements and other compensation plans adopted by the Board of Commissioners.

6.2.2 Payment of premiums on insurance policies including, but not limited to, health insurance, life insurance, dental insurance, unemployment insurance and others.

6.2.3 Payments provided for within the provisions of any and all contracts authorized by and approved by the Board of Commissioners.

6.2.4 Replenishment of petty cash accounts within the various departments to the extent provided in departmental budgets.

6.2.5 Postage to the extent provided in departmental budgets.

6.2.6 Jury, witness and attorney fees by order of the Circuit Courts, District Courts and Probate Courts.

6.2.7 Any invoices providing for a discount if paid within a specified period provided such invoices shall not be paid if such time period will allow consideration by the Board of Commissioners without loss of discount and further, provided that they have been budgeted in the departmental budget.

6.2.8 Any and all utility bills, including but not limited to electrical, heating, natural gas, telephone, water and sewage.

6.2.9 Travel and registration claims to the extent provided in departmental budgets.

6.2.10 Payments made to the State of Michigan for State Institutions.

6.3 The above claims shall be reported to the Board of Commissioners at least on a monthly basis and are to be filed by the Controller's Office – Financial Services Division after receipt by the Board in the Book of Claims as approved claims pursuant to this resolution.

6.4 The Budget and Audit Subcommittee of the Board of Commissioners shall, at least bi-monthly, review, audit and approve the claims and forward same to the Board of Commissioners for approval at the next Board meeting. If the Budget and Audit Committee refuses to pay any particular claim, the Controller's Office – Financial Services Division shall inform the appropriate Department of said refusal and request clarification by the Department Head as to the expenditure,
prior to resubmitting to the Budget and Audit Subcommittee. The Budget and Audit Subcommittee's recommendations may be changed by the full Board of Commissioners.

6.5 Payments made from non general fund, trust and agency accounts maintained by the County on behalf of other boards or agencies upon authorization of any Statutory Board or Agency with the authority to approve and authorize the distribution of sums from accounts maintained on their behalf may be made without Board approval by the County Controller.

6.6 Payments to employees, elected officials, department or agency personnel employed by (or conducting business with) Saginaw County for travel, meals, lodging or attendance at events, will not be advanced prior to the event in question.

7. ADMINISTRATIVE PROCEDURES: The Controller’s Office shall be responsible for developing and implementing requested forms or extending procedures as necessary.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  Approved as to Legal Content:

_________________________________  _________________________
Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED:  November 23, 1999
AMENDED:  November 17, 2009
1. PURPOSE: The Goals of this Policy are to:

1.1 Formulate a comprehensive written County Policy, which clearly defines the Board of Commissioners position with respect to tax increment financing;

1.2 Serve as a guideline for whether the Staff Evaluation Committee should encourage the Board to voice approval or disapproval for a specific Downtown Development Authority (DDA), Local Development Financing Authority (LDFA) and Tax Increment Financing Authorities (TIFA's);

1.3 Assist the County in evaluating the specific economic impact of a given tax increment financing proposal on the County for the current and future years;

1.4 Set in place a method for evaluating current and future policy in the taxation and economic development area; and

1.5 Communicate to County Elected Officials, Department Heads, Municipalities and the General Public the formal County policy with respect to tax increment financing.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Elected Officials, Departments and Agencies of Saginaw County.

4. RESPONSIBILITY: The County Equalization Director shall be responsible for the implementation of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 It is the policy of the Saginaw County Board of Commissioners to support economic development and rational tax increment financing which is beneficial to the County as a whole and to support local tax increment financing where appropriate. Economic development is vital to local municipalities, as well as, the County and should be supported in principle and in practice. In determining, to what extent and for what duration, whether a specific DDA, LDFA or TIFA is to be supported or opposed by the County, the County will review at least the following factors:
6.1.1 With respect to a DDA, is the DDA located within an existing area, "principally and primarily used for business"?

6.1.2 With respect to a LDFA, is the township an "Urban Township"?

6.1.3 With respect to TIFA, is the TIFA located in an area of "substantially declining property values"?

6.1.4 Is the proposed tax increment financing located in a general area of "substantially declining property values" and "necessary for the development or rehabilitation of the area"?

6.1.5 What is the number of projected jobs saved or to be created, net of any transfers of employment within the area? Is this proposed tax increment financing plan a benefit or detriment to the local unit?

6.1.6 What is the anticipated captured taxable value, what is the cost in terms of lost tax revenues to the County versus the benefits to the County as a whole and what is the anticipated captured taxable value?

6.1.7 How long will the tax abatement last, how specific is the plan, and what is the cost and benefit to the local unit of government for financing utilizing tax increment financing? Does the plan outline the scope of the proposed projects, the amount of money to be borrowed, and the extent to which captured taxable value is to be relied upon?

6.1.8 What will the local unit do with the revenues captured from the DDA, LDFA and TIFA? Are projects allowable under the law? Will the revenue be spent for the benefit of the development area?

6.1.9 Is the local unit of government willing to submit to Saginaw County annual reports of revenues, expenses and fund balances related to the tax abatement?

6.1.10 On the whole, is this proposed tax increment financing plan a benefit or detriment to the County?

7. ADMINISTRATIVE PROCEDURES: The Staff Evaluation Committee (which consists of a representative selected by the Chairman of the Board, Equalization Director, Civil Counsel, Planning Director, and County Treasurer) will review and recommend to the Board of Commissioners an action, based on the above mentioned criteria.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Council has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.
Approved as to Substance:
Saginaw County Controller/CAO

ADOPTED: November 23, 1999
AMENDED: February 26, 2002

Approved as to Legal Content:
Saginaw County Civil Counsel
1. PURPOSE: The intent and purpose of this Policy is to:

   1.1 Formulate a written County Policy for making investment decisions in compliance with State law;

   1.2 Formally re-designate the Saginaw County Treasurer as the County's authorized Investment Officer;

   1.3 Define the approved types of investments and maturities the County Board of Commissioners desires to authorize the County Treasurer to invest in;

   1.4 Communicate with Brokers, Dealers, Bond Rating Agencies, Investors, the General Public and others, the County Policy with respect to investments.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This investment policy applies to Saginaw County's general investments managed by the County Treasurer. This policy does not apply to assets held in Retirement Funds or Employee Benefit Funds.

4. RESPONSIBILITY: The Saginaw County Treasurer is responsible for the implementation of this policy.

5. DEFINITION(S): Description of Investments which comply with the requirements of Public Act 20 of 1943, as amended (MCL 129.9l).

   5.1 US Treasury Bills--Obligations of the United States Government sold at a discount from par with a specific maturity date up to a maximum maturity of one year. Available in minimum denominations of $10,000 and increments of $5,000 thereafter, interest is discounted and calculated using actual number of days in a 360-day year.

   5.2 US Treasury Notes--Obligations of the United States Government bearing interest payable at six-month intervals until maturity. Maturities are from one to ten years. Denominations after a minimum of $5,000 are in $1,000 multiples.

   5.3 US Treasury Bonds--Similar to notes except original maturities are ten years and longer. Interest is generally payable on February and August 15 or May and November 15, comparable to US Treasury Notes.

   5.4 US Treasury Strips--Separate Trading of Registered Interest and Principal of Securities
5.5 TINTS--Treasury Interest Securities

5.6 PRINS or STRIP Ps--Treasury Principal Securities

5.7 CUBES--Coupons Under Book Entry System

5.8 US Government Agency Obligations--Obligations issued by various independent federal agencies which are separate corporate entities and which are not direct obligations of the United States Government.

5.9 Certificate of Deposit - CD--A receipt of funds deposited in a financial institution for a specified period at a specified rate of interest. A negotiable receipt may be in bearer or registered form and can be traded in the secondary market. A non-negotiable receipt is always registered and has no secondary market. Denominations can be any agreed amount and interest is normally calculated using actual number of days on a 360-day year. However, each financial institution's calculations vary, and the investor should ask to avoid misunderstanding.

5.10 Savings Deposit Receipt--A non-negotiable receipt evidencing a deposit with interest to be paid at a stated rate. Maturity may be fixed, but normally is subject to presentation by the depositor for payment. The amounts may be small or large but Federal Regulations will regulate the interest rate to be paid. This instrument is somewhat outdated due to popularity of regular passbook and statement savings accounts with daily interest.

5.11 Savings Account--A deposit evidenced by a passbook or monthly statement. Entries are made for each deposit and withdrawal and interest is paid in accordance with the policy of the financial institution. It is often used to accumulate small amounts of funds until a larger, higher yielding investment can be made.

5.12 Commercial Paper--Short term, unsecured debt obligation issued by a bank holding company, finance company, utility or industrial company to raise short term cash.

5.13 Repurchase Agreement--Not a security but a contractual arrangement between a financial institution or dealer and an investor. The agreement normally can run for one to thirty days, but some can go longer. The investor puts up his funds for a certain number of days at a stated yield. In return, he takes title to a given block of securities as collateral. At maturity, the securities are returned and the funds repaid plus interest. Usual amounts are $500,000 or more, but some repurchase agreements can be smaller. Interest is calculated the same as certificates of deposit.
5.13.1 Extreme caution should be exercised to obtain an undivided interest in the securities under repurchase agreement. Furthermore, if the securities are held for you in safekeeping, they should be held in a customer-segregated safekeeping account, preferably by a third party.

5.13.2 The securities under repurchase agreement should also be "Marked-to-Market" meaning that the value of the securities should be maintained during the entire life of the agreement at levels equal to or greater than the amount advanced for the agreement.

5.14 Bankers' Acceptance -- A negotiable time draft or bill of exchange drawn on and accepted by a commercial bank. Acceptance of the draft irrevocably obligates the bank to pay the bearer the face amount of the draft at maturity. Bankers' acceptances are usually created to finance the import and export of goods, the shipment of goods within the United States and the storage of readily marketable staple commodities. Bankers' acceptances are sold at a discount from par similar to US Treasury Bills, and, since an acceptance is tied to a specific loan transaction, the amount and maturity of the acceptance are fixed.

5.15 Investment Pools-- Those investment pools organized under the authority of the Urban Cooperation Act of 1967, 1967 (ExSess) PA 7 (MCL 124.501 to 124.512), the Surplus Funds Investment Pool Act, 1982 PA 367 (129.111 to 129.118) and the Local Government Investment Pool Act, 1985 PA 121, (MCL 129.141 to 129.150). Those pools are managed by contractual agreement contained in the interlocal agreement, banks and the County Treasurer, respectively. All of the pools are limited to investments described in section 1 (l) (a) through (g) of Public Act 20 of 1963 as amended.

6. POLICY:

6.1 Prudence Standards

6.1.1 Investments shall be made by the County Treasurer based on his/her best judgment under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs, not for speculation, but for investment, considering the probable safety of the principal, as well as, liquidity and probable income to be derived from the respective investments.

6.1.2 The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. The County Treasurer shall act in accordance with written procedures and this Investment Policy, exercise due diligence and shall be relieved of personal responsibility for an individual security risk or market price changes.
6.2 Objectives

6.2.1 The primary objectives of this Policy, in compliance with Act 20 of Public Act of 1943, as amended by P.A. 196 of 1997, in priority order, of the County's investment activities shall be:

6.2.1.1 Safety: Safety of principal is the foremost objective of the investment program. Investments undertaken on behalf of the County must seek to ensure the preservation of principal in the overall portfolio after consideration of credit worthiness of the specific security.

6.2.1.2 Diversification: The investments will be diversified by security type and institution in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

6.2.1.3 Liquidity: Investment maturities should be matched to the cash needs of the County allowing for sufficient liquid assets in order to enable the County to meet all cash operating requirements, which might be reasonably anticipated. The County will strive to invest daily all of its available cash.

6.2.1.4 Market Rate of Return: Investments should yield a rate of return commensurate with a recognized level of risk for like investments. The County's investment portfolio shall be designed with the specific objective of attaining a market rate of return through the various economic cycles taking into account the investment risk, legal constraints on investments, County policy constraints on investments and cash flow requirements.

6.3 Delegation of Authority to Invest

6.3.1 The authority to manage the County's investment program is derived from the following:


6.3.1.2 This Resolution designating the Saginaw County Treasurer as the County Investment Officer, or in his absence, the Deputy County Treasurer.
6.3.2 Management responsibility for the overall investment program is hereby delegated exclusively to the County Treasurer, or in his absence, the Deputy County Treasurer.

6.4 Authorizes Investments

6.4.1 The County Treasurer is authorized to invest in the following types of securities authorized by Public Act 20 of 1943, as amended by Public Act 196 of 1997.

6.4.1.1 Bonds, securities and other obligations of the United States or any agency or instrumentality of the United States.

6.4.1.2 Certificates of deposit, savings accounts, deposit accounts or depository receipts of a financial institution.

6.4.1.3 Commercial paper rated at the time of purchase at the highest classification (except for GMAC) established by not less than 2 standard rating services and that matures not more than 270 days after the date of purchase.

6.4.1.4 Repurchase agreements consisting of instruments in Section 6.4.1.1 above.

6.4.1.5 Bankers' acceptances of United States banks.

6.4.1.6 Obligations of this state or any of its political subdivisions that at the time of purchase are rated as investment grade by not less than (l) standard rating service.

6.4.1.7 Obligations described in Sections 6.4.1.1 through 6.4.1.6 above, if purchased through an interlocal agreement under the Urban Cooperation Act of 1967. 1967 (ExSess) PA 7, MCL 124.501 to 124.512.

6.4.1.8 Investment pools organized under the Surplus Funds Investment Pool Act, 1982 PA 367, MCL 129.111 to 129.118.

6.4.1.9 Investment pools organized under the local government Investment Pool Act, 1985 PA 121, MCL 129.141 to 129.150.
6.4.1.10 Mutual Funds registered under Investment Company Act of 1940, Title I of Chapter 686, 54 Stat. 789, 15 U.S.C. 80a-3 and 80a-64, with authority to purchase only investment vehicles that are legal for direct investment by a public corporation. The Mutual Fund must be limited to securities whose intention is to maintain a net asset value of $1 per share. Only the interest rate will differ from day to day.

6.5 Safekeeping and Custody

6.5.1 It shall be the responsibility of the County Treasurer to determine which securities will be held by a third party custodian. Securities held in safekeeping by a third party custodian shall be evidenced by a safekeeping receipt.

6.6 Reporting

6.6.1 The County Treasurer shall provide at least a quarterly investment report to the Board of Commissioners showing in summary form security type, average maturity, portfolio yield and other information necessary to ascertain whether investment activities during the reporting period have conformed to this Policy.

6.7 Investment and Banking Objectives

6.7.1 As funds become available from time to time for deposit or investment, the County Treasurer shall determine, consistent with the objectives of this Policy and other applicable Board resolutions, whether such funds shall be deposited in demand deposits or deposited or invested in authorized investments to be made or acquired.

6.7.2 The County Treasurer shall seek to obtain quotations for the purpose of selecting each authorized investment.

6.7.3 The County Treasurer shall, whenever possible, accept the quotation providing the County with the greatest return on its investment.

6.7.4 However, the County Treasurer's foremost responsibility is to comply with the Section 6.2 objectives of safety, diversification, liquidity and market rate of return.

7. ADMINISTRATIVE PROCEDURES: NONE
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
ACKNOWLEDGMENT OF RECEIPT OF INVESTMENT POLICY
AND AGREEMENT TO COMPLY

I have read and fully understand Act 20 PA 1943, as amended, and the Investment Policy of the County of Saginaw. Any investment advice or recommendation on investments given by _____, representing _________ to the Saginaw County Treasurer shall comply with the requirements of Act 20 PA 1943, as amended, and the investment Policy of the County of Saginaw. Any existing investment not conforming with the statute or the policy will be disclosed promptly to the Saginaw County Treasurer.

By:

Title: __________________

Date:

Respectfully submitted,

COMMITTEE ON APPROPRIATIONS

________________________

Chair

Vice Chair
1. PURPOSE: The purpose of this policy is to authorize and regulate electronic transactions of public funds by Saginaw County and to establish the procedures and internal controls necessary to carry out the policy.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy shall govern the use of electronic transactions and automated clearing house (ACH) arrangements for Saginaw County.

4. RESPONSIBILITY: The County Treasurer shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S):

   5.1 Electronic Transaction: An electronic payment, debit, or credit transfer processed through an automated clearing house.

   5.2 Automated Clearing House (ACH): An organization that has the authority to process electronic payments, including, but not limited to, the national automated clearing house association and the federal reserve system.

   5.3 ACH Arrangement: An agreement between the originator of an electronic transaction and the receiver of an electronic transaction.

6. POLICY:

   6.1 Authority to Enter into ACH Agreements and Electronic Transfer of Public Funds: The treasurer may enter into ACH Agreements, as provided by PA 738 of 2002, effective December 30, 2002. The Saginaw County Board of Commissioners shall have adopted a resolution to authorize electronic transactions and have received a copy of the policy. Applicable definitions in the act shall apply. An ACH arrangement under PA 738 of 2002 is not subject to the Revised Municipal Finance Act, 2001 PA 34, MCL 141.2101 to 141.2821, or to provisions of law or charter concerning the issuance of debt.

   6.2 Responsibility for ACH Agreements: The treasurer shall be responsible for the establishment of ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance of the ACH policy. The treasurer shall submit to the Saginaw County Board of Commissioners documentation detailing the goods or services purchased, the cost of goods or services, the date of the payments and the department levels serviced by payment. This report shall be contained in the electronic general ledger system.
6.3 Internal Accounting Controls to Monitor Use of ACH Transactions: The treasurer shall be responsible for the establishment of ACH agreements. The treasurer shall notify the responsible parties of those accounts to be paid by ACH or electronic transfers. Upon receipt of an invoice for payment for accounts paid by ACH, the responsible parties shall approve payment and notify the treasurer of the date of debit to the county accounts. Accounts payable by this method may include utility and recurring lease payments. These payments shall be included on the report of payments to the Saginaw County Board of Commissioners. All other invoices approved by the responsible parties and payable by ACH may be paid in that manner if deemed in the best interest of Saginaw County, e.g. to avoid a late fee. For payment of State and Federal payroll taxes, the treasurer shall initiate payment to the proper authority upon receipt of the information from the payroll department using the EFTPS and state program. For deposits from state, county, and/or federal authorities, and from third-party payment processors, e.g. (banks, vendors), the treasurer shall obtain the amount of the deposit and send an advice to the responsible parties for accounting records. All invoices shall be held by the responsible parties along with copies of the payment advices.

7. ADMINISTRATIVE PROCEDURES: The Treasurer is designated as Saginaw County's electronic transfer officer (ETO) and is responsible for administering and assuring compliance with this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be a legal activity of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: September 16, 2003
Subject: FEDERAL GRANT AWARDS POLICY

1. PURPOSE: This policy has been prepared in accordance with OMB 2 CFR 200 (Uniform Guidance). The purpose of this policy is to provide procedures for processing payments to vendors or contractors, to submit for and record Federal grant drawdowns (reimbursements), and to ensure Federal funds are spent only on allowable activities in accordance with the Uniform Guidance.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all departments that are awarded Federal Grants.

4. RESPONSIBILITY: The Controller’s Office shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: Words used herein shall be given the same meaning as provided in the Uniform Guidance.

6. Payments.

   6.1 A drawdown is one way the County requests money from the Federal government for various Federal grants and programs. This is an authorization to draw funds from Federal agencies within a stated amount of time for payment of specified contract or grant costs incurred by the County.

   6.2 Federal grant drawdown requests can use a letter of credit or a required form.

   6.3 The County’s payment methods must minimize the time elapsing between the transfer of funds from the US Treasury or the pass-through entity and the disbursement by the County to the vendor or contractor, whether the payment is made by electronic funds transfer, or issuance or redemption of checks, warrants, or other payment means.

7. Cost Principles. Saginaw County:

   7.1 Is responsible for the efficient and effective administration of the Federal award through the application of sound management practices.

   7.2 Assumes responsibility for administering Federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal award.

   7.3 Will employ whatever form of sound organization and management techniques may be necessary to assure proper and efficient administration of the Federal award.
7.4 Will provide for adequate documentation to support costs charged to the Federal award.

7.5 Will generally assure it is applying cost accounting principles on a consistent basis during the review and negotiation of indirect cost proposals.

7.5.1 Wherever wide variations exist in the treatment of a given cost item, the reasonableness and equity of such treatments should be fully considered.

7.6 Acknowledges that any profit resulting from Federal financial assistance may not be earned or kept, unless expressly authorized by the terms and conditions of the Federal award.

8. PROCEDURE:

8.1 Determine the amount to be drawn. Generally, the amount drawn is the difference between revenues received and actual expenditures. Advance payments, if allowable, must be limited to the minimum amounts needed and should be timed in accordance with the actual, immediate cash requirement of the approved program or project. The timing and amount must be as close as is administratively feasible to the actual disbursements.

8.2 Prepare any necessary forms. Depending on the Federal program, forms may need to be completed and submitted with the drawdown request to enable the request of funds. Federal agencies require recipients to use only OMB-approved standard government-wide information collection requests to request payment.

8.3 Receipt transaction. Grant Funds received by Saginaw County are deposited by the County Treasurer. Journal entry into the accounting system is completed by the Treasurer’s office when the funds are received electronically. Receipt transactions are distributed to the correct department by electronic notification, or inter-office mail.

8.4 Submit the transaction for certification. Using the Saginaw County Financial Management Instruction Guide for claims processing, the timing and amount of payment to vendors or contractors will be in accordance with the contract provisions. When the reimbursement method is used, the Federal awarding agency or pass-through entity must make payment within 30 calendar days after receipt of the billing, unless the Federal awarding agency or pass-through entity reasonably believes the request to be improper. The County employee then submits the transaction and associated backup to the appropriate individual for certification and approval according to department procedures.

8.5 Categories of Costs. Two categories of costs may be charged to a Federal award:

8.5.1 Direct costs, which are costs that can be identified specifically with a particular final cost objective or that can be directly assigned to such activities relatively easily with a high degree of accuracy, and
8.5.2 Indirect costs, which are costs that either benefit the activity in an indirect manner or directly benefit the activity, but are complex to identify and the cost outweighs the benefit of charging them directly.

8.5.3 Expenditures charged directly to a Federal grant award will follow all County policies and procedures, as well as Federal requirements applicable to those costs.

8.6 Prior written approval. Under any given Federal award, the reasonableness and ability to allocate certain items or costs may be difficult to determine. In order to avoid subsequent disallowance or disputes based on unreasonableness, prior written approval for indirect costs may be requested for the incurrence of special or unusual costs. Prior written approval should include the timeframe or scope of the agreement.

8.7 Limitations. The Federal award may be subject to statutory requirements that limit the allowability of costs. Costs must meet the following general criteria in order to be allowable:

8.7.1 Be necessary and reasonable for the performance of the Federal award.

8.7.1.1 A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

8.7.2 Conform to limitations or exclusions regarding type or cost.

8.7.3 Be consistent with the policies and procedures of Saginaw County.

8.7.4 Be treated consistently with other comparable costs.

8.7.5 Be determined in accordance with generally accepted accounting principles GAAP except as otherwise provided in the Uniform Guidance.

8.7.6 Not be included as a cost or used to meet cost-sharing or matching requirements of any other federally financed program.

8.7.7 Be adequately documented.

8.8 Central service costs. Certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided on a centralized basis. Federal grant awards will include an amount of indirect expenditures, unless specifically disallowed by the terms of the grant award. No expenditures will be charged through both a direct cost and an indirect cost.
8.9 Personal services. Compensation for personal services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for employees engaged in work on Federal awards will be considered reasonable to the extent that it is consistent with that paid for similar work in other activities of the County. Compensation for personal services may also include fringe benefits and employee health and welfare costs, provided that the benefits are reasonable and required by law, labor agreement, or established policy.

8.10 Other costs. The allowability of those costs not specifically addressed within this policy will be as established in the Uniform Guidance.

9. CONFLICTING LANGUAGE: To the extent any of the language of this policy conflicts with the language of the Uniform Guidance, the language of the Uniform Guidance will prevail.

10. ADMINISTRATIVE PROCEDURES: None.

11. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: 
Saginaw County Controller/CAO

Approved as to Legal Content: 
Saginaw County Civil Counsel

ADOPTED: September 19, 2017
Subject: FUND BALANCE POLICY

1. PURPOSE: The purpose of this financial policy is to establish levels of reserves within the various funds and fund types operated and maintained by the County of Saginaw. The levels of Fund Balance prescribed within this policy are designed to ensure adequate cash flow for operations, adequate reserves for contingency and emergency natures, and adequate funds for the perpetual continuation of the services provided by the County.

2. AUTHORITY: The authority to establish Fund Balance levels within the various funds and fund types lies with the Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all operating funds of the County including the General Fund, all Special Revenue Funds, all Debt Service Funds, all Capital Project Funds, all Enterprise Funds, all Internal Service Funds and all Trust and Agency Funds.

4. RESPONSIBILITY: The Board of Commissioners shall be responsible for the adoption and amendment of this policy. The Controller/CAO shall be responsible for the implementation of this policy.

5. DEFINITIONS:

5.1 General Fund: Used to account for all financial resources except those required to be accounted for in another fund.

5.2 Special Revenue Funds: Used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

5.3 Capital Project Funds: Used to account for financial resources to be used for the acquisition of major equipment and/or the maintenance or construction of facilities.

5.4 Debt Service Funds: Used to account for the accumulation of resources required to meet the payment of general long-term debt principal and interest.

5.5 Enterprise Funds: Used to account for services provided to the general public on a user charge basis and operating in a manner similar to private business enterprises. The intent of the Board of Commissioners is that the cost (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through fees.

5.6 Internal Service Funds: Used to account for the financing of goods or services provided by one department or agency to another department or agency of the County of Saginaw, or to other governmental units, on a cost-reimbursement basis.
5.7 Trust and Agency Funds: Used to account for assets held by the County of Saginaw in a trustee capacity or as an agent for individuals, private organizations, other governmental units and/or other funds. These include private-purpose, pension and agency funds.

5.8 Employee Payroll Reserve: Funds required to meet continuing financial needs in order to maintain a positive cash position in a fund. This is essential when revenue streams are inconsistent with expenditure streams (payroll and benefits) due to tax collection dates beginning much later than fiscal years begin or when revenues are on a reimbursement basis. To avoid the necessity of borrowing funds and paying interest costs to make payroll, this reserve is necessary.

5.9 Fund Balance/Reserves: Designated portions of assets, which represent financial resources available to finance expenditures other than those tentatively planned.

5.10 Restricted Fund Balance/Reserve: That portion of a fund balance/reserve which is restricted by law, agreement or encumbrance and must be maintained for its restricted purpose.

5.11 Budget Stabilization: Designated portions of assets, which represent financial resources, dedicated to maintaining the long-term financial viability of a specific fund. These funds will be available for emergency and unforeseen measures such as the loss of a revenue stream or the increase in an expense area, or a combination of revenue losses and expenditure increases.

6. POLICY:

6.1 GENERAL FUND

6.1.1 Employee Payroll Reserve: The General Fund shall establish an Employee Payroll Reserve with a minimum amount of 50% (fifty percent) of the most current Board Approved General Fund Budget for tax collections. This level of Employee Payroll Reserve is required in the General Fund as tax revenues are not receipted until the 11th and 12th month of the fiscal year. The County fiscal year starts on October 1; tax revenues are levied on the following July 1 and due September 15. The County by law can only borrow tax anticipation notes up to a level of 50% of tax collections, thus the minimum Employee Payroll Reserve is required to be the other 50% of tax collections.

6.1.2 Budget Stabilization Reserve: In addition to the Employee Payroll Reserve, a Budget Stabilization Reserve will be created with a minimum balance of 5% (five percent) of the most current Board Approved General Fund Budget. The County’s audit firm recommends as a minimum 10% of operating expenditures as a means to address unforeseen and unanticipated events.
6.2 SPECIAL REVENUE FUNDS

6.2.1 Each Special Revenue Fund is to be evaluated annually to ascertain if the revenue or fund balances have been restricted by State statute, ordinance, resolution, or contract. If the fund balance has been restricted, the specific fund will retain that restricted or earmarked amount. However, if unrestricted, the entire remaining balance will revert to the General Fund at year-end.

6.2.2 In the event that a Special Revenue Fund has an insufficient fund balance to cover its minimum reserves in accordance with this policy, that fund’s operations are mandated to initiate the appropriate budget reductions during the ensuing year in an amount that will achieve the minimum reserves during the ensuing year.

6.3 DEDICATED MILLAGE FUNDS

6.3.1 Mosquito Control Fund: The Mosquito Control Fund will carry an Employee Payroll Reserve of 12.5% (twelve and one-half percent) of the most recently approved budgeted tax collections. This Employee Payroll Reserve accounts for both the fiscal year beginning October 1, with tax collections arriving the following January and, due to the cyclical nature of the Fund, not expending the majority of its tax collections until the spring and summer months. The Mosquito Control Fund will also carry a Budget Stabilization Reserve at a minimum of 5% (five percent) of the most current Board Approved Budget.

6.3.2 Parks Fund: The Parks Fund will carry an Employee Payroll Reserve of 12.5% (twelve and one-half percent) of the most recently approved budget tax collections. This Employee Payroll Reserve accounts for both the fiscal year beginning on October 1, with tax collections arriving the following January and, due to the cyclical nature of the Fund, not expending the majority of its tax collections until the spring and summer months. The Parks Fund will also carry a Budget Stabilization Reserve at a minimum of 5% (five percent) of the most current Board Approved Budget. The Parks Fund will also carry a Capital Outlay/Equipment Replacement Reserve of 20% (twenty percent) of the most recently approved budget.

6.3.3 Road Patrol Millage Fund: The Road Patrol Millage Fund will carry an Employee Payroll Reserve of 25% (twenty five percent) of the most recently approved budgeted tax collections. This Employee Payroll Reserve accounts for the fiscal year beginning on October 1 with tax collections arriving the following January. The Road Patrol Millage Fund will carry a Budget Stabilization Reserve at a minimum of 5% (five percent) of the most recently approved budget.
6.3.4 Law Enforcement Millage Fund: The Law Enforcement Millage Fund will carry an Employee Payroll Reserve of 25% (twenty five percent) of the most recently approved budgeted tax collections. This Employee Payroll Reserve accounts for the fiscal year beginning on October 1 with tax collections arriving the following January. The Law Enforcement Millage Fund will carry a Budget Stabilization Reserve at a minimum of 5% (five percent) of the most recently approved budget.

6.3.5 Commission on Aging Fund: The Commission on Aging Fund will establish an Employee Payroll Reserve of 25% (twenty five percent) of the most recently approved budgeted tax collections. This Employee Payroll Reserve accounts for the fiscal year beginning on October 1 with tax collections arriving the following January. The Commission on Aging will carry a Budget Stabilization Reserve at a minimum of 5% (five percent) of the most recently approved budget.

6.3.6 Animal Control Millage Fund: The Animal Control Millage Fund will carry an Employee Payroll Reserve of 25% (twenty five percent) of the most recently approved budgeted tax collections. This Employee Payroll Reserve accounts for the fiscal year beginning on October 1 with tax collections arriving the following January. The Animal Control Millage Fund will carry a Budget Stabilization Reserve at a minimum of 5% (five percent) of the most recently approved budget.

6.4 DEBT SERVICE FUND: Debt Service Funds shall maintain all cash and investments in the specific fund until the bonds and interest are paid in full. Should there be a residual amount within the fund when the bonds are paid in full, such amount will be transferred to the Public Improvement Fund or to the fund or funding entity from which the primary source of financing those bonds originated from.

6.5 CAPITAL PROJECT FUNDS: Capital Project Funds’ entire reserves shall be restricted for the specific purpose or project they were established for, usually by contract, resolution or both. Any residual reserves in these funds after completion of the project will first be transferred to the associated Debt Service Fund if one has been established, or secondly, transferred to the original funding source as provided by contract, agreement or resolution. Any residual reserve not required to be transferred to a Debt Service Fund or to the original funding source shall be transferred to the General Public Improvement Fund.

6.6 ENTERPRISE FUNDS: All Enterprise Fund Balances should remain in each individual Enterprise Fund. In the event any Enterprise Fund is dissolved then any remaining amount of reserves shall be transferred to the General Fund unless not legally permitted. In the event that the transfer to the General Fund is not legally permitted, then those remaining reserves shall be transferred as legally required or as stipulated by general legal counsel.
6.6.1 County Event Center: The County Event Center will carry an Employee Payroll Reserve of 25% (twenty five percent) of annual operating expenses of the most recently approved budgeted tax collections.

6.7 INTERNAL SERVICE FUNDS: Each Internal Service Fund should be reviewed annually to determine the available amount which can be returned to the General Fund. If it is determined that the residual reserves are excessive, future charges for services should be adjusted accordingly.

6.7.1 Delinquent Tax Revolving Fund: Due to the significant size and restricted mechanics of this fund, the Board of Commissioners has adopted a separate policy for the operations and reserve balances of this fund (Delinquent Tax Revolving Fund, Policy #222).

6.7.2 Employee Benefit Fund and Risk Management Fund: These funds accumulate cost from all of the County's Funds and Activities in order to provide centralized efficient benefits and coverage’s to the County. The minimum reserves maintained within these funds shall be as follows:

- Reserve for value of known claims (Workers Compensation & Risk Management Only)
- Reserve for incurred but not reported claims (All Funds)
- Reserve for rate stabilization at two times plan retention levels (Workers Compensation, Health & Risk Management Only)

6.8 TRUST & AGENCY FUNDS: All funds held within Trust and Agency Funds are held in a fiduciary capacity only and belong to some other person or entity. Any amount available in these funds, not returned to the person or entity, shall be escheated to the State of Michigan in accordance with State law. Exceptions to this fund balance policy can be granted by the Board of Commissioners with proper justification.

7. ADMINISTRATIVE PROCEDURES: The Controller/CAO shall be responsible for developing, updating and implementing the maintenance of reserves within the funds identified within this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel
DELIBUENT TAX REVOLVING FUND POLICY

1. PURPOSE: The purposes of this Policy are:

1.1 To formulate a written County policy for making planned annual transfers from the Saginaw County Delinquent Tax Revolving Fund (DTRF) into the General Fund while maintaining adequate reserves within the Delinquent Tax Revolving Fund, to assure prompt payment of all current and future outstanding General Obligation Limited Tax Notes as well as to assure the continuation of the DTRF.

1.2 To provide adequate cash flow within an Unpledged Note Reserve Account (UNRA) and to assure all outstanding notes, interest expense and other expenses are paid on a timely basis.

1.3 This Policy fully recognizes the proposition that unless adequate financial resources remain in the DTRF which are unpledged, it is impossible to predict with any certainty, whether it would be feasible for the County to enter the credit markets in order to borrow for future years. Only by maintenance of a reasonable cushion in the UNRA within the DTRF will it be feasible for the County to continue the DTRF.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to the Saginaw County Treasurer.

4. RESPONSIBILITY: It is the Saginaw County Treasurer’s responsibility to implement this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Annual Mechanics

6.1.1 Each year after all the notes are paid off from a particular year's borrowing (usually from three years prior), or if self funding, after completion of foreclosures of a particular year's tax) and the County Treasurer's Office has completed its internal audit of a particular year's 100% Tax Payment Fund (which audit must ascertain to the satisfaction of the Treasurer that the charge backs to be made against local units of government as well as other off setting entries have been made upon reasonable estimates), the entire current year General Fund appropriation for distribution (not to exceed available cash) shall be paid over to the General Fund by
September 1st of that year based on amounts available as of August 31st of that year.

6.1.2 On or before August 31st of each year, the County Treasurer will determine whether there is available cash and investments on hand in the UNRA within the DTRF. In order to make this determination, the Treasurer will take into account the following:

6.1.2.1 The projected amount of indebtedness as of August 31st of that year with respect to outstanding General Obligation Limited Tax Notes.

6.1.2.2 The amounts that have been collected and are on hand in the form of cash and investments for the payment of such indebtedness, and current projections as to the collections which are expected to meet such debt payments.

6.1.2.3 Other factors which may affect the ability of the County to borrow in the current and future credit markets.

6.1.2.4 Current and projected future interest rates paid on debt outstanding, current and projected future interest rates on investments, feasibility of advancing funds for current and future borrowings and advisability of early retirement of outstanding debt.

6.1.2.5 Potential changes in the law authorizing the County to continue the DTRF or in the Federal Tax Laws which might have an impact on either the issuance of General Obligation Limited Tax Notes under Act 206 of P.A. 1893, as amended, or the maintenance of reserves.

6.1.3 Once the County Treasurer has determined the existence of available funds (or lack thereof) in the UNRA within the DTRF, the County Treasurer, on or before September 1st of each year shall recommend to the Board of Commissioners the minimum and maximum to be held in the UNRA, the minimum of which shall not be less than $5,000,000 (five million dollars) including advances.

6.1.4 The actual transfer of cash from the UNRA, if any, within the DTRF to the County's General Fund will be made on or before September 1st of each year.
6.2 Transfers From the General Fund to Make Note Payments

6.2.1 Notwithstanding the existence of the various unpledged amounts maintained in the DTRF to ensure the continued stability of that fund and provide for continued accessibility to credit markets, the County Treasurer, without further action of the Board of Commissioners is authorized to draw from the County’s General Fund a cash advance which may be necessary to assure that the General Obligation Limited Tax Notes and interest thereon of the County are paid when due, after first drawing on the UNRA. The County Treasurer, however, must notify the Board of Commissioners at least 10 days before a draw occurs and also when the repayment is made to the General Fund.

6.3 Maintenance of Long-Term General Fund Advance and An Unpledged Note Reserve Account

6.3.1 In order to permit continued market access and to otherwise assure funds will be available for payment of outstanding Notes, there will be maintained within the DTRF a new account titled "Unpledged Note Reserve Account." There will be maintained within this account a minimum amount of $5,000,000 (five million dollars) to insure adequate cash flow and liquidity to properly operate the DTRF.

7. ADMINISTRATIVE PROCEDURES:

7.1 Saginaw County Delinquent Tax Collection Cycle (Example)

7.1.1 The local Treasurer in July and December, as applicable, sends property tax bills to the taxpayer. The taxpayer has until a certain date in order to pay these current bills. However, if the taxpayer does not pay the bill before March 1st of the succeeding year, the taxes will be returned delinquent to the County Treasurer. For example, in a township which issued a bill in December 2001, if the taxpayer does not pay before March 1, 2002, the taxes on that property are then returned delinquent to the County Treasurer.

7.1.2 All local Treasurers return delinquent property taxes to the County Treasurer on March 1, 2002. For example, Saginaw County Treasurer will receive approximately ten and one half million dollars in unpaid property taxes.

7.1.3 The County Treasurer reviews the taxes returned delinquent and summarizes those and issues approximately ten and one half million dollars in tax notes in the general financial markets. This happens sometime in May, 2002. The tax notes are to be paid off over a variable period dependent on County collections of delinquent property taxes. If
the County Treasurer has adequate funding in the Delinquent Tax Revolving Fund, he may determine not to borrow and use existing funds.

7.1.4 After the County Treasurer sells the notes, the approximately ten and one half million dollars in cash is then paid to each of the local treasurers depending on their proportionate share of the delinquent taxes. This is done around June, 2002.

7.1.5 During 2002 the County Treasurer collects all delinquent taxes for 2001 and prior years carefully separating cash collections by tax year.

7.1.6 The County Treasurer uses these delinquent tax collections and interest earnings on investments to pay off the tax notes and interest expense which come due during 2002 or reimburses the Unpledged Note Reserve if he self funds.

7.1.7 The County Treasurer repeats the same process in 2003 with respect to the 2002 tax bills as indicated in Steps 7.1.5 and 7.1.6.

7.1.8 Again, the County Treasurer repeats the same process in 2004 with respect to collection of taxes and payments of notes as indicated in Steps 7.1.5 and 7.1.6.

7.1.9 Again, the County Treasurer repeats the same process as indicated in Steps 7.1.5 and 7.1.6 and makes the final payment on the 2002 note issuance in 2005.

7.1.10 The County Treasurer returns the available cash in the 2002 Delinquent Tax Fund to the General Fund on or before September 1, 2004.

7.1.11 The County Treasurer then collects the remaining unpaid 2001 taxes after September 1, 2004 and chargebacks to local units for uncollectible taxes. Adjustments are also made depending on the nature of the problem. Available cash in the 2002 Delinquent Tax Fund will be transferred to the Unpledged Note Reserve Account as of September 30th of each subsequent year.

7.1.12 The County Treasurer will eventually close the 2002 Delinquent Tax Fund when in his/her judgment he/she deems it appropriate.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.
1. PURPOSE: The Saginaw County Board of Commissioners hereby creates and establishes a Public Improvement Fund pursuant to MCLA 141.261, et seq., for the purpose of appropriating, providing for, setting aside and accumulating monies to be used for acquiring, constructing, extending, altering, repairing or equipping public improvements or public buildings, which the County by the provisions of general law is authorized to acquire, construct, extend, alter, enlarge, equip or repair.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all County Elected Offices, Agencies, Authorities, Boards, Commissions and Departments of Saginaw County.

4. RESPONSIBILITY: The Controller/CAO will have the responsibility of administering the fund.

5. DEFINITION(S):

   5.1 Capital Improvement: A “capital improvement” is a County facility or capital improvement such as a building, structure, physical improvement, facility repairs, road, parking lot, utility, land acquisition, vehicle, equipment or capital indebtedness with a nonrecurring cost of $5,000 or more.

6. POLICY:

   6.1 Purpose

       6.1.1 This fund is used to account for earmarked revenue set-aside for statutory public improvements.

   6.2 Character

       6.2.1 This fund is classified as a special revenue fund of limited usage (for public improvement) of its assets.

   6.3 Distinguishing Features

       6.3.1 Money, which may be placed in this fund, is limited by statute to "Non tax" revenues, such as charges for services, licenses and permits, sales of general fixed assets, state shared revenues, earned interest, etc. Once money is placed in this fund, it becomes restricted and cannot be expended or transferred for purposes other than the public improvements specified.
by statute and local ordinance or by specific Board of Commissioners’ action.

6.3.2 Monies accumulated in said Public Improvement Fund shall not be transferred, encumbered or otherwise disposed of, except for the purpose of acquiring, constructing, extending, altering, repairing or equipping public improvements or buildings, which the County under the general law is authorized to acquire, construct, extend, alter, repair or equip.

6.4 Establishment and Authorization

6.4.1 The fund shall be made part of the annual County Budget and shall be approved by the Saginaw County Board of Commissioners prior to the expenditure of funds. The Controller/CAO is authorized to adjust funds between approved projects within the fund in amounts not to exceed $25,000 per approved project.

6.4.2 This fund is authorized by Act 136, Public Acts of 1956 (Sections 141.261 141.263, Compiled Laws of 1979.) It has been established by resolution of the governing body.

6.5 Operation and Present Use

6.5.1 The "Non tax" revenues placed in this fund are used only for the specified purpose(s). Any portion used for a major construction project normally financed through a Capital Projects Fund will be identified as to the Capital Projects Fund it is funding.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
Subject: SHERIFF SERVICES MILLAGE

1. PURPOSE: The purposes of this Policy are:

   1.1 To formulate a written policy for the receipt and disbursement of the millage monies approved on May 3, 2011 by the voters of Saginaw County. These special Sheriff Services Millage monies will be receipted and expended in the budget years 2012 through 2016 both inclusive.

   1.2 To provide that 100% of such millage funds will be deposited into the Law Enforcement Fund and be restricted for use in the areas of Jail, Detective & Road Patrol.

   1.3 To provide for the annual allotment of funds approved for Jail funding per Board of Commissioner action and millage vote.

   1.4 To ensure continuation of current General Fund Appropriations to Sheriff Law Enforcement Fund at current level as adjusted by Board of Commissioner action and millage vote.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: Saginaw County Sheriff Department.

4. RESPONSIBILITY: It is the responsibility of the Saginaw County Sheriff and County Controller/CAO to administer the funds in accordance with this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 ACCOUNTING OF MILLAGE FUNDS: Each year of the 5 year millage, 100% of all funds collected from the Sheriff Services Millage shall be deposited into County Fund #207 titled “Law Enforcement Fund.” The Law Enforcement Fund will be the fund from which all millage monies are expended. The budget for this fund is developed by the Sheriff as are the actual revenues and disbursements. This fund like all other millage funds is subject to budgetary approval by the Board of Commissioners as part of the Annual Budget process. Any monies that remain unexpended at year end shall stay in this fund and be used in the ensuing year’s budget for Sheriff Services only.

   6.2 LIMITING OF JAIL FUNDING TRANSFER: Each year of the 5 year millage, an amount will be transferred from the “Law Enforcement Fund” to the County Jail Activity. The amount to be transferred in FY 2012 shall be $2,685,000. This amount represents the amount of Jail Funding approved as part of the Sheriff Services Millage. In each succeeding year the amount will be adjusted upward or downward by the change in Taxable Value.
6.3 CONTINUATION OF GENERAL FUND SUPPORT: Each year of the 5 year millage, an amount will be transferred from the General Fund of the County to the Law Enforcement Fund. The amount to be transferred in FY 2012 shall be $416,031. In each succeeding year the amount will be adjusted upward or downward by the change in Taxable Value.

7. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO

Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: June 21, 2011
1. **Subject:** GENERAL FUND BUDGET SURPLUS DISTRIBUTION POLICY

1. **PURPOSE:** The purpose of this financial policy is to establish and direct the distribution of the General Fund budget surplus at the end of the fiscal year. The budget surplus distribution method described in this policy is designed for equitable distribution to maintain General Fund reserves at adequate levels as well as fund capital improvement projects and other post-employment benefits.

2. **AUTHORITY:** The authority to establish General Fund Budget Surplus Distribution lies with the Saginaw County Board of Commissioners.

3. **APPLICATION:** This policy applies to the General Fund of the County.

4. **RESPONSIBILITY:** The Board of Commissioners shall be responsible for the adoption and amendment of this policy. The Controller/CAO shall be responsible for the implementation of this policy.

5. **DEFINITIONS:**

   5.1 General Fund: Used to account for all financial resources except those required to be accounted for in another fund.

   5.2 General Public Improvement Fund: Used to account for all financial resources set aside for public improvement projects.

   5.3 Other Post-Employment Benefit (OPEB) Fund: Used to account for all financial resources to be used for post-employment benefits other than pension benefits. Other post-employment benefits include post-employment healthcare benefits.

   5.4 Budget Surplus: A budget surplus occurs when revenues exceed expenditures at the end of a fiscal year and is calculated by determining the amount by which revenues received exceed the expenditures.

   5.5 Employee Payroll Reserve: Funds required to meet continuing financial needs in order to maintain a positive cash position in a fund. This is essential when revenue streams are inconsistent with expenditure streams (payroll and benefits) due to tax collection dates beginning much later than fiscal years begin or when revenues are on a reimbursement basis. To avoid the necessity of borrowing funds and paying interest costs to make payroll, this reserve is necessary.

   5.6 Budget Stabilization: Designated portions of assets, which represent financial resources, dedicated to maintaining the long-term financial viability of a specific fund. These funds will be available for emergency and unforeseen measures such as the loss of a revenue stream or the increase in an expense area, or a combination of revenue losses and expenditure increases.
5.7 Fund Balance/Reserves: Designated portions of assets, which represent financial resources available to finance expenditures other than those tentatively planned.

5.8 Sheriff’s Department Jail Division: This activity in the General Fund (101) is used to account for the operation of the Saginaw County Adult Detention Facility (Jail).

5.9 LTGO: Limited Tax General Obligation

6. POLICY:

6.1 BUDGET SURPLUS DISTRIBUTION FOR GENERAL FUND

6.1.1 If at the end of a fiscal year it is determined that actual revenues exceed actual expenditures after all adjustments and audit adjustments have been made and posted, then a budget surplus exits.

6.1.2 The budget surplus will first be used to bring any reserve balances in the General Fund into compliance with County Policy #221 Fund Balance Policy. Those reserve balances are identified as the Employee Payroll Reserve and the Budget Stabilization Reserve.

6.1.2.1 Any budget surplus in the Sheriff’s Department Jail Division on an annual basis would be transferred to a Debt Service Fund for Jail Bond (LTGO Bond, Series 2017).

6.1.3 Any remaining surplus after bringing the General Fund reserves into compliance with County Policy #221 Fund Balance Policy and transferring Jail operating surplus will then be divided equally among the following:

6.1.3.1 One-third of the remaining budget surplus will be distributed to the General Public Improvement Fund to be used towards capital improvement projects approved by the Board of Commissioners.

6.1.3.2 One-third of the remaining budget surplus will be distributed to the Other Post-Employment Benefits (OPEB) fund to be used towards retiree healthcare.

6.1.3.3 The remaining one-third will be distributed to the General Fund Reserve Fund Balance Accounts to be used towards maintaining an adequate level of reserves.

7. ADMINISTRATIVE PROCEDURES: The Controller/CAO shall be responsible for developing, updating and implementing the budget surplus distribution within the General Fund of the County as identified within this policy.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO

Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: May 19, 2015
AMENDED: November 21, 2017
1. PURPOSE: The purpose of this policy is to:
   
1.1 Formulate a written County policy and clearly define the Board of Commissioners policy with respect to Lapsed Salary Funds;

1.2 Serve as a planning tool in the formulation of future budgets by setting forth the Board of Commissioners policy from which the budget drafters are to work;

1.3 Assist the County in maintaining a balanced budget for the current year and in future years;

1.4 Recover any unspent, unobligated or lapsed salaries and provide for the transfer of those funds to reduce the use of fund balance;

1.5 Communicate to County Elected Officials, Department Heads, and the public, the formal Lapsed Salary Policy of the Board of Commissioners.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all County Elected Officials, Department Heads and Agencies of Saginaw County.

4. RESPONSIBILITY: The Controller’s Office is responsible for the implementation of this policy.

5. DEFINITION(S): NONE

6. POLICY:

   6.1 It is the policy of the Board of Commissioners that all lapsed or unspent salaries and related fringe benefits be transferred by the Controller's Office at year end from the respective department, activities and funds to a specific fund's "Fund Balance Account". Any reduction in a department's budget as a result of this policy shall be construed as an automatic reduction of a department's budget in compliance with P.A. 621 of 1978.

7. ADMINISTRATIVE PROCEDURES:

   7.1 The Controller/CAO shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
PURPOSE: The purpose of this policy is to:

1. Formulate a written County Retirement Financing Policy which clearly defines how the Retirement Benefits are financed;

2. Assure each employee that there are adequate reserves to pay their retirement when due;

3. Accurately charge all funds and activities for their respective retirement costs;

4. Identify and report the level of retirement system surpluses and deficits; and

5. Communicate to County Elected Officials, Department Heads and the public the formal Retirement Financing Policy for the County of Saginaw.

AUTHORITY: Saginaw County Board of Commissioners.

APPLICATION: This policy applies to all County Employees and Elected Officials.

RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy.

DEFINITION(S): NONE

POLICY:

The Annual Actuarial Report(s) shall be annually conducted and reviewed by the Controller/CAO. The Controller/CAO shall review the report with the Finance Director and others to ascertain the soundness of the MERS retirement system.

It is the policy of the County of Saginaw that all County funds and activities shall be charged for their respective current retirement cost based on their employee roster at actuarially determined rates, pursuant to the latest actuarial report as approved and supplied to the County by the Municipal Employees Retirement System (MERS) or other actuary, as appropriate. Each fund and activity, as applicable, will receive an "advanced funding credit" for their proportioned share of any surplus, if any, held by MERS as of the date of adoption of this policy, which MERS permits to be used to reduce current cash contributions to the retirement system.
6.3 The County Controller/CAO shall review and monitor the funding levels of the various retirement funds and make annual reports and more frequent reports, if required, to the Board of Commissioners apprising them of the financial condition and recommend changes in programs or plans. The Controller shall monitor the collection of all retirement funds.

6.4 It is the policy of the County of Saginaw that all County funds and activities shall be charged for their respective retirement cost based on their employee roster, only for employees in the Defined Contribution Plan, at percentages chosen by the employee. These percentages being 6% or 9% with the employee contributing 0% or 3%.

7. ADMINISTRATIVE PROCEDURES: The Controller’s Office shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
1. PURPOSE: The purpose of this policy is to:

1.1 Formulate a written County Retiree Health Care Fund Policy which clearly defines how health care benefits for retirees are financed and administered;

1.2 Assure each employee that there are adequate reserves to pay retiree health care benefits when due;

1.3 Accurately charge all funds and activities for their respective retirement costs;

1.4 Identify and report the level of Retiree Health Care Fund surpluses and deficits;

1.5 Designate the persons who shall act as the Fund investment fiduciaries;

1.6 Designate the qualified person to administer payment of health care benefits from the Fund;

1.7 Establish investment parameters for the Saginaw County Retiree Health Care Fund; and,

1.8 Communicate to County Elected Officials, Department Heads and the Public the Retiree Health Care Fund Policy for the County of Saginaw.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Saginaw County employees and elected officials.

4. RESPONSIBILITY: The Saginaw County Treasurer shall be responsible for the implementation of this policy.

5. DEFINITIONS: None.

6. POLICY:

6.1 The Saginaw County Treasurer shall act as the Saginaw County Retiree Health Care Fund Investment Fiduciary.

6.2 All monies retained in the Saginaw County Retiree Health Care Fund shall be restricted and may only be withdrawn for the payment of health care benefits on behalf of qualified individuals and payment of expenses of administration of the Saginaw County Retiree Health Care Fund.
6.3 The Saginaw County Controller/Chief Administrative Officer and/or his designee shall be considered the qualified person for purposes of payment of health care benefits from the Saginaw County Retiree Health Care Fund.

6.4 The Saginaw County Retiree Health Care Fund shall be established by transferring the monies currently held in the Saginaw County Post-Employment Health Benefits Fund.

6.5 The Funds from the Saginaw County Retiree Health Care Fund which are not required to pay current liabilities, shall be invested by the County Treasurer in the following manner:

6.5.1 Sixty percent (60%) shall be invested in Equity or Growth-oriented securities. This may include, but is not limited to: equities, equity mutual funds, & exchange-traded funds (ETF’s). Equities of international and U.S. companies shall be considered.

6.5.2 Thirty percent (30%) shall be invested in Income (Fixed Income) securities. This may include, but is not limited to: Government, Corporate, and/or International bond mutual funds, fixed-income exchange-traded funds (ETF’s), and Preferred securities.

6.5.3 Up to ten percent (10%) may be invested in Real Assets/Alternative Investments designed to help manage market risk, enhance returns, and reduce volatility of the portfolio. These investments may include: cash or cash equivalents, real asset/alternative investment mutual funds, or real asset/alternative investment related exchange-traded funds (ETF’s).

6.5.4 A variance of (+ or – 10%) is allowed before the portfolio should be re-evaluated.

6.6 The Saginaw County Controller/CAO shall arrange to have an actuarial review of the Saginaw County Retiree Health Care Fund at least every three years with assets valued on a market basis. The Saginaw County Controller with the assistance of the Saginaw County Treasurer shall annually prepare and issue a summary report to the Saginaw County Board of Commissioners regarding the value of assets in the Fund.

7. ADMINISTRATIVE PROCEDURES: The County Treasurer and the Controller’s Office shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved As to Substance: ______________________________

Approved As to Legal Content: ___________________________

Saginaw County Controller

Saginaw County Civil Counsel

ADOPTED: May 23, 2000 - Effective: October 1, 2000
Amended: December 11, 2001; May 18, 2004; June 20, 2017
1. **PURPOSE:** The purpose of this Policy is to provide for the fair and equitable treatment of all persons involved in public purchasing by Saginaw County, to maximize the purchasing value of public funds in procurement, and to provide safeguards for maintaining a procurement system of quality and integrity.

2. **AUTHORITY:** The Saginaw County Board of Commissioners.

3. **APPLICATION:** This Policy applies to contracts for the procurement of supplies, services and construction entered into by Saginaw County after the effective date of this Policy. It shall apply to every expenditure of public funds by Saginaw County for public purchasing irrespective of the source of the funds. When the procurement involves the expenditure of federal or state assistance or contract funds, the procurement shall be conducted in accordance with any mandatory applicable federal or state laws and regulations. Nothing in this Policy shall prevent any public agency from complying with the terms and conditions of any grant, gift or bequest that is otherwise consistent with law.

4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. **DEFINITION(S):**

   5.1 **Brand Name or Equal Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers to describe the standard of quality, performance and other salient characteristics needed to meet County requirements and which provides for the submission of equivalent products.

   5.2 **Brand Name Specification.** A specification limited to one or more items by manufacturers' names or catalogue numbers.

   5.3 **Business.** Any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture or any other private legal entity.

   5.4 **Change Order.** A written order signed and issued by the Purchasing Agent, directing the contractor to make changes which the "Changes" clause of the contract authorizes the Purchasing Agent to order without the consent of the contractor.

   5.5 **Contract Modification (bilateral change).** Any written alteration in specifications, delivery point, rate of delivery, period of performance, price, quantity or other provisions of any contract accomplished by mutual action of the parties to the contract.
5.6 Confidential Information. Any information which is available to an employee only because of the employee's status as an employee of the County and is not a matter of public knowledge or available to the public on request.

5.7 Construction. The process of building, altering, repairing, improving or demolishing any public structure or building, or other public improvements of any kind to any public real property. It does not include the routine operation, routine repair, or routine maintenance of existing structures, buildings or real property.

5.8 Contract. All types of County agreements, regardless of what they may be called, for the procurement of supplies, services or construction.

5.9 Contractor. Any person having a contract with the County or using an agency thereof.

5.10 Cost Analysis. The evaluation of cost data for the purpose of arriving at costs actually incurred or estimates of costs to be incurred, prices to be paid, and costs to be reimbursed.

5.11 Cost Data. Factual information concerning the cost of labor, material, overhead and other cost elements which are expected to be incurred or which have been actually incurred by the contractor in performing the contract.

5.12 Cost Reimbursement Contract. A contract under which a contractor is reimbursed for costs which are allowable and allocable in accordance with the contract terms and the provisions of this Policy, and a fee or profit, if any.

5.13 County Attorney. Attorney appointed and retained by the Saginaw County Board of Commissioners to represent the County of Saginaw in legal disputes and charged with rendering legal advice on County activities.

5.14 County Controller. Board appointed Chief Administrative and Financial Officer of the County of Saginaw charged with implementing all policies and procedures adopted by the Board of Commissioners.

5.15 Direct or Indirect Participation. Involvement through decision, approval, disapproval, recommendation, preparation of any part of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity.

5.16 Disadvantaged Business. A small business which is owned or controlled by a majority of persons, not limited to members of minority groups, who have been deprived of the opportunity to develop and maintain a competitive position in the economy because of social advantages.
5.17 **Employee.** An individual drawing a salary or wages from the County, whether elected or not; any non compensated individual performing personal services for the County or any department, agency, commission, council, board or any other entity established by the executive or legislative branch of the County; and any non compensated individual serving as an elected official of the County.

5.18 **Financial Interest.**

5.18.1 Ownership of any interest or involvement in any relationship from which, or as a result of which, a person within the past year has received, or is presently or in the future entitled to receive more than $500 per year, or its equivalent;

5.18.2 Ownership of 25 percent (25%) of any property or business; or

5.18.3 Holding a position in a business such as officer, director, trustee, partner, employee or the like, or holding any position of management.

5.19 **Gratuity.** A payment, loan subscription, advance, deposit of money, service, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.

5.20 **Immediate Family.** A spouse, children, parents, brothers and sisters.

5.21 **Invitation for Bids.** All documents, whether attached or incorporated by reference, utilized for soliciting sealed bids.

5.22 **Person.** Any business, individual, union, committee, club, other organization or group of individuals.

5.23 **Prevailing Wages.** That wage which is common to contractors operating within the Saginaw County Area.

5.24 **Price Analysis.** The evaluation of price data, without analysis of the separate cost components and profit as in cost analysis, which may assist in arriving at prices to be paid and costs to be reimbursed.

5.25 **Price Data.** Factual information concerning prices for items substantially similar to those being procured. Prices in this definition refer to offered or proposed selling prices, historical selling prices and current selling prices. The definition refers to data relevant to both prime and sub contract prices.

5.26 **Procurement.** The buying, purchasing, renting, leasing or otherwise acquiring of any supplies, services or construction. It also includes all functions that pertain to the obtaining of any supply, service or construction including description of requirements, selection and solicitation of sources, preparation and award of contract and all phases of contract administration.
5.27 Public Agency. A public entity subject to or created by the County.

5.28 Purchasing Agent. Principal purchasing official for the County, responsible for the procurement of supplies and services, and the management and disposal of supplies.

5.29 Qualified Products List. An approved list of supplies, services or construction items described by model or catalog numbers, which, prior to competitive solicitation, the County has determined will meet the applicable specification requirements.

5.30 Request for Proposals. All documents, whether attached or incorporated by reference, utilized for soliciting proposals.

5.31 Responsible Bidder or Offeror. A person who has the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment and credit which will assure good faith performance.

5.32 Responsive Bidder. A person who has submitted a bid that conforms in all material respects to the requirements set forth in the invitation for bids.

5.33 Saginaw County Area. To include Contractors with normal business operations in Saginaw County and/or based in the surrounding counties of Bay, Genesee, Gratiot, Midland, Shiawassee and Tuscola.

5.34 Services. The furnishing of labor, time or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term shall not include employment agreements or collective bargaining agreements.

5.35 Small Business. A United States business which is independently owned and which is not dominant in its field of operation or an affiliate or subsidiary of a business dominant in its field of operation.

5.36 Specification. Any description of the physical or functional characteristics or of the nature of a supply, service or construction item. It may include a description of any requirement for inspecting, testing or preparing a supply, service or construction item for delivery.

5.37 Supplies. All property, including but not limited to equipment, materials, printing, insurance and leases of real property, excluding land or a permanent interest in land.

5.38 Using Agency. Any department, commission, board or public agency requiring supplies, services or construction procured pursuant to this Policy.
6. POLICY:

6.1 Public Access to Procurement Information.

6.1.1 Procurement information shall be a public record to the extent provided in Act 442 of the Public Acts of 1976 (Michigan Compiled Laws (MCL) 15.231 et seq.), as amended, and shall be available to the public as provided in said statute.

6.2 Office of the Purchasing Agent.

6.2.1 Establishment, Appointment, and Tenure

6.2.1.1 Establishment of the position of Purchasing Agent. There is hereby created the position of Purchasing Agent, who shall be the County's principal public purchasing official.

6.2.1.2 Appointment. The Purchasing Agent shall be appointed by the County Controller. He/she shall meet the minimum standards set forth in the Purchasing Agent's job description promulgated by the County Board.

6.2.1.3 Tenure. Purchasing is a division of the County Controller's Office. The Purchasing Agent shall serve an indefinite term and may be removed from the position according to the procedures established in the County's Personnel Policies.

6.2.2 Authority and Duties

6.2.2.1 Principal Public Purchasing Official. Except as otherwise provided herein, the Purchasing Agent shall serve as the principal public purchasing official for the County, and shall be responsible for the procurement of supplies, services and construction in accordance with this Policy, as well as the management and disposal of supplies.

6.2.2.2 Duties. In accordance with this Policy, and subject to the supervision of the County Controller, the Purchasing Agent shall:

6.2.2.2.1 Procure or supervise the procurement of supplies, services and construction needed by the County, including vendor solicitation and contract negotiation;

6.2.2.2.2 Sell, trade or otherwise dispose of surplus supplies belonging to the County;

6.2.2.2.3 Maintain an on line purchasing system;
6.2.2.4 Establish and maintain programs for specifications development and contract administration, inspection and acceptance, in cooperation with the public agencies using the supplies, services and construction;

6.2.2.5 Other duties as assigned by the County Controller.

6.2.3 Operational Procedures. Consistent with this Policy and with the approval of the County Controller, the Purchasing Agent may adopt operational procedures relating to the execution of his/her duties.

6.2.3 Delegations to Other County Officials.

6.2.3.1 With the approval of the County Controller, the Purchasing Agent may delegate authority to purchase certain supplies, services or construction items to other County officials, if such delegation is deemed necessary for the effective procurement of those items.

6.3 Source, Selection and Contract Formation.

6.3.1 Methods of Source Selection

6.3.1.1 Competitive Sealed Bidding

6.3.1.1.1 Conditions for Use. All procurement contracts of the County shall be awarded by competitive sealed bidding except as otherwise provided in Sections 6.3.1.2 (Competitive Sealed Proposals), 6.3.1.3 (Small Purchases), 6.3.1.4 (Sole Source Procurement), and 6.3.1.5 (Emergency Procurements) of this Policy.

6.3.1.1.2 Invitation for Bids. An invitation for bids shall be issued and shall include specifications, and all contractual terms and conditions applicable to the procurement.

6.3.1.1.3 Public Notice. Adequate public notice of the invitation for bids shall be given a reasonable time (not less than 10 calendar days prior to the date set forth therein for the opening of bids). Such notice may include publication in a newspaper of general circulation for a reasonable time prior to the bid opening. The public notice shall state the place, date and time of bid opening.

6.3.1.1.4 Bid Opening. Bids shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitation for bids. The amount of each bid, and such other relevant information as the
Purchasing Agent deems appropriate, together with the name of each bidder shall be recorded; the record and each bid shall be open to public inspection in accordance with Section 6.1.2 (Public Access to Procurement Information).

6.3.1.5 Bid Acceptance and Bid Evaluation. Bids shall be unconditionally accepted without alteration or correction, except as authorized in this Policy. Bids shall be evaluated based on the requirements set forth in the invitation for bids, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery and suitability for a particular purpose. Bids that do not comply with all criteria set forth in the invitation to bid may, at the discretion of the Purchasing Agent, be deemed not qualified bids. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable, such as discounts, transportation costs and total or life cycle costs. The invitation for bids shall set forth the evaluation criteria to be used. No criteria may be used in bid evaluation that is not set forth in the invitation for bids.

6.3.1.6 Correction or Withdrawal of Bids; Cancellation of Awards. Correction or withdrawal of inadvertently erroneous bids before or after bid opening or cancellation of awards or contracts based on such bid mistakes, may be permitted where appropriate. Mistakes discovered before bid opening may be modified or withdrawn by written notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only to the extent that the bidder can show by clear and convincing evidence that a mistake of a non judgmental character was made, the nature of the mistake and the bid price actually intended. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the County or fair competition shall be permitted. In lieu of bid correction, a low bidder alleging a material mistake of fact may be permitted to withdraw its bid if:

6.3.1.6.1 The mistake is clearly evident on the face of the bid document, but the intended correct bid is not similarly evident; or
6.3.1.6.2 The bidder submits evidence, which clearly and convincingly demonstrates that a mistake was made. All decisions to permit the correction or withdrawal of bids, or to cancel awards or contracts based on bid mistakes, shall be supported by a written determination made by the Purchasing Agent.

6.3.1.1.7 Award. When purchasing goods and services, whenever possible, preference shall be given to vendors who are located within Saginaw County, the State of Michigan, and the U.S.A.

6.3.1.1.7.1 Non construction Goods and Services: The contract shall be awarded with reasonable promptness by appropriate written notice to the lowest responsible and responsive bidder whose bid meets the requirements and criteria set forth in the invitation for bids. No contract or purchase order shall be entered into with any company or business, which is in bankruptcy or receivership. In case of a tie between the lowest responsible and responsive bidders, preference shall be given to the local vendor.

6.3.1.1.7.2 Construction Projects: In awarding construction contracts over $50,000, the County will consider the company's compliance with the Prevailing Wage Policy in their bid submittal. Additional consideration shall be given to companies that employ residents of the Saginaw County area. Such additional consideration shall be specified in the bid documents and subsequent bids shall be weighted based on the purchase price and use of local labor. Additional consideration to be given for in state employment and Saginaw County area employment is as follows:
In the event the lowest responsive and responsible bid for a construction project exceeds available funds as certified by the County Controller, the Purchasing Agent is authorized, when time or economic considerations preclude re solicitation of work of a reduced scope, to negotiate an adjustment of the bid price with the lowest responsive and responsible bidder, in order to bring the bid within the amount of available funds. Any such negotiated adjustment shall be based only upon eliminating independent deductive items specified in the invitation for bids. No contract or purchase order shall be entered into with any company or business that is within bankruptcy or receivership. In case of a tie between the lowest responsible and responsive bidders, preference shall be given to the local vendor.

6.3.1.1.8 Multi Step Sealed Bidding. When it is considered impractical to prepare initially a purchase description to support an award based on price, an invitation for bids may be issued requesting the submission of un priced offers to be followed by an invitation for bids limited to those bidders who offers have been determined to be technically acceptable under the criteria set forth in the first solicitation.

6.3.1.2 Competitive Sealed Proposals.

6.3.1.2.1 Conditions for Use. When the Purchasing Agent determines that the use of competitive sealed bidding is either not practicable or not advantageous to the County, a contract may be entered into by use of the competitive sealed proposal method.
6.3.1.2.2 Request for Proposals. Proposals shall be solicited through a request for proposals.

6.3.1.2.3 Public Notice. Adequate public notice of the request for proposals shall be given in the same manner as provided in Section 6.3.1.1.3 (Competitive Sealed Bidding, Public Notice).

6.3.1.2.4 Receipt of Proposals. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of negotiation. A register of proposals shall be prepared containing the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

6.3.1.2.5 Evaluation Factors. The request for proposals shall state the relative importance of price and other evaluation factors.

6.3.1.2.6 Discussion with Responsible Offerors and Revisions to Proposals. As provided in the request for proposals, discussions may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and conformance to, the solicitation requirements. Offerors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or of any information derived from proposals submitted by competing offerors.

6.3.1.2.7 Award. Award shall be made to the responsible offeror whose proposal is determined to be the most advantageous to the County, taking into consideration price and the evaluation factors set forth in the request for proposals. The bid file shall contain the basis on which the award is made.
6.3.1.3 Small Purchases

6.3.1.3.1 General. Any contract not exceeding $20,000 may be made in accordance with the small purchase procedures authorized in this Section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this Section.

6.3.1.3.2 Medium Purchases Over $10,000 but less than $20,000. When purchases are estimated to fall between $10,000 and $20,000, competitive sealed proposals shall be obtained as described in Section 6.3.1.2, unless a waiver is approved in advance by the Purchasing Agent.

6.3.1.3.2.1 No Purchase Orders shall be issued for purchases in amounts less than $1000.00, unless deemed necessary by the Purchasing Agent.

6.3.1.3.3 Small Purchases Over $1,000, But Less Than $10,000. Insofar as it is practical for small purchases in excess of $1,000, no less than three businesses shall be solicited to submit quotations. Award shall be made to the business offering the lowest acceptable quotation. The names of the businesses submitting quotations and the date and amount of each quotation shall be recorded and maintained as a public record.

6.3.1.3.4 Small Purchases Under $1,000. The Purchasing Agent shall adopt operational procedures for making small purchases of $1,000 or less. Such operational procedures shall provide for obtaining adequate and reasonable competition for the supply, service or construction being purchased.

6.3.1.4 Sole Source Procurement

6.3.1.4.1 A contract may be awarded without competition when the Purchasing Agent determines, after conducting a good faith review of available sources, that there is only one source for the required supply, service or construction item. The Purchasing Agent shall conduct negotiations, as appropriate, as to price, delivery and terms. The County Controller shall approve all sole source purchases. All purchases of utilities where there is a single source, (i.e., electric, water, sewer, etc.) shall be purchased without bid.
6.3.1.5 Emergency Procurements

6.3.1.5.1 Notwithstanding any other provisions of this Policy, the Purchasing Agent with the approval of the Controller/CAO may make or authorize others to make emergency procurements of supplies, services or construction items when there exists a threat to public health, welfare or safety, provided that such emergency procurements shall be made with such competition as is practicable under the circumstances.

6.3.1.6 Cancellation of Invitations for Bids or Requests for Proposals

6.3.1.6.1 An invitation for bids, a request for proposals or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation, when it is for good cause and in the best interests of the County. The reasons therefor shall be made part of the bid file. Each solicitation issued by the County shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause when it is in the best interests of the County. Notice of cancellation shall be sent to all businesses solicited. The notice shall identify the solicitation, explain the reasons for cancellation and, where appropriate, explain that an opportunity will be given to compete on any re solicitation or any future procurement of similar items. Reasons for rejection shall be provided upon request by unsuccessful bidders or offerors.

6.3.2 Qualifications and Duties

6.3.2.1 Responsibility of Bidders and Offerors

6.3.2.1.1 Determination of Non responsibility. If a bidder or offeror who otherwise would have been awarded a contract is found non responsible, a written determination of non responsibility, setting forth the basis of the finding, shall be prepared by the Purchasing Agent. The unreasonable failure of a bidder or offeror to promptly supply information in connection with an inquiry with respect to responsibility may be grounds for a determination of non responsibility with respect to such bidder or offeror.
A copy of the determination shall be sent promptly to the non responsible bidder or offeror. The final determination shall be made part of the bid file and be made a public record.

6.3.2.2 Bid, Payment, and Performance Bonds on Supply or Service Contracts

6.3.2.2.1 Bid surety, payment bonds, performance bonds or other security may be required for supply contracts or service contracts in conformance with State law or as the Purchasing Agent or head of a using agency deems advisable to protect the County's interests. Any such bonding requirements shall be set forth in the solicitation. Bid or performance bonds shall not be used as a substitute for a determination of a bidder or offeror's responsibility. Financial statements or performance bonds may be required from any company which has been in operation for less than one year.

6.3.3 Types of Contracts and Contract Administration

6.3.3.1 Types of Contracts

6.3.3.1.1 General Authority. Subject to the limitations of this Section, any type of contract which is appropriate to the procurement and which will promote the best interest of the County may be used, provided that the use of a cost plus a percentage contract is prohibited. A cost reimbursement contract may be used only when a determination is made that such contract is likely to be less costly to the County than any other type or that it is impracticable to obtain the supply, service or construction item required except under such a contract.

6.3.3.1.2 Multi Term Contracts

6.3.3.1.2.1 Specified Period. Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interests of the County, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting.
Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds therefor.

6.3.3.1.2.2 Determination Prior to Use. Prior to the utilization of a multi term contract, it shall be determined:

6.3.3.1.2.2.1. That estimated requirements cover the period of the contract and are reasonably firm and continuing; and

6.3.3.1.2.2.2. That such a contract will serve the best interests of the County by encouraging effective competition or otherwise promoting economies in County procurement.

6.3.3.1.2.3 Cancellation Due to Unavailability of Funds in Succeeding Fiscal Periods. When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be canceled and the contractor shall be reimbursed for the reasonable value of any non recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract. The cost of cancellation may be paid from appropriations available for such purposes.

6.3.3.1.3 Multiple Source Contracting

6.3.3.1.3.1 General. A multiple source award is an award of an indefinite quantity contract for one or more similar supplies or services to more than one bidder or offeror. The obligation to order the County's actual requirements is limited by the provision of Uniform Commercial Code Section 2 306(1).
6.3.3.1.3.2 Limitations on Use. A multiple source award may be made when award to two or more bidders or offerors for similar products is necessary for adequate delivery, service or product compatibility. Any multiple source award shall be made in accordance with the provisions of Section 6.3.1.1 (Competitive Sealed Bidding), Section 6.3.1.2 (Competitive Sealed Proposals), Section 6.3.1.4 (Small Purchases), and Section 6.3.1.5 (Emergency Procurements), as applicable. Multiple source awards shall not be made when a single award will meet the County's needs without sacrifice of economy or service. Awards shall not be made for the purpose of dividing the business, making available product or supplier selection to allow for user preference unrelated to utility or economy or avoiding the resolution of tie bids. Any such awards shall be limited to the least number of suppliers necessary to meet the valid requirements.

6.3.3.1.3.3 Contract and Solicitation Provisions. All eligible users of the contract shall be named in the solicitation and it shall be mandatory that the actual requirements of such users that can be met under the contract be obtained in accordance with the contract, provided that:

6.3.3.1.3.3.1 The County shall reserve the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement or an amount specified in the contract; and

6.3.3.1.3.3.2 The County shall reserve the right to take bids separately if the Purchasing Agent approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the County.
6.3.3.4 Intent to Use. If a multiple source award is anticipated prior to issuing a solicitation, the County shall reserve the right to make such an award and the criteria for award shall be stated in the solicitation.

6.3.3.5 Determination Required. The Purchasing Agent shall make a written determination setting forth the reasons for a multiple source award, which shall be made a part of the procurement file.

6.3.3.2 Contract Clauses and Their Administration

6.3.3.2.1 Contract Clauses. All County contracts for supplies, services and construction shall include provisions necessary to define the responsibilities and rights of the parties to the contract. The Purchasing Agent, after consultation with the County Attorney, may issue clauses appropriate for supply, service or construction contracts, addressing among others the following subjects:

6.3.3.2.1.1 The unilateral rights of the County to order in writing changes in the work within the scope of the contract;

6.3.3.2.1.2 The unilateral right of the County to order in writing temporary stopping of the work or delaying performance that does not alter the scope of the contract;

6.3.3.2.1.3 Variations occurring between estimated quantities of work in the contract and actual quantities;

6.3.3.2.1.4 Defective pricing;

6.3.3.2.1.5 Liquidated damages;

6.3.3.2.1.6 Specified excuses for delay or nonperformance;

6.3.3.2.1.7 Termination of the contract for default;

6.3.3.2.1.8 Termination of the contract in whole or in part for the convenience of the County;
6.3.3.2.1.9 Suspension of work on a construction project ordered by the County; and

6.3.3.2.1.10 Site conditions differing from those indicated in the contract, or ordinarily encountered, except that a differing site conditions clause need not be included in a contract:
   6.3.3.2.1.10.1. When the contract is negotiated;
   6.3.3.2.1.10.2. When the contractor provides the site or design; or
   6.3.3.2.1.10.3. When the parties have otherwise agreed with respect to the risk of differing site conditions.

6.3.3.2.2 Price Adjustments. Adjustments in price resulting from the use of contract clauses required by Section 6.3.3.2.1 shall be computed in one or more of the following ways:

   6.3.3.2.2.1 By agreement on a fixed price adjustment before commencement of the pertinent performance or as soon thereafter as practicable;

   6.3.3.2.2.2 By unit prices specified in the contract or subsequently agreed upon;

   6.3.3.2.2.3 By the costs attributable to the events or situations under such clauses with adjustment of profit or fee, all as specified in the contract or subsequently agreed upon;

   6.3.3.2.2.4 In such other manner as the contracting parties may mutually agree; or

   6.3.3.2.2.5 In the absence of agreement by the parties, by a unilateral determination by the County of the costs attributable to the events or situations under such clauses with adjustment of profit or fee as computed by the County as accounted for
in accordance with generally accepted accounting procedures and subject to the provisions of Section 6.7 (Appeals and Remedies).

6.3.3.2.3 Standard Clauses and Their Modification. The Purchasing Agent, after consultation with the County Attorney, may establish standard contract clauses for use in County contracts. If the Purchasing Agent establishes any standard clauses addressing the subjects set forth in Section 6.3.3.2.1, such clauses may be varied provided that the circumstances justify such variations, and provided that notice of any such material variation be stated in the invitation for bids or request for proposals.

6.3.3.3 Contract Administration. A contract administration system designed to ensure that a contractor is performing in accordance with the solicitation under which the contract was awarded, and the terms and conditions of the contract, shall be maintained.

6.3.3.4 Approval of Accounting System. Except with respect to firm fixed price contracts, no contract type shall be used unless it has been determined by the Purchasing Agent that:

6.3.3.4.1 The proposed contractor's accounting system will permit timely development of all necessary cost data in the form required by the specific contract type contemplated; and

6.3.3.4.2 The proposed contractor's accounting system is adequate to allocate costs in accordance with generally accepted cost accounting principles.

6.3.3.5 Right to Inspect Plant. The County may, at reasonable times, inspect the part of the plant, place of business or worksite of a contractor or subcontractor at any tier which is pertinent to the performance of any contract awarded or to be awarded by the County.

6.3.3.6 Right to Audit Records.

6.3.3.6.1 Audit of Cost or Pricing Data. The County may at reasonable times and places, audit the books and records of any contractor who has submitted cost or pricing data as a part of its bid or proposal for three years from the date of final payment under the contract.
6.3.3.6.2 Contract Audit. The County shall be entitled to audit the books and records of a contractor or a subcontractor at any tier under any negotiated contract or subcontract other than a firm fixed price contract to the extent that such books, documents, papers and records are pertinent to the performance of such contract or subcontract. Such books and records shall be maintained by the contractor for a period of three years from the date of final payment under the prime contract and by the subcontractor for a period of three years from the date of final payment under the subcontract.

6.3.3.7 Reporting of Anti competitive Practices. When for any reason collusion or other anticompetitive practices are suspected among any bidders or offerors, a notice of the relevant facts shall be transmitted to the State Attorney General and the Saginaw County Prosecutor.

6.3.3.8 County Procurement Records

6.3.3.8.1 Bid File. All determinations and other written records pertaining to the solicitation and award of a contract shall be maintained for the County in a bid file by the Purchasing Agent.

6.3.3.8.2 Retention of Procurement Records. All procurement records shall be retained and disposed of by the County in accordance with records retention guidelines.

6.4 Specifications.

6.4.1 Maximum Practicable Competition.

6.4.1.1 All specifications shall be drafted so as to promote overall economy for the purposes intended and encourage competition in satisfying the County's needs while still providing a fair opportunity to all businesses, including small and/or disadvantaged, and shall not be unduly restrictive. The policy enunciated in this Section applies to all specifications including but not limited to, those prepared for the County by architects, engineers, designers, and draftsmen.

6.4.2 Brand Name or Equal Specification

6.4.2.1 Use. Brand name or equal specifications may be used when the Purchasing Agent determines that:
6.4.2.1.1 No other design or performance specifications or qualified products list is available;

6.4.2.1.2 Time does not permit the preparation of another form of purchase description, not including a brand name specification;

6.4.2.1.3 The nature of the product or the nature of the County's requirements makes use of a brand name or equal specification suitable for the procurement; or

6.4.2.1.4 Use of a brand name or equal specification is in the County's best interests.

6.4.2.2 Designation of Several Brand Names. Brand name or equal specifications shall seek to designate three, or as many different brands as are practicable, as "or equal" references and shall further state that substantially equivalent products to those designated will be considered for award.

6.4.2.3 Required Characteristics. Unless the Purchasing Agent determines that the essential characteristics of the brand names included in the specifications are commonly known in the industry or trade, brand name or equal specifications shall include a description of the particular design, functional or performance characteristics which are required.

6.4.2.4 Nonrestrictive Use of Brand Name or Equal Specifications. Where a brand name or equal specification is used in a solicitation, the solicitation shall contain explanatory language that the use of a brand name is for the purpose of describing the standard of quality, performance and characteristics desired and is not intended to limit or restrict competition.

6.4.3 Brand Name Specification

6.4.3.1 Use. Since use of a brand name specification is restrictive of product competition, it may be used only when the Purchasing Agent makes a determination that only the identified brand name item or items will satisfy the County's needs.

6.4.3.2 Competition. The Purchasing Agent shall seek to identify sources from which the designated brand name item or items can be obtained and shall solicit such sources to achieve whatever degree of price competition is practicable. If only one source can supply the requirement, the procurement shall be made under Section 6.3.1.4 (Sole Source Procurement).
6.4.4 Nondiscrimination

6.4.4.1 Every contract or purchase order issued by Saginaw County shall be entered into under the provision which requires the contractor, subcontractor or vendor not to discriminate against any employee or applicant for employment because of his/her race, color, religion, age, sex, disability or ancestry. Failure to meet this provision shall be grounds for termination of the contract or purchase order.

6.5 Procurement of Construction Services.

6.5.1 Management of Construction Contracting

6.5.1.1 Responsibility for Selection of Methods of Construction Contracting Management. The County Controller shall have discretion to select the appropriate method of construction contracting management for a particular project. In determining which method to use, the County Controller shall consider the County's requirements, its resources and the potential contractor's capabilities.

6.5.2 Bid Security and Performance Bonds

6.5.2.1 Bid Security

6.5.2.1.1 Requirement for Bid Security. Bid security may be required for competitive sealed bidding for construction contracts when the price is estimated to exceed $50,000. Bid security shall be a bond provided by a surety company authorized to do business in the State of Michigan, or the equivalent in cash, or otherwise supplied in a form satisfactory to the County. Nothing herein shall prevent the requirement of such bonds on construction contracts under $50,000 when the circumstances warrant.

6.5.2.1.2 Amount of Bid Security. Bid security shall be in an amount equal to at least 5% of the amount of the bid.

6.5.2.1.3 Rejection of Bids for Noncompliance with Bid Security Requirements. When the invitation for bids requires security, noncompliance requires that the bid be rejected.
6.5.2.1.4 Withdrawal of Bids. If the bidder is permitted to withdraw its bid before award as provided in Section 3.101 (6) (Competitive Sealed Bidding; Correction or Withdrawal of Bids; Cancellation of Awards), no action shall be had against the bidder or the bid security.

6.5.2.2 Contract Performance and Payment Bonds

6.5.2.2.1 When Required Amounts. When a construction contract is awarded the following bonds or security may be required and shall become binding on the parties upon the execution of the contract:

6.5.2.2.1.1 A performance bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, in an amount equal to 100% of the price specified in the contract; and

6.5.2.2.1.2 A payment bond satisfactory to the County, executed by a surety company authorized to do business in the State of Michigan or otherwise secured in a manner satisfactory to the County, for the protection of all persons supplying labor and material to the contractor or its subcontractors for the performance of the work provided for in the contract. The bond shall be an amount equal to 100% of the price specified in the contract.

6.5.2.2.2 Authority to Require Additional Bonds. Nothing in this Section shall be construed to limit the authority of the County to require a performance bond or other security in addition to those bonds, or in circumstances other than specified in Section 6.5.2.2.1.

6.5.2.2.3 Suits on Payment Bonds Right to Institute. Unless otherwise authorized by law, any person who has furnished labor or material to the contractor or subcontractors for the work provided in the contract, for which a payment bond is furnished under this Section and who has not been paid in full within 90 days from
the date on which that person performed the last of the labor or supplied the material, shall have the right to sue on the payment bond for any amount unpaid at the time the suit is instituted and to prosecute the action for the amount due that person. However, any person having a contract with a subcontractor of the contractor, but no express or implied contract with the contractor furnishing the payment bond, shall have a right of action upon the payment bond upon giving written notice to the contractor within 90 days from the date on which that person performed the last of the labor or supplied the material. That person shall state in the notice the amount claimed and the name of the party to whom the material was supplied or for whom the labor was performed. The notice shall be served personally or by registered or certified mail, postage prepaid, in an envelope addressed to the contractor at any place the contractor maintains an office or conducts business.

6.5.2.4 Suits on Payment Bonds Where and When Brought. Unless otherwise authorized by law, every suit instituted upon a payment bond shall be brought in a court of competent jurisdiction for the county or district in which the construction contract was to be performed.

6.5.2.3 Copies of Bond Forms. Any person may request and obtain from the County a copy of a bond upon payment of the cost of reproduction of the bond and postage, if any.

6.5.3 Fiscal Responsibility

6.5.3.1 Every contract modification, change order or contract price adjustment in excess of 15% of the total contract amount under a construction contract with the County shall be subject to prior approval by the County Board of Commissioners after receiving a report from the County Controller as to the effect of the contract modification, change order or contract price adjustment on the total project budget or the total contract budget.

6.5.4 Prevailing Wage

6.5.4.1 On all construction contracts with a total value exceeding $50,000, all craftsmen, mechanics and laborers employed directly on the site of work shall receive at least the commercial prevailing wage rates as established by the State of Michigan, Bureau of Safety and Regulation, Wage and Hour Division, for commercial prevailing wage rates for the Saginaw County area.
6.5.4.1.1 All construction subcontracts entered into by the Contractor for work performed directly on site, shall contain the provisions for prevailing wages as set forth above. The Contractor and all subcontractors shall, at the request of the County, provide proof satisfactory (in the form of certified payrolls or audit) to the County that the contractor and subcontractors are in compliance with this policy.

6.5.4.1.2 On all construction contracts involving federal or state projects which require other specific prevailing wage rates, such rates shall supersede the County rates established above. All applicable purchase orders and contracts over $50,000 shall contain the appropriate prevailing wage rate clause as determined by the Purchasing Agent.

6.6 Debarment or Suspension.

6.6.1 Authority to Debar or Suspend.

6.6.1.1 After reasonable notice to the person involved and reasonable opportunity for that person to be heard, the Purchasing Agent, after consulting with the County Controller, is authorized to debar a person for cause from consideration for award of contracts. The debarment shall be for a period of not more than three years. After consultation with the County Controller, the Purchasing Agent is authorized to suspend a person from consideration for award of contracts if there is probable cause to believe that the person has engaged in any activity which might lead to debarment. The suspension shall be for a period not to exceed three months. The causes for debarment include:

6.6.1.1.1 Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract;

6.6.1.2 Conviction under state or federal statues of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which seriously and directly affects responsibility as a County contractor;
6.6.1.3 Conviction under state or federal antitrust statutes arising out of the submission of bids or proposals;

6.6.1.4 Violation of contract provisions, as set forth below, of a character which is regarded by the Purchasing Agent to be so serious as to justify debarment action:

   6.6.1.4.1 deliberate failure without good cause to perform in accordance with the specification or within the time limit provided in the contract; or

   6.6.1.4.2 a recent record of failure to perform or of unsatisfactory performance in accordance with the terms of one or more contracts, provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the contractor shall not be considered to be a basis for debarment;

6.6.1.5 Any other cause the Purchasing Agent determines to be so serious and compelling as to affect responsibility as a County contractor, including debarment by another governmental entity for any cause listed in this Policy; and for violation of the ethical standards set forth in Section 6.8 (Ethics in Public Contracting).

6.6.2 Decision to Debar or Suspend.

6.6.2.1 The Purchasing Agent shall issue a written decision to debar or suspend. The decision shall state the reasons for the action taken and inform the debarred or suspended person involved of his/her rights concerning judicial or administrative review.

6.6.3 Notice of Decision.

6.6.3.1 A copy of the decision required by Section 6.6.2 (Decision to Debar or Suspend) shall be mailed or otherwise furnished immediately to the debarred or suspended person.

6.6.4 Finality of Decision.

6.6.4.1 A decision under Section 6.6.2 (Decision to Debar or Suspend) shall be final and conclusive, unless fraudulent, or the debarred or suspended person within 10 days after receipt of the decision makes an appeal to the County Controller or commences a timely action in court in accordance with applicable law.
6.7 Appeals and Remedies.

6.7.1 Bid Protests

6.7.1.1 Right to Protest. Any actual or prospective bidder, offeror or contractor who is aggrieved in connection with the solicitation or award of a contract may protest to the County Controller. Protestors are urged to seek resolution of their complaints initially with the Purchasing Agent. A protest with respect to an invitation for bids or request for proposals shall be submitted in writing prior to the opening of bids or the closing date of proposals, unless the aggrieved person did not know and should not have known of the facts giving rise to such protest prior to bid opening or the closing date for proposals. On the day submitted or the first business day thereafter, the County Controller shall provide a copy of the protest to the Purchasing Agent. The protest must be submitted within seven (7) calendar days after such aggrieved person knows or should have known of the facts giving rise thereto.

6.7.1.2 Stay of Procurements During Protests. In the event of a timely protest under Section 6.7.1.1, the Purchasing Agent shall not proceed further with the solicitation or award of the contract until all administrative and judicial remedies have been exhausted or until the County Controller makes a determination on the record that the award of a contract without delay is necessary to protect substantial interests of the County.

6.7.2 Contract Claims

6.7.2.1 Decision of the Purchasing Agent. All claims by a contractor against the County relating to a contract, except bid protests, shall be submitted in writing to the Purchasing Agent for a decision. The contractor may request a conference with the Purchasing Agent on the claim. Claims include, without limitation, disputes arising under a contract and those based upon breach of contract, mistake, misrepresentation or other cause for contract modification or rescission.

6.7.2.2 Notice to the Contractor of the Purchasing Agent's Decision. The decision of the Purchasing Agent shall be promptly issued in writing and shall be immediately mailed or otherwise furnished to the contractor. The decision shall state the reasons for the decision reached and shall inform the contractor of its appeal rights under Section 6.7.2.3.
6.7.2.3 Finality of Purchasing Agent's Decision; Contractor's Right to Appeal. The Purchasing Agent's decision shall be final and conclusive unless, within seven (7) calendar days from the date of receipt of the decision, the contractor mails or otherwise delivers a written appeal to the County Controller or commences an action in a court of competent jurisdiction.

6.7.2.4 Failure to Render Timely Decision. If the Purchasing Agent does not issue a written decision regarding any contract controversy within seven (7) days after written request for a final decision or within such longer period as may be agreed upon between the parties, then the aggrieved party may proceed as if an adverse decision had been received.

6.7.3 Authority of the Purchasing Agent to Settle Bid Protests and Contract Claims

6.7.3.1 The Purchasing Agent is authorized to settle any protest regarding the solicitation or award of a County contract or any claim arising out of the performance of a County contract, prior to an appeal to the County Controller or the commencement of an action in a court of competent jurisdiction.

6.7.4 Remedies for Solicitations or Awards in Violation of Law

6.7.4.1 Prior to Bid Opening or Closing Date for Receipt of Proposals. If prior to the bid opening or the closing date for receipt of proposals, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation is in violation of federal, state or municipal law, then the solicitation shall be canceled or revised to comply with applicable law.

6.7.4.2 In the case of Federal Awards, all subrecipients, regardless of award size, must be monitored under SubPart D of OMB 2 CFR 200 (Uniform Guidance).

6.7.4.3 Prior to Award. If after bid opening or the closing date for receipt of proposals, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation or a proposed award of a contract is in violation of federal, state or municipal law, then the solicitation or proposed award shall be canceled.

6.7.4.4 After Award. If, after an award, the Purchasing Agent, after consultation with the County Attorney, determines that a solicitation or award of a contract was in violation of applicable law, then:
6.7.4.4.1 If the person awarded the contract has not acted fraudulently or in bad faith;

6.7.4.4.1.1 The contract may be ratified and affirmed, provided it is determined that doing so is in the best interest of the County; or

6.7.4.4.1.2 The contract may be terminated and the person awarded the contract shall be compensated for the actual costs reasonably incurred under the contract, plus a reasonable profit, prior to the termination; or

6.7.4.4.2 If the person awarded the contract has acted fraudulently or in bad faith the contract may be declared null and void or voidable, if such action is in the best interests of the County.

6.8 Ethics in Public Contracting.

6.8.1 Criminal Penalties

6.8.1.1 To the extent that violations of the ethical standards of conduct set forth in this Article constitute violations of the Michigan Penal Code they shall be punishable as provided therein. Such penalties shall be in addition to the civil sanctions set forth in this Part. Criminal, civil and administrative sanctions against employee or nonemployees, which are in existence on the effective date of this Policy, shall not be impaired.

6.8.2 Employee Conflict of Interest

6.8.2.1 It shall be unethical for any County employee to participate directly or indirectly in a procurement contract when the County employee knows that:

6.8.2.1.1 The County employee, officer, or agent, any member of his or her immediate family, his or her partner, or any organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract; or
6.8.2.1.2 Any other person, business or organization with which the County employee or any member of a County employee's immediate family is negotiating or has an arrangement concerning prospective employment is involved in the procurement contract.

6.8.3 Gratuities and Kickbacks

6.8.3.1 Gratuities. It shall be unethical for any person to offer, give or agree to give any County employee or former County employee, or for any County employee or former County employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation or preparation of any part of a program requirement of a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement or a contract or subcontract or to any solicitation or proposal therefor.

6.8.3.2 The officers, employees, and agents of Saginaw County must neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

6.8.3.3 Kickbacks. It shall be unethical for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

6.8.4 Prohibition Against Contingent Fees

6.8.4.1 It shall be unethical for a person to be retained or to retain a person, to solicit or secure a County contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

6.8.5 Contemporaneous Employment Prohibited

6.8.5.1 It shall be unethical for any County employee who is participating directly or indirectly in the procurement process to become or to be, while such a County employee, the employee of any person contracting with the governmental body by whom the employee is employed.
6.8.6 Waivers from Contemporaneous Employment Prohibition and Other Conflicts of Interest

6.8.6.1 The County Controller with approval by the Chairman may grant a waiver from the employee conflict of interest provision, or the contemporaneous employment provision, upon making a written determination that:

6.8.6.1.1 The contemporaneous employment or financial interest of the County employee has been publicly disclosed;

6.8.6.1.2 The County employee will be able to perform his/her procurement functions without actual or apparent bias or favoritism; and

6.8.6.1.3 The award will be in the best interests of the County.

6.8.6.2 A report of all waivers granted by the Controller and Chairman shall be made to the Board.

6.8.7 Use of Confidential Information

6.8.7.1 It shall be unethical for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person.

6.8.8 Sanctions

6.8.8.1 Employees. The County Controller may impose any one or more of the following sanctions on a County employee for violations of the ethical standards in this Article:

6.8.8.1.1 Oral or written warnings or reprimands;
6.8.8.1.2 Suspension with or without pay for specified periods of time; or

6.8.8.1.3 Termination of employment.

6.8.8.2 Non employees. The County Controller may impose any one or more of the following sanctions on a non employee for violations of the ethical standards:

6.8.8.2.1 Written warnings or reprimands;
6.8.8.2.2 Termination of contracts; or
6.8.8.2.3 Debarment or suspension as provided in Section 6.6.1 (Authority to Debar or Suspend).

6.8.8.3 A report of all sanctions will be prepared by the Controller and submitted to the Board.

6.8.9 Recovery of Value Transferred or Received in Breach of Ethical Standards

6.8.9.1 General Provisions. The value of anything transferred or received in breach of the ethical standards of this Policy by a County employee or a non employee may be recovered from both County employee and non employee.

6.8.9.2 Recovery of Kickbacks by the County. Upon a showing that a subcontractor made a kickback to a prime contractor or a higher tier subcontractor in connection with the award of a subcontract or order thereunder, it shall be conclusively presumed that the amount thereof was included in the price of the subcontract or order and ultimately borne by the County and will be recoverable hereunder from the recipient. In addition, that amount may also be recovered from the subcontractor making such kickbacks. Recovery from one offending party shall not preclude recovery from other offending parties.

6.9 Purchasing Procedures.

6.9.1 Establishment of Purchasing Procedures. The Purchasing Agent, with the approval of the County Controller and the Saginaw County Board of Commissioners, shall promulgate procedures for the purchase of goods and services for County departments based upon the Saginaw County Purchasing Policy. If necessary, these procedures shall be updated at least annually.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved As to Substance: ____________________________
Saginaw County Controller

Approved As to Legal Content: ____________________________
Saginaw County Civil Counsel
ADOPTED: November 23, 1999; Amended: December 14, 1999 (Sect. 6.5.4. Prevailing Wage, Subparagraph 6.5.4.1.1); and September 19, 2017
1. PURPOSE: The purpose of this policy is to (1) prevent funds which often have temporary cash shortfalls caused by delays in collecting accounts receivable or funds which have higher than normal expenditures from having negative cash balances on a temporary (“Short Term”) basis and (2) to establish a process for authorizing continual (“Long Term”) cash advances from the General Fund to any funds/programs requiring capital for annual operations.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to the County Treasurer and the Departments, Agencies and Elected Officials who manage funds that run the risk of having a temporary negative balance or require annual operating capital.

4. RESPONSIBILITY: The County Treasurer is responsible for administering this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1.1 The Board of Commissioners hereby approves authorizing the County Treasurer to advance up to $4,000,000 on a Short Term basis from the General Fund to the various funds to maintain a positive cash flow balance and to be repaid when said funds receive excess cash.

6.1.2 That any interest earned on cash advances in the various funds be credited to the General Fund.

6.2 The Board of Commissioners shall approve department’s requests for Long Term cash advance(s) to any fund, from the General Fund, for annual operations and acquisition of equipment with long term payback.

6.2.1 The Board of Commissioners hereby affirms Long Term cash advances to the following funds:

- Drain Commission $400,000
- Jail Inmate Services $ 20,000
- Mail Room $ 25,000

7. ADMINISTRATIVE PROCEDURES: The County Treasurer in conjunction with the Controller/CAO shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ______________________________

Approved as to Legal Content: ______________________________

______________________________  ______________________________
Saginaw County Controller/CAO   Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AMENDED: April 16, 2013; February 16, 2016
1. **PURPOSE:** The purpose of this policy is to establish a standard set of regulations pursuant to those established under the Michigan Public Act 266 of 1995, which regulates credit card transactions of local units of government.

2. **AUTHORITY:** The Saginaw County Board of Commissioners.

3. **APPLICATION:** This policy applies to all County Elected Officials, Boards, Commissions and Departments of Saginaw County.

4. **RESPONSIBILITY:** The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. **DEFINITION(S):**

   5.1 Public Act 266 of 1995: “AN ACT to authorize and regulate credit card transactions involving local units of government, including the use of credit cards by officers and employees of local units of government; and to provide for powers and duties of certain state and local agencies, officers, and employees.”

   5.2 Cardholder: County employee or elected official whose name appears on the credit card and is accountable for all charges made with that card.

   5.3 Credit Card: A card or device issued under a credit card arrangement for the purpose of making authorized purchases on the County’s behalf.

   5.4 Credit Card Arrangement: An unsecured extension of credit for purchasing goods or services from the credit card issuer or any other person that is made to the holder of a credit card and that is accessed with a credit card.

   5.5 Credit Card Program Administrator: The County Purchasing/Risk Manager who is responsible for administering the credit card program and who acts as the contact between the County and the credit card company.

   5.6 Vendor Credit Card: A credit card issued by a vendor or other third party which is only valid for purchases from that vendor. All sections of this policy apply to vendor credit cards unless otherwise noted.
6. POLICY:

6.1 Entering Credit Card Arrangements

6.1.1 Only the County Board of Commissioners may enter into a credit card arrangement.

6.2 Credit Card Program Administrator: Designation and Duties

6.2.1 The County Purchasing/Risk Manager is designated as the Credit Card Program Administrator.

6.2.2 The Credit Card Program Administrator is responsible for the County’s credit card issuance, accounting, monitoring, and retrieval, and for overseeing compliance with this policy.

6.3 Authorized Users

6.3.1 Only County employees and elected officials who are issued a credit card by the Credit Card Program Administrator are authorized to use the specified credit card.

6.3.2 The employee or elected official issued a credit card is responsible for its protection and custody and shall immediately notify the Credit Card Program Administrator if the credit card is lost or stolen.

6.3.3 Upon termination, any employee or elected official that has been issued a credit card must immediately surrender the card to the Credit Card Program Administrator.

6.4 Authorized Credit Card Use

6.4.1 Cardholders are authorized to use the credit card to purchase goods or services for the official business of the County with the exception of those noted in section 6.5 of this policy.

6.4.2 The maximum credit limit for each credit card issued shall not exceed $5,000. Any request for a credit card with a credit limit in excess of $5,000 shall require specific approval by the Board of Commissioners.
6.5 Unauthorized Credit Card Use

6.5.1 The credit card may never be used to purchase items for personal use or for non-County purposes, even if the cardholder intends to reimburse the County.

6.5.2 The credit card shall not be used to pay for any employee eligible reimbursable food, beverages or meals. Food purchased for departmental training sessions and departmental board or commission meetings or lunches, conferences or related travel must have prior written approval by the Controller/CAO. This exemption does not apply to food/beverage purchases for resale and/or departmental program use.

6.5.3 The credit card may not be used to supersede the County purchasing policy, the County budget, or any other County policy.

6.5.4 All unauthorized purchases will be denied and will become the sole responsibility of the cardholder.

6.5.5 Violation of this policy, including unauthorized purchases by a cardholder, may result in card cancellation, disciplinary action up to and including dismissal from County employment, and criminal prosecution.

6.6 Credit Card Invoice Payment

6.6.1 The cardholder must obtain purchase documentation from the vendor to support all purchases made with the card. This documentation must be submitted along with the credit card invoice and approved claim to the Financial Services Department in accordance with the County Claims Processing Procedure Policy. Documentation shall be retained in the Financial Services Department for public inspection for a period of at least three years.

6.6.2 The balance of all credit card invoices must be paid in full each month so as to avoid all finance charges.

6.6.3 No payments will be made to credit card companies for personal credit cards or those credit cards which have not been authorized by the Board. Valid county expenses incurred by employees and paid for with personal or unauthorized credit cards will be reimbursed in accordance with the County’s travel policy.
7. ADMINISTRATIVE PROCEDURES: The Controller’s Office shall be responsible for developing, updating and implementing any associated administrative procedures not already stated in this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ___________________________  Approved as to Legal Content: ___________________________

________________________________________________  __________________________________________
Saginaw County Controller/CAO                        Saginaw County Civil Counsel

ADOPTED: May 20, 2003
AMENDED: May 19, 2009 (6.5.2); November 20, 2018 (6.5.2)
1. PURPOSE: The purpose of this policy is to establish procedures for the billing and collection of prisoner costs, which are allowable by law to be sought and collected by the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy shall apply to all eligible inmates of the Saginaw County Jail.

4. RESPONSIBILITY: The County Sheriff and the Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 The following policies and procedures are in accordance with the State of Michigan Act 118 121 of the Public Acts of 1984.

   6.1.1 In compliance with the act, a Financial Status Form has been developed for determining the financial status of prisoners. This form will be given to every prisoner upon being booked into the jail with an explanation on the reverse side (See Attachment A). This will be used when investigating the financial status of prisoners to set the per diem rate they will pay upon being sentenced.

   6.1.2 However, if a prisoner refuses to provide a completed financial status form the daily rate may be based on the activity in their commissary account.

   6.1.3 The completed Financial Status form will be evaluated and the per diem rate will be determined by using the Jail Reimbursement Reference Guide (See Attachment B).

   6.1.4 Saginaw County will also seek reimbursement of other expenses incurred, including but not limited to: sick call - $10.00 per visit; Medication - actual expenses; Dental - actual expenses; Outside Medical Services including hospitalization - actual expense; and property damage - actual expenses. This is per Resolution "D", Resolution Authorizing the Adoption of a Prisoner Housing Reimbursement Policy and Prisoner Medical Reimbursement Policy, dated June 16, 1992.
6.1.5 The reimbursement for room and board to the County will not be billed to the inmate until he/she is no longer incarcerated in Saginaw County. With the exception of medical, dental, prescriptions and property damage, in which case these monies can be subtracted from the inmate’s account, always leaving a minimum balance of $5.00.

6.1.5.1 Also excluded from this billing procedure would be the prisoners participating in Day Parole/Work Release programs. Those prisoners are charged and payments are collected while completing their jail terms, however, they may be billed for any pretrial detention if "Credit Time Served" is given at sentencing.

6.1.5.2 The policy for billing day parolees going to work will be to charge these inmates weekly using the Reference Guide to set their daily rate or the daily rate set by the judge.

6.1.6 Within 30 days of release or sentencing, which ever is later depending whether the billing is for "credit time served" or actual sentenced jail days, the billing will be mailed. An explanation of the charges and the consequences of not making payments will be enclosed with the bill. (See Attachment C)

6.1.7 Through the cooperation of Information System and Services department the tracking and billing of inmates will be done by computer.

6.1.8 In accordance with the Act, a monthly list containing the name of each sentenced prisoner, the term of sentence, the date of admission, together with information regarding the financial status of each prisoner will be reviewed by the Jail Reimbursement Coordinator. The Saginaw County Board of Commissioners or the County Controller or the Saginaw County Sheriff's Department may investigate all reports.

6.1.9 It is anticipated that aggressive measures will be needed to attempt to collect on past due accounts. Therefore, a collection agency has been retained in accordance with Saginaw County policy to attempt recovery of delinquent accounts in accordance with the statute.

6.1.9.1 Failure to make the payments as required by law could result in the following actions by Saginaw County:

6.1.9.1.1 Civil action could be started by the County Attorney.

6.1.9.1.2 The account could be turned over to a collection agency. The agency will take whatever course of action they deem necessary to collect the debt.
6.1.9.2 As long as payments are being made, Saginaw County will not pursue the above stated actions.

6.1.9.3 In the event a judgment against a person for money owed for Jail Reimbursement has been obtained and this person is again lodged in the Saginaw County Jail, they will forfeit any monies to cover the judgment from their inmate trust account.

6.1.9.4 The maximum charge for housing shall not exceed $10,000 in any calendar year, except for days served on work release status, unless otherwise set by the sentencing judge.

6.1.10 All reimbursements secured under this act shall be credited to the General Fund of Saginaw County to be available for General Fund purposes.

6.1.10.1 These funds will be deposited into the Correction Reimbursement Program account, which is broken down into four (4) separate accounts receivable:

6.1.10.1.1 Reimburse Dept. of Corrections

6.1.10.1.2 Reimburse Inmates

6.1.10.1.3 Federal Grant - DOJ

6.1.10.1.4 Reimburse Collection Agencies

6.1.10.2 It is necessary to "Write Off" minimum balance accounts. Therefore, the Jail Reimbursement Coordinator will write off accounts under $3.00 for new bills and under $20.00 for bills being sent to collection each month.

6.1.11 In accordance with Resolution "D", an appropriate Budget for Jail Reimbursement has been devised which will provide for an inmate billing system.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel
1. PURPOSE: The purpose is to:

   1.1 Form a written County Policy on all Drain Assessments as provided by Act 40 of P.A. 1956 as amended, known as the Michigan Drain Code;

   1.2 Direct the County Controller’s Office in the proper billing of the County Road Commission pursuant to section 14a of P.A. 1951; and

   1.3 Communicate to County Elected Officials, Department Heads and the public the County’s formal policy with respect to Drain Assessment Allocation of Cost for the County of Saginaw.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all County at large drain assessments.

4. RESPONSIBILITY: The Controller/CAO shall have responsibility for coordinating and implementing this policy with the Public Works Commissioner.

5. DEFINITION(S): NONE

6. POLICY:

   6.1 Pursuant to Section 14a of Public Acts of 1951, generally known as the “Highway Act”, the Saginaw County Board of Commissioners adopt such policy which provides that the County Road Commission will participate in certain County at large drain assessments.

   6.2 More specifically, Section 14a of Act 51 states, in part, “50 percent of the cost of drain assessments against a county for drainage of county roads shall be paid by the county road commission from county road funds.”

   6.3 The County Controller’s Office shall annually bill and collect from the Road Commission such percentage that State law allows, including supplemental benefits as requested by the Road Commission. Such annual billings will be inclusive of all petitioned construction projects and maintenance projects as introduced by the Public Works Commissioner, Drainage Board or inter-county drainage board pursuant to Act 40 of Public Acts of 1956 as amended.

7. ADMINISTRATIVE PROCEDURES: NONE
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
1. PURPOSE: The purpose of this policy is to restate the County’s existing Fair Housing Policy to include the following:

1.1 Assure compliance with Executive Order No. 11063, dated November 20, 1962, as amended.

1.2 Assure compliance with Michigan State Housing Development Authority, Office of Community Development Fair Housing requirements Policy Bulletin No. 22, effective June 1, 2000.

2. AUTHORITY: This Policy will effect the requirements of the U.S. Department of Housing and Urban Development effecting Title VIII of the Civil Rights Act of 1968 (Fair Housing Act), as described in Executive Order No. 11063, supra and Michigan State Housing Development Authority Policy Bulletin No. 22, as last updated October 2012.

3. APPLICATION: The Saginaw County Housing Rehabilitation Program

4. RESPONSIBILITY: This Policy shall be implemented by the Saginaw County Housing Program, and shall be overseen by the Saginaw County Board of Commissioners, or designee.

5. DEFINITIONS: None.

6. POLICY:

6.1 The County of Saginaw hereby adopts each and every applicable provision of Executive Order No. 11063, originally dated November 20, 1962, as amended pertaining to equal opportunities in housing.

6.2 The County of Saginaw hereby adopts each and every applicable provision of Michigan State Housing Development Authority Policy Bulletin No. 22, as last updated October 2012.

6.3 The County of Saginaw hereby adopts the following Fair Housing Resolution:

(a) The County of Saginaw, under The Federal Fair Housing Law, Title VII of the Civil Rights Act of 1968, acknowledges it is illegal to deny housing to any person because of race, color, religion, gender, physical or mental disabilities or national origin; and
The County of Saginaw, under the Michigan Elliott-Larsen Civil Rights Act, PA 453 of 1976, as amended, acknowledges it is illegal to deny the opportunity to obtain housing to any person because of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; and

(c) It is the policy of Saginaw County to implement programs to ensure equal opportunity in housing for all persons regardless of religion, race, color, national origin, age, sex, height, weight, familial status, or marital status; and

(d) Therefore, Saginaw County does hereby RESOLVE:

i. That the County of Saginaw, in accordance with Executive Order No. 11063, Saginaw County shall not discriminate in the sale, rental, leasing, or financing of housing because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status.

ii. That the County of Saginaw will assist all persons who feel they have been discriminated against because of religion, race, color, gender, physical or mental disabilities, national origin, age, height, weight, familial status, or marital status to seek equity under federal and state laws by providing information to said persons on how to file a complaint with the Michigan Department of Civil Rights.

iii. That the County of Saginaw will, at a minimum, post this policy or the Fair Housing poster or other posters, flyers or other information which will bring to the attention of owners of real estate, developers and builders with their respective responsibilities and rights under the Federal Fair Housing Law and Michigan Elliott-Larsen Act.

iv. This Resolution shall take effect upon passage of the Saginaw County Fair Housing Policy No. 253.

6.4 This policy shall be reviewed, modified as necessary and resubmitted for Board of Commissioner action annually.

7. ADMINISTRATIVE PROCEDURES: This policy shall be annually reviewed by the program administrator of the Saginaw County Housing Program, and modified as necessary, submitted to the Office of Controller for approval, and to the Saginaw County Board of Commissioners for reaffirmation.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance to carry out its purpose. County Civil Counsel has determined that this policy as submitted pertains to the legal and appropriate activities of the Saginaw County Board of Commissioners.
Approved as to Substance: _______________________________  Approved as to Legal Content: ______________________________

Saginaw County Controller/CAO  Saginaw County Civil Counsel

Adopted: May 18, 2004  
Amended: February 18, 2014
1. PURPOSE: The purpose of this policy is to establish a formal Saginaw County policy on how the Commercial Rehabilitation Act will be used within Saginaw County.

1.1 Ensure Saginaw County municipalities (Cities, Villages and Townships) understand how Saginaw County, through its Board of Commissioners, will implement requests under the Commercial Rehabilitation Act.

1.2 Assure compliance with the Commercial Rehabilitation Act, Public Act 210 of 2005, as amended.

2. AUTHORITY: The Commercial Rehabilitation Act requires the County Board of Commissioners to consider a local municipality’s request for the creation of a qualified rehabilitation district.

3. APPLICATION: Economic Development Tool

4. RESPONSIBILITY: This policy shall be implemented and overseen by the Saginaw County Controller/CAO or designee.

5. DEFINITION(S): The words and phrases contained in this policy shall have the meaning given to them, if any, by the Commercial Rehabilitation Act and this policy.

5.1 Economically distressed parcel is defined as a parcel and/or building that has been vacant for a period of five (5) years or more.

6. POLICY:

6.1 The County of Saginaw supports the Commercial Rehabilitation Act as an economic development tool in reversing the effects of deterioration in the County’s tax base. The County desires to assist in the increased value of its tax base, the elimination of blight, and the creation of jobs through commercial investment.

The County will consider supporting the establishment of a Commercial Rehabilitation District for any economically distressed parcel within any Saginaw County municipality. The County will entertain the establishment of a Commercial Rehabilitation District for such a parcel/vacant building when a local municipality has a developer and project ready to proceed with rehabilitation.
7. ADMINISTRATIVE PROCEDURES: The Controller/CAO shall review this policy annually with any modifications submitted to the Board of Commissioners as needed.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out its purpose. County Civil Counsel has determined that this policy as submitted pertains to the legal and appropriate activities of the Saginaw County Board of Commissioners.

Approved as to Substance:                        Approved as to Legal Content:

Saginaw County Controller/CAO                   Saginaw County Civil Counsel

ADOPTED: May 17, 2016
OBJECTIVES AND SCOPE OF PERSONNEL POLICIES

1. PURPOSE: It is the purpose of the Personnel Policies of Saginaw County to establish a system of uniform and appropriate rules and regulations that shall improve the quality of personnel administration in the County.

2. AUTHORITY: The following rules and regulations will take effect upon adoption by the Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, except:

3.1 Personnel employed by the Saginaw County Road Commission.

3.2 Personnel employed by HealthSource Saginaw.

3.3 Personnel employed by the Saginaw County 9-1-1 Authority.

3.4 Personnel employed by the Saginaw County Mental Health Authority.

3.5 Personnel employed by the Saginaw County Event Center.

3.6 Personnel employed by the Saginaw County Convention and Visitor’s Bureau.

3.7 Personnel providing services through contractual agreement such as court appointed attorneys, medical doctors, and others paid on a fee basis. (These people are not considered employees; income is reported on Treasury Department 1099 rather than W-2.)

3.8 Personnel employed in offices headed by elected officials if the elected official has published personnel policies in substantial compliance with the "Standards for a Merit System of Personnel Administration". Elected officials who do not intend to comply with County personnel policies or any part thereof, shall notify the Board of Commissioners in writing and furnish a copy of their Personnel Policy Manual to the Board.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of a uniform set of personnel policies. It shall be the responsibility of Department Heads, Elected Officials and Agencies of Saginaw County to administer these policies.

5. DEFINITIONS: NONE
6. POLICY:

6.1 Amendment. The rules and regulations set forth in the Saginaw County Personnel Policies are not a contract between the Board of Commissioners and Saginaw County Employees and may be unilaterally changed or amended by the Board without notice.

6.2 Labor Agreements. Where provisions of individual personnel policies conflict with the provisions of a labor agreement negotiated by the County, the provisions of the labor agreement shall supersede the provisions of the personnel policies.

6.3 Work Rules. In addition to the policies and procedures established, the Board of Commissioners may adopt, modify, change and/or alter uniform work rules.

6.4 Gender Reference. Throughout the individual Personnel Policies whenever the terms "he" and "his" are mentioned, they are to be interpreted as "he/she" and "his/her", respectively.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
PURPOSE: It is the purpose of this policy to establish a system of uniform and appropriate rules and regulations regarding the Recruitment, Selection and Appointment of County Personnel that shall improve the quality of personnel administration in the County.

AUTHORITY: The Saginaw County Board of Commissioners.

APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

RESPONSIBILITY: The Controller/CAO shall be responsible for developing and implementing this policy by conducting an active recruitment program to meet County staffing needs. The Controller’s Office will periodically educate employees on benefits available to them.

DEFINITIONS: Types of employment are defined as follows:

5.1 Regular Full-time. An employee who works at least seventy-two (72) hours per biweekly pay period on a regular basis and who has completed the probationary period.

5.2 Regular Part-time. An employee who works forty (40) or more hours per biweekly pay period on a regular schedule in a budgeted position and who has completed the probationary period but does not work the required number of hours to be considered a full-time employee.

5.3 Part-time. A casual employee who normally works less than twenty (20) hours per week as needed or on call, is not filling a regular (budgeted) position, and is paid from funds specifically allocated for the purpose of augmenting the regular workforce. (Part-time employees may fill in for absent employees resulting in over twenty (20) hours per week for short periods of time.) Part-time employees shall be hired through the open competitive selection process.

5.4 Temporary. An employee who may work either full-time or part-time but is hired for a limited period of time for special projects, during a heavy workload period or to fill in for an absent employee. The period of employment shall not exceed the special project, absence of a permanent employee or the period of heavy workload, or be of sufficient duration to result in entitlement to unemployment compensation. The services of temporary employment agencies shall be utilized whenever practical and economically feasible.
5.5 Probationary. Each new Regular Full-time and Regular Part-time employee shall receive provisional appointments and serve a six (6) month probationary period before his/her appointment becomes regular. Probationary employees must obtain a rating of satisfactory or better at the completion of his/her probationary period in order to become regular. In the event the employee fails to satisfactorily complete the probationary period, the department may reassign, release or discharge the employee from the position. Upon approval of the Personnel Division or designated official, the department may extend the probationary period up to an additional 180 days, upon notifying the Personnel Division in writing. Every reasonable effort will be given to ensure that newly hired employees are provided sufficient training during the period.

5.5.1 An employee who transfers to an equal or lower pay grade or receives a promotion is also on a probationary period under this definition, but for only 90 days with an extension up to an additional 90 days upon approval of the Personnel Division or designated official. During this period, the employee will continue to maintain scheduled specified benefits based on his/her status in his/her former position in accordance with this manual. The employee may request to be returned to his/her former position within 30 days of the appointment, only if the position is still available. The decision for reappointment is at the discretion of the former department.

6. POLICY: It shall be the policy of the County of Saginaw to recruit and select the most qualified persons for positions in the County service. Recruitment and selection shall be conducted in a manner to ensure open competition, provide equal employment opportunity, and to prohibit discrimination because of race, religion, sex, national origin, politics, age, mental or physical handicap, or other non-job related factors. The administrative procedures on filling positions are continued in Section 7 of this policy.

7. ADMINISTRATIVE PROCEDURES:

7.1 Recruitment. The Personnel Division shall develop and conduct an active recruitment program to meet County staffing needs.

7.2 Application for Employment. A standard County application form must be completed for all positions. However, during the recruitment period, a resume will be accepted if followed by submission of the standard form prior to final selection.

7.2.1 Applications will be accepted only for posted jobs during the posting period. Exceptions: Typist Clerk and positions designated by Department Heads and the Personnel Division as exceptions because of problems in recruiting sufficient qualified applicants. All Typist-Clerk applicants are referred to an outside contractor where they will be tested for typing proficiency and be administered a General Clerical Skills Test. The Saginaw County Personnel Division maintains a pool of qualified
applicants and refers test-selected applicants in accordance with previously agreed to criteria.

7.2.2 Applications must be filed in the Personnel Division of the Controller's Office in order that statistical data can be compiled for Federal and State reporting purposes. Applications given to departments during the selection process must be returned within thirty (30) days after the selected applicant is hired. Departments shall not keep a file of applications nor accept applications from individual applicants, with the exception of departments which recruit for positions on a year-round basis and certain court, law enforcement and elected office at-will positions.

7.2.3 Some positions may require written examinations which may be administered by the Personnel Division or by Department Heads with the Personnel Division’s prior approval. Examinations designed by departments shall be submitted to Personnel for approval.

7.2.4 Written communications with applicants shall be handled solely through the Personnel Division.

7.3 Selection. The selection process shall maximize reliability, objectivity and validity through a practical and normally multi-part assessment of applicant attributes necessary for successful job performance and career development. Applicants selected for further consideration, will meet the minimum requirements of the job class. The examination will consist, in various combinations as appropriate to the class and to available manpower resources, of such devices as work-sample and performance tests, practical written tests, individual and group oral examinations, rating of training and experience, physical examinations, background and reference inquiries. In determining ranking of candidates, the examination parts will be appropriately weighed.

7.4 Open Competitive Selection. Job vacancies open to the public shall be filled through open competitive selection devices. All vacancies shall be open to the public except temporary vacancies and vacancies filled by promotion or transfer. County employees may apply for any vacancy open to the public and will be subject to the same competitive selection process.

7.5 Promotional Selection.

7.5.1 Promotional selection shall be open to all County employees hired through an open competitive selection process who meet the minimum qualifications for the position; however, the Department Head may decide to fill the position internally without a general posting. A probationary employee who accepts promotion shall be subject to a new probationary period equal to ninety (90) days or the remaining time of his/her original probationary period whichever is longer.
7.5.2 Promotions will be based upon demonstrated ability, experience, education, qualifications, attendance record, evaluations and under certain circumstances, other factors unique to the position. Before they can become effective, promotions require certification of eligibility by the Personnel Division except for positions under elected officials with statutory appointment authority unless the promotion involves a position or activity funded in whole or in part by Federal or State Funds. A Certificate of Eligibility for promotion shall be initiated by the Department Head and sent to Personnel for certification. Once certified by the Personnel Division (contingent on the physical/mental demands of the position) a Conditional Offer of Appointment/Promotion Questionnaire must be completed by the employee and the Department Head and sent to Personnel prior to effecting the promotion.

7.6 Appointment.

7.6.1 Selection for entrance to the career service will be made on the basis of merit by selection from eligibility lists established in accordance with the provisions of this policy.

7.6.2 Authority to make appointments, transfers and promotions shall be vested in the head of the department.

7.6.2.1 The appointing official will review and give equitable consideration to the top eligible candidates ranked in accordance with Section 7.3 of this policy.

7.6.2.2 Selection must be made from the list of eligible candidates submitted. Should the selection authority not be satisfied with any of the candidates, they will notify the Personnel Division in writing and the recruitment process will be repeated.

7.6.2.3 A Certificate of Eligibility for appointment shall be initiated by the Department Head and certified by the Personnel Division before the appointment becomes valid. Once certified by the Personnel Division, a Conditional Offer of Employment Questionnaire must be completed by the candidate and the Department Head and sent to Personnel for review prior to a pre-employment physical examination. This procedure shall not necessarily pertain to elected officials with statutory appointment authority unless the appointment involves a position or activity funded in whole or in part by Federal or State Funds.
7.6.2.4 If the new employee vacates the position within 30 days of the date of hire, the selection authority will pick another candidate from the remaining eligibility list unless the Department Head notifies the Personnel Division in writing.

7.7 Physical Examination. Before being appointed, each prospective employee shall be required to undergo a medical examination by a physician designated by the County. New employees will not be added to the payroll until medical clearance is received.

7.8 Filing a False Application. Falsification of information of any employment application or statement of medical history is grounds for rejecting the applicant or dismissing an employee who provided the false information.

7.9 Filling Position Vacancies.

7.9.1 If a “hiring freeze” is in effect, positions may only be filled pursuant to the procedures approved by the Board for the hiring freeze.

7.9.2 Provisions of current labor contracts will be followed when applicable.

7.9.3 When a position vacancy above entry level occurs and is to be filled with a regular or temporary hire, promotion of employees within the department and then other County employees may be considered before external recruitment is begun. The resulting vacancy can then be filled.

7.9.4 Employees who may be affected by layoff will be counseled and advised to submit a current employment application to the Personnel Division. A review and evaluation of their education, training, experience, skills and abilities will be made in order to determine where placement is possible.

7.9.5 When the position of a laid off employee is restored by the Board of Commissioners within one year of layoff, or a time equal to the laid off employee’s seniority, whichever is less, the former incumbent of the position shall be given the opportunity of returning to the position before it is posted. The employee must take a new pre-employment physical and drug test if the employee was laid off for 30 days or more.

7.9.6 In the absence of a hiring freeze, if a position is vacated within 30 days from the date it was originally filled, the department shall immediately apply Section 7.6.2.4 of this policy or the external recruitment process to refill the position unless specifically waived by the Personnel Division.

7.9.7 When a lay-off designee or laid-off employee meets the minimum qualifications for a vacant position, the Department Head will be advised of the employees’ availability for hire.
7.9.8 When a temporary position is to be filled externally, it will be filled by a temporary service agency employee or through the competitive selection process. The selected candidate will be advised of his/her temporary status.

7.9.9 Temporary employees do not receive fringe benefits and will be so advised.

7.9.10 Announcements of vacancies will be prepared and disseminated to all County departments by the Personnel Division once the Division is notified by the Department Head of a vacancy through the scheduling of an exit interview with the departing employee or the submission of a status change form terminating the employee. The job announcements shall be posted in locations where all employees will have the opportunity to see them. Special consideration will be given to current County employees (applicants) who possess the minimum qualifications for the posted position, when they apply during the County posting period.

7.9.11 The Department and the County will make every effort to ensure that newly hired employees are provided sufficient training/time; this would include direct or indirect transition orientation with the incumbent employee when possible.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  

Approved as to Legal Content:

______________________________ ______________________________
Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AMENDED: April 23, 2002; May 20, 2003; March 28, 2006; December 12, 2006; August 12, 2008
1. PURPOSE: It is the purpose of this policy to ensure equal employment opportunity in practice at all levels of Saginaw County and to establish appropriate rules and regulations prohibiting discrimination in the workplace.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Personnel Division of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS: NONE

6. POLICY: It shall be the policy of Saginaw County to prohibit discrimination against any person in recruitment, selection, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, religion, color, national origin, age, sex (including pregnancy), height, weight, marital status, disability, genetic information or any other protected class/classification as designated by Federal or State law. Discrimination on the basis of age, sex, height, weight, or physical or mental disability or any other protected class/classification will be prohibited except where specific age, sex, mental, or physical requirements constitute a bona fide occupational qualification necessary to a proper and efficient administration.

7. ADMINISTRATIVE PROCEDURES:

7.1 It is the obligation of all public officials to provide equal employment opportunity for all citizens. With this in mind, all County positions must be filled through an open competitive selection process in accordance with the Recruitment, Selection and Appointment Policy. The only exceptions are the judges' personal staffs and persons appointed by an elected official to a policy making position.

7.2 Elected officials who have notified the Board of Commissioners that they do not intend to comply with the County personnel policies in accordance with Section 3 of this policy shall ensure that their personnel policies contain an equal employment opportunity policy.

7.3 Complaint Procedure

7.3.1 Any employee or applicant for employment who believes he has been the subject of discrimination in violation of this policy may appeal to the
Personnel Division for adjustment of this complaint. Such complaint shall be handled in accordance with the grievance procedure established in these rules.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ___________________________  Approved as to Legal Content: ___________________________
Saginaw County Controller/CAO                        Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: December 12, 2006; February 16, 2010
1. PURPOSE: The purpose of this policy is to establish a uniform set of criteria and procedures for the separation and layoff of Saginaw County employees.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS:

5.1 Involuntary Termination. Involuntary terminations shall be categorized and defined as follows:

5.1.1 Layoff: A reduction in the workforce, either temporary or permanent. A reduction in hours shall not be considered a lay-off.

5.1.2 Termination: Involuntary termination of employment for reasons other than layoff. Probationary employees and at-will employees in judicial and elected departments may be released for any reason. Regular employees may be released for cause.

5.1.3 Disability Retirement: Disability retirement shall be in accordance with the appropriate retirement plan document and/or benefits available through that plan.

6. POLICY:

6.1 Causes for Termination of Employment. Policy level employees appointed by elected officials and employees serving at the pleasure of elected officials by statute are considered "at will" employees and can be separated from employment at the discretion of the elected official. Other employees can be terminated for just cause. Layoff shall be due to a reduction in the workforce as approved by the Board of Commissioners.

6.2 Voluntary Resignation. An employee who intends to resign is expected to give at least two (2) weeks notice in writing to his/her Department Head. Professional and managerial employees planning to retire are expected to give at least four (4) weeks notice, if possible. No employee will lose any vacation pay or benefits.
provided herein by failing to give the required notice, however, employees who
give less than two (2) weeks notice will have it documented in their personnel
file. Prior to separation, Professional and Managerial employees shall make
themselves available to their department to participate in strategic transition
planning.

6.3 As stated in Section 6.6 of the Continuous Length of Service Policy, an employee
who fails to report to work without proper notification or authorization for three
(3) consecutive days will be considered a voluntary termination. (Unless
discharge would have been imminent before, during or after the absence, then
termination due to discharge may result).

6.3.1 Separation Notice. Employees affected by layoff will be given two (2)
weeks notice in writing when possible. Employees terminated from
County service will be given notice if possible; however, the probationary
period will not be extended in order to provide probationary employees
with notice. Employees terminated by reason of cause will be given a
written notice of suspension with intent to discharge prior to ordering the
employee to leave the workplace, if possible (see 6.5 below).

6.3.2 The notice of suspension with intent to discharge shall be delivered
personally or confirmed in writing within 24 hours by Certified Mail.

6.3.3 The Personnel Division of the Controller's Office will provide appropriate
blank separation forms to Department Heads upon request. The original
copy will be provided to the employee, one copy to the Personnel Division
and one copy will be retained by the Department Head.

6.3.4 Each separation notice must be signed by the Department Head or in
his/her absence, by his/her designee. Involuntary separations must be
coordinated with the Personnel Division.

6.4 Suspension Pending Termination. If a Department Head decides discharge is in
order, the employee shall first be suspended for five (5) workdays (Monday
through Friday excluding holidays) without pay. This will allow sufficient time
for procedural matters and further investigation if necessary. After five (5) work
days, the suspension will be (1) converted to immediate discharge effective the
first day of the suspension; (2) changed to a suspension with pay; (3) left to
remain as a suspension without pay; or (4) revoked and the employee reinstated
with pay for the days not worked.

6.5 Pre-Termination Process. Once a Department Head determines involuntary
separation is in order, the Personnel Division shall be advised. The employee is
entitled to a pre- and post-termination hearing; however, the pre-termination
process need not amount to a formal hearing. Essentially the hearing shall be an
initial check against mistaken assumptions and a determination of whether there
are reasonable grounds to believe the charges are true and support the proposed
action. The employee is entitled to oral or written notice of the charges against him/her, an explanation of the evidence and the opportunity to rebut the charges.

6.6 Post-Termination Appeals. A non-probationary employee terminated for cause, has the right to appeal the County's action following the provisions contained in the Grievance Procedure Policy. Non-probationary employees terminated because of layoff have the right to appeal the action, but only to challenge the validity of his/her selection for layoff by the Department Head. The employee cannot appeal the County's decision to have a reduction in the workforce. The administrative hearing will be conducted as stipulated in the Grievance Procedure Policy.

6.7 Benefits At Separation. Please refer to Policy #343 for benefits at separation.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. **PURPOSE:** This policy is established to outline procedures for ensuring that new and/or updated, signed job descriptions are on file for each and every Saginaw County authorized position.

2. **AUTHORITY:** The Saginaw County Board of Commissioners.

3. **APPLICATION:** This policy applies to all Departments, Elected Offices and Agencies of Saginaw County, pursuant to Policy #301.

4. **RESPONSIBILITY:** County Department Heads, agencies, boards, commissions and councils of the County of Saginaw who have County Authorized Positions within their department.

5. **DEFINITIONS:**

   5.1 Authorized position(s) means a position which is budgeted for, has a position control number, and is listed on the County’s position control number listing ("PCN Roster").

6. **POLICY:**

   6.1 Pursuant to this policy, all Saginaw County positions shall have a corresponding, updated job description on file in the Saginaw County Personnel Division. It shall be the responsibility of each Department Head to ensure that the job descriptions held by the Saginaw County Personnel Division for their division are current and accurate. The Saginaw County Personnel Division shall then ensure that each job description is signed and maintained. Two signatures are required on each description. It shall be signed first by the Personnel Director in the "Written by" section. The Controller/CAO shall sign on the "Approved by" section, after reviewing and approving the description.

   6.2 Failure by a County department or division, to submit updated job descriptions to the Saginaw County Personnel Division when needed, will result in a “hiring freeze” for those positions for which no updated job description is available.
7. ADMINISTRATIVE PROCEDURES:

7.1 The Saginaw County Controller’s Office shall be responsible for maintaining all Saginaw County Job Descriptions, and soliciting new job description information from Saginaw County Departments when required.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  Approved as to Legal Content:

_______________________________  ______________________________
Saginaw County Controller/CAO   Saginaw County Civil Counsel

ADOPTED:  April 23, 2002
AMENDED:  September 14, 2004; March 19, 2019
RECRUITMENT SELECTION, AND APPOINTMENT OF INTERNS AND STUDENT SERVICE/PLACEMENT WORKERS

1. PURPOSE: It is the purpose of this policy to establish a system of uniform and appropriate rules and regulations regarding the recruitment, selection and appointment of interns and student placement/service workers.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all interns and student service/placement workers utilized by Saginaw County Departments, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for developing and implementing this policy.

5. DEFINITIONS: Types of service are defined as follows:

5.1 Intern: Individuals working for Saginaw County on a paid or unpaid basis for a designated term of service not to exceed 15 weeks for the purpose of completing a variety of special projects and/or to gain experience or school credit.

5.2 Student Service/Placement Workers: Individuals working through a designated third party or agency on a paid or unpaid basis for a limited term not to exceed 15 weeks for the purpose of completing a variety of special projects and/or to gain experience or school credit.

6. POLICY: It shall be the policy of Saginaw County to recruit and select the most qualified persons for positions in the County service. Recruitment and selection shall be conducted in accordance with the County's Equal Employment Opportunity Policy for all intern positions, and to the fullest extent possible for student placement/service workers to ensure open competition, and to prohibit discrimination because of race, sex, religion, national origin, politics, age, mental or physical handicap, or other non job related factors. The administrative procedures on filling positions are continued in Section 7 of this policy.

6.1 Any arrangements for interns and student service/placement workers which fall outside the scope of what is defined in this policy will be handled by the Controller or his/her designee on a case by case basis.

7. ADMINISTRATIVE PROCEDURES:

7.1 Notice of Position: Before filling an intern or student service/placement position, the Department must demonstrate to the Controller's Office it has the resources in
its budget to fund the internship or placement. This would include wages, social
security, and workers' compensation insurance for paid internships and workers'
compensation coverage for unpaid internships, as the County is considered the
employer. As the third parties sponsoring a student service/placement worker are
considered the employing agent, proof of workers' compensation coverage must
be obtained by the Department from the agency. An indemnification agreement
may also be required.

7.1.1 Announcements/postings of intern vacancies will be handled by the
Personnel Division. Contact with third parties regarding student
service/placement opportunities will be handled by the individual
Departments.

7.2 APPLICATION: Applicants for all intern positions must complete a County of
Saginaw application. Resumes will be accepted pending completion of an
application. Student service/placement workers must complete an information
sheet. Applications/information sheets must be filed in the Personnel Division of
the Controller's Office.

7.3 Recruitment and Selection: Recruitment and selection shall occur as follows:

7.3.1 Interns: Recruitment and selection of applicants will be consistent with
policies established for the recruitment and selection of all other County
employees unless otherwise noted in this policy.

7.3.2 Student Service/Placement Workers: Because outside, third party
agencies are responsible for recruiting student service/placement workers
for their organizations, the County shall begin the recruitment and
selection process in the selection stage. Because of this, efforts shall be
made by the Department to ensure the third party is utilizing open
recruitment methods. When possible, Departments will select from a pool
of candidates from the third party agency they are working with, and they
shall also follow equal employment opportunity hiring practices.

7.4 Appointment: Appointment of applicants to intern and student service/placement
worker positions will be made by the following means:

7.4.1 Intern: Appointment to an intern position will be made on the basis of
merit by selection from eligibility lists established in accordance with the
provision of this policy and the Federal Standards for a Merit System of
Personnel Administration. It will be consistent with policies established
for the appointment of all other County employees except where otherwise
noted.

7.4.2 Student Service/Placement: Appointment to a student service/placement
worker position will be made by merit selection through an eligibility list.
When this is not possible, a letter briefly detailing the selection process shall be sent to the Personnel Division of the Controller's Office.

7.4.3 Authority to make appointments in both cases shall be vested in the head of the department or in an individual designated as an intern/ student service/placement coordinator.

7.4.4 A certificate of eligibility for appointment shall be initiated by the Department Head and certified by the Personnel Division before the appointment becomes valid. Once certified by the Personnel Division, a Conditional Offer of Employment Questionnaire must be completed by the candidate and the Department Head and sent to the Personnel Division for examination prior to a pre employment physical examination. This procedure shall not necessarily pertain to elected officials with statutory appointment authority unless the position involves a position or activity funded in whole or in part by Federal Funds.

7.5 Physical Examinations: Before being appointed, all interns must undergo a pre employment physical and drug screen. Student service/placement workers employed by third parties do not have to undergo physicals or drug screens unless such an exam is made necessary by the conditions of their service.

7.6 Background Checks: All applicants will have to undergo the background checks necessary for other individuals working in the Department who have access to the same materials or individuals the interns/student service workers will have the ability to access. This includes but is not limited to criminal, traffic, or child protective service checks.

7.7 Filing a False Application/Information Sheet: Falsification of information on any employment application/information sheet or statement of medical history is grounds for rejecting the applicant or dismissing an intern or student service/placement worker who provided false information.

7.8 Benefits: As all interns are considered temporary workers, they are not entitled to fringe benefits and they will be advised they will not receive fringe benefits.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: April 25, 2000; Amended: April 23, 2002; Amended: December 12, 2006
PURPOSE: Saginaw County expects the highest standard of behavior from all employees. Although years of experience have proven that unacceptable behavior is an exception to the usual professional performance of County employees, it is nonetheless necessary that each employee knows and understands the consequences of misconduct. The purpose of this policy is to set forth a standard of behavior for employees of Saginaw County and develop set guidelines for dealing with rare violations of those standards.

AUTHORITY: The Saginaw County Board of Commissioners.

APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

DEFINITIONS: NONE

POLICY:

6. Standards of Conduct. The following actions set forth in 6.1.1 through 6.1.22 have been declared unacceptable. The list is not all-inclusive and does not include all possible types of misconduct. Although the violation of some rules may result in discharge and others in verbal or written warning and suspension, repeat violation of work rules may also result in discharge. Committing a first offense with regard to the following standards of conduct may subject an employee to discharge.

6.1.1 Falsifying time worked records for yourself and/or another employee.

6.1.2 Refusal to perform or respond to a legal work directive. Refusal could result in discharge, unless the employee can establish that such a directive threatens safety or health.

6.1.3 Possession of an open alcoholic beverage and/or under the influence of alcohol in the work place.

6.1.4 Sale or possession of and/or under the influence of a controlled substance(s) in the work place not legally prescribed for the employee by a licensed physician. (Employees using medication legally prescribed by a licensed physician are required to notify their supervisor prior to beginning work in the event that such drugs would impair their physical,
mental, emotional, or other faculties to the extent that the impairment may affect work performance or the employee’s ability to safely and effectively perform the duties of his or her job.)

6.1.5 Threatening bodily harm, fighting or engaging in disorderly conduct.

6.1.6 Unauthorized possession of a gun, illegal knife, and/or any weapon while in the workplace or on County property.

6.1.7 Willful damage to, or destruction of, County property, unauthorized use of County property, removal of County property from the premises or unauthorized possession of another person’s property or belongings.

6.1.8 Stealing from the County, other employees or committing the act upon other parties while in a job capacity.

6.1.9 Falsification of any County document in application for employment, expenses, benefits and/or privileges.

6.1.10 Misconduct on/off the job that has an adverse impact on the County, its employees or facilities.

6.1.11 Accepting gifts or gratuities for favors or special treatment in providing services. (Discretion must be exercised to avoid acceptance of gifts that may be seen as attempts to influence ones ability to make unbiased decisions, that compromise ones capacity to make objective decisions or that could cause embarrassment to Saginaw County.)

6.1.12 Divulging confidential information acquired on the job.

6.1.13 Carelessness and/or horseplay resulting in injury to person(s) or damage to County property.

6.1.14 Offensive conduct and/or offensive language, including sexual and/or racial harassment, towards person(s) in the workplace. (Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors and verbal and/or physical conduct of a sexual nature that creates an offensive employment environment.) See Policy # 322 for a more detailed description.

6.1.15 Sleeping while on the job.

6.1.16 Failure to wear required protective clothing or safety equipment.

6.1.17 Leaving work area without proper authorization.

6.1.18 Illegal gambling in the workplace.
6.1.19 Poor work performance.

6.1.20 Failure to report an on-the-job injury within 24 hours of occurrence.

6.1.21 Soliciting business for personal gain during working hours or conducting personal affairs or business during working hours.

6.1.22 Performance of job functions in such a manner as to put the safety of others at risk.

6.2 Failure to report to work for three (3) consecutive work days without notifying his/her supervisor with a satisfactory explanation will be considered a voluntary resignation or discharge, unless substantial evidence is submitted giving good cause why contact could not have been made.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AMENDED: April 23, 2002; August 12, 2008
PURPOSE: The purpose of this policy is to:

1.1 Formulate a formal written County policy with respect to discrimination and sexual harassment; and

1.2 Define and clarify proper procedure to be followed in the event of an incident of discrimination and/or sexual harassment and to communicate this to County employees and officials.

AUTHORITY: The Saginaw County Board of Commissioners.

APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

RESPONSIBILITY: The County Controller/CAO shall be responsible for the implementation and administration of this policy.

DEFINITIONS: NONE

POLICY: Sexual harassment and unlawful employment discrimination will not be tolerated by Saginaw County. The management of Saginaw County will actively investigate every complaint of unlawful discrimination and sexual harassment. It is the duty of every employee to cooperate in any such investigation, and it would constitute a serious infraction of County policy to retaliate against or penalize an employee for asserting a claim of discrimination or sexual harassment. Any employee found to have sexually harassed or unlawfully discriminated against another employee or to have retaliated against an employee for making a complaint of discrimination or sexual harassment will be subject to discipline, up to and including suspension or immediate dismissal.

Harassment on the basis of sex is a form of sex discrimination which is illegal and expressly prohibited by Saginaw County. Sexual harassment may include requesting sexual favors in exchange for an enhancement of employment conditions, or penalizing or threatening to penalize an employee in their employment unless sexual favors are granted. Sexual harassment also consists of any unwelcome behavior or conduct of a sexual nature which causes or creates discomfort and/or interferes with job performance. Such conduct would include, but is not limited to, unwelcome touching or other bodily contact, the making of unwelcome sexual advances, the display or reference to pornographic, sexually explicit or offensive materials in the workplace, the use of sexually provocative or offensive language, unwelcome inquiry into the private life of another.
employee, or any other unwelcome conduct of a sexual nature. Such activity is not only illegal but also detracts from the businesslike and professional image which Saginaw County expects its employees to project. Racial and sexual harassment also includes the leaving of racially and sexually derogatory messages within common areas of the workplace.

7. ADMINISTRATIVE PROCEDURES:

7.1 An employee who believes that he/she has been subject to unlawful discrimination based on race, religion, color, national origin, age, sex (including pregnancy), height, weight, marital status, disability, genetic information or any other protected class/classification as designated by Federal or State law or sexual harassment, shall notify the Personnel Division immediately who will provide the employee with a Discrimination/Harassment complaint form, a copy of which is enclosed with this Policy. This form must be completed in detail as soon as possible so that the County will have adequate notice of and be able to investigate any claim of unlawful discrimination or sexual harassment. This form must be completed in order to trigger an investigation of any discrimination or harassment claim. Failure to complete the form will be considered by Saginaw County to be an admission by the employee that the claim of unlawful discrimination or sexual harassment is totally without merit and constitutes a waiver by the employee of any right to said claim.

7.2 Implementation of Policy. The Saginaw County Discrimination and Sexual Harassment Policy will be communicated to all County employees.

7.2.1 All newly hired employees will be informed of the policy, reporting procedures, and consequences of violation, as a part of the County orientation practices.

7.2.2 The Controller shall designate two (2) County staff persons, one male and one female, to receive, investigate and resolve complaints.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: February 16, 2010
DISCRIMINATION/HARASSMENT COMPLAINT FORM

NAME: __________________________________________

DEPT. HEAD _____________________________________

Describe the alleged incident in detail, including the date upon which the incident occurred; the identity of the individual who committed the act of harassment and/or discrimination; the approximate time when the incident occurred; the acts which you believe constituted unlawful discrimination and/or sexual harassment, including any verbal acts; your response or reaction; and any other details which will assist the Personnel Division in its investigation:

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Have you reported this incident to anyone else?  □ Yes  □ No

Have you been subjected to similar acts of harassment and/or discrimination by the same employee(s) in the past?  □ Yes  □ No

If Yes, did you report the prior incident(s)?  □ Yes  □ No

Signature __________________________   Date _________________________
1. PURPOSE: The purpose of this policy is to provide for the safety and well-being of all County employees and the public by restricting the ability of employees to carry concealed weapons while working for the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy. The Board of Commissioners shall be responsible for the administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 In the event an employee of Saginaw County has acquired a concealed weapon permit pursuant to MCLA 28.426, the following policy shall apply: County employees are prohibited from carrying a concealed weapon on the job except for persons deputized and/or authorized by the Saginaw County Sheriff. Those so authorized other than deputies shall be subject to Board of Commissioners approval.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. PURPOSE: The purpose of this policy is to enable Saginaw County to protect the health and safety of its employees and of the general public while using county facilities.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY:

4.1 The Controller shall be responsible for ensuring that such county facilities, except those exempted under subsection 6.1.2 below, are properly posted in accordance with this Policy and the Michigan Clean Indoor Act. In leased facilities, department directors and agency heads or their designees shall be responsible for ensuring that the leased areas are properly posted.

4.2 Department Heads, and supervisors shall be responsible for familiarizing employees with this Policy and with departmental or agency policies, procedures, issuances and work rules implementing this Policy and for enforcing compliance within the scope of their authority. Enforcement shall be in accordance with existing disciplinary policies.

5. DEFINITIONS:

5.1 Cigar means any roll of tobacco for smoking, irrespective of size or shape, and irrespective of the tobacco being flavored, adulterated or mixed with any other ingredients, where such roll has a wrapper made chiefly of tobacco.

5.2 Cigarette means any roll of tobacco for smoking, irrespective of size or shape, and irrespective of the tobacco being flavored, adulterated or mixed with any other ingredients, where such roll has a wrapper made chiefly of paper or any other material except tobacco.

5.3 Smoking or Smoke means the use or the carrying by a person of a lighted cigar, cigarette, pipe or other lighted smoking device.

5.4 Tobacco products mean cigars, cigarettes, chewing tobacco, tobacco snuff or tobacco in any other form.
5.5 County facility means any public building owned by the County of Saginaw, either directly, by or through any of its departments or agencies, and that part of any publicly owned or privately owned building which is leased or operated by the County of Saginaw, either directly, by or through any of its departments or agencies.

6. POLICY:

6.1 In compliance with the laws of the State of Michigan, including but not limited to the Michigan Clean Indoor Air Act, Act 368 of 1978, as amended, being Section 333.12601, et seq. of the Michigan Compiled Laws (the Michigan Clean Indoor Act), it shall be the policy of Saginaw County to prohibit smoking of tobacco products (cigars, cigarettes, chewing tobacco, tobacco snuff or tobacco in any other form) in all County facilities effective November 1, 1993. This prohibition shall include, but is not limited to: private enclosed offices, open space offices, meeting rooms, conference rooms, eating areas, including cafeterias and break rooms, lounges, restrooms, hallways, stairways and enclosed entrances. This prohibition shall extend to within fifty feet from all entrances to county facilities, except where there are designated outdoor areas determined by the Controller after consultation with the principal tenant.

6.1.1 Rooms or facilities serving as the living units for an individual (such as residents of mental health facilities and a strictly limited number of designated areas in other portions of such facilities as determined appropriate by the responsible Department Head, such living units and designated areas hereinafter are collectively referred to as "exempt areas") shall be exempt from the provisions of this Policy. Department Heads that operate or control such exempt areas shall develop written plans for the implementation of this exemption in consultation with the County Controller by October 15, 1993. At a minimum, such plans shall prohibit smoking by employees of the County in such exempt areas and shall provide for smoke free living units for nonsmoking residents of county facilities to the degree feasible and consistent with the security and operational needs of the department or agency.

6.1.2 Department Heads shall also prohibit smoking in all vehicles owned, leased or under the control of the County of Saginaw effective November 1, 1993. Department Heads have revised written departmental policies, procedures and issuance to conform to this subsection and may issue reasonable written work rules not inconsistent with this subsection.

6.1.3 Employees who smoke and would like to take this opportunity to become entirely smoke free are encouraged to participate in stop smoking programs.

6.2 Prohibition on the Sale of Tobacco Products in County Facilities.
6.2.1 The sale of tobacco products is hereby prohibited in county facilities effective November 1, 1993. This prohibition shall include concessions and vending facilities in County facilities operated under the provisions of Act 260 of the Public Acts of 1978, being Section 393.351, et seq. of the Michigan Compiled Laws.

7. ADMINISTRATIVE PROCEDURES:
7.1 Department Heads shall receive revised written departmental policies, procedures and issuance to conform to this Resolution and may issue reasonable written work rules not inconsistent with this Resolution and the Michigan Clean Indoor Air Act.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. PURPOSE: The County of Saginaw recognizes drug and alcohol abuse as potential health, safety and security problems. Employees dealing with such problems are encouraged to participate in the Saginaw County Employee Assistance Program. Saginaw County is committed to providing a drug free, healthful, safe and secure work environment for all its employees. Further, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is absolutely prohibited; and, violations of the policy will result in disciplinary action, up to and including termination, and may have legal consequences.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: It shall be the responsibility of the Controller/CAO to implement and administer this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Alcohol/Controlled Substance Testing. It is the policy of Saginaw County to provide pre-employment drug screening for persons applying for all positions with the County and alcohol/controlled substance testing for employees, based on probable cause that alcohol and/or controlled substances are affecting their behavior and/or performance.

6.2 Pre-employment Testing. Signs announcing Saginaw County's policy of pre-employment drug testing shall be posted in all County facilities for view by all employment candidates and the public. Failure to submit a sample for testing shall disqualify a candidate from employment.

6.2.1 Saginaw County will test for the presence of alcohol and controlled substances using methods available through independent laboratories. Collection of the sample and chain of custody requirements shall be performed under strict procedures and guidelines established for these purposes by County approved collection site personnel and the testing laboratory.

6.2.2 An initial analytical test shall be performed and all such tests shown positive shall be confirmed by a second test. Positive initial testing and positive confirmation shall disqualify a candidate from employment.
addition, a candidate for employment shall be required to submit to a retest if a dilute negative specimen is reported to the County by the Medical Review Officer (MRO). Refusal to submit to a test when directed due to the presence of a dilute negative specimen during the initial test will be processed in the same manner as refusing to take the initial test as addressed in Section 6.2. An offer of employment shall not be extended to any candidate prior to receipt of all drug test results by the County.

6.3 Probable Cause Testing. Testing for controlled substances and alcohol shall be administered to employees only when probable cause exists. Random testing is prohibited and requests for employee consent to be tested in the absence of probable cause are also prohibited.

6.3.1 "Probable Cause" or individualized "suspicion to believe" that an employee is under the affect of alcohol or controlled substances while at work or in the performance of his/her job shall be the means by which testing is initiated and justification of probable cause will be studied and approved by the Personnel Division prior to requesting consent to be tested or mandating an alcohol or controlled substance test.

6.3.2 In cases where the Personnel Division determines that probable cause or reasonable suspicion exists, the employee will be supplied an employee representative of his/her choice, unless the employee declines such offer, and asked to sign a Drug/Alcohol Test Consent Agreement. If the employee refuses to consent to the test, he/she will be instructed in writing to appear and submit a urine sample at a designated collection site for the purpose of testing for alcohol and/or controlled substances, no longer than three (3) hours from the time the test is mandated. The written directive to submit said sample shall contain a statement that failure to submit the sample at the required time and place will be considered insubordination and may result in discharge.

6.3.3 An employee subject to testing shall not be allowed to drive but shall be transported to and from the collection site and home, if required.

6.3.4 If requested, an employee shall be allowed an employee representative as an observer at the collection site.

6.3.5 Collection of the sample and chain of custody requirements for probable cause testing shall be held to the same strict guidelines established for pre-employment testing. A report from the MRO of a dilute negative specimen in a probable cause case shall be handled the same as in Section 6.2.2 above for candidates for employment. Refusal to submit to a test when a dilute negative specimen is produced in the initial test will be processed as in Section 6.3.2 above if testing is refused.
6.4 Confidentiality. When "probable cause" is established, all information pertaining to observation of the employee's behavior, the request or mandate for testing and the result of such test shall be strictly confidential and disclosure shall be based solely on "need to know" or as requested in writing by the employee involved.

6.5 Disposition. Employees required to be tested shall be suspended immediately from duty without pay. Negative testing shall result in the employee's immediate return to duty with pay for all lost time. Positive testing may result in the employee's referral to the Saginaw County Employee Assistance Program or disciplinary action, including discharge, dependent upon the circumstance of the case involved; in the case of discipline, including discharge, the employee shall be provided with:

6.5.1 Oral, and where possible, written notice of the charges against him/her.

6.5.2 An explanation of the evidence against him/her.

6.5.3 A pre-termination hearing at which he/she may present his/her side of the case.

6.5.4 A post-termination hearing provided for by the grievance procedure.

7. ADMINISTRATIVE PROCEDURES: None.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:

Saginaw County Controller/CAO Saginaw County Civil Counsel

ADOPTED: November 23, 1999
6.1 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 of Saginaw's policy on workplace violence:

6.1.1 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. This paragraph shall not apply to employees acting within the scope of their duties, for example law enforcement, and child care workers.

6.1.2 An employee who participates in an altercation (verbal or physical) 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 shall discuss the problem immediately with their supervisor or the Personnel Division of the Controller's Office.

6.1.3 Guns, knives and other dangerous weapons are prohibited on all County premises including County provided parking areas, worksites and at all functions sponsored by the County. This restriction supersedes any and all permits obtained from any issuing authority, which allows private citizens
to possess, carry or conceal guns or other weapons. For further clarification on the County policy relative to dangerous weapons, see the Concealed Weapons Policy, Number 323.

6.1.4 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 Personnel Division.

6.1.5 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.

6.2 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.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
Policy 327
Page 1 of 2

Category: 300
Number: 327

Subject: POLITICAL ACTIVITY

1. PURPOSE: It is the purpose of this policy to ensure that every employee shall be able to freely express his/her views as a citizen and to cast his/her vote in the manner in which he/she sees fit.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 State Statue on Political Activities by Public Employees. In accordance with P.A. 169 of the Michigan Public Acts of 1976, a County employee may:

6.1.1 Become a member of a political party committee formed or authorized under the State Election laws.

6.1.2 Be a Delegate to a state, district or county convention held by a political party in this state.

6.1.3 Engage in other political activities on behalf of a candidate or issue in connection with partisan or nonpartisan elections.

6.1.4 Become a candidate for nomination and election to any state elective office, or any district, county, city, village, township, school district or other local elective office without first obtaining a leave of absence from employment. (See Section 6.2)

In accordance with P. A. 169, employees shall not:

6.1.4.1 Actively engage in the activities listed in subparagraphs 6.1.1 through 6.1.3 above during those hours when being compensated for the performance of their duties as a public employee.
6.1.4.2 Either personally, or through an agent, coerce, attempt to coerce or command another public employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for the benefit of a person seeking or holding elected office, or for the purpose of furthering or defeating a proposed law, ballot questions or other measure that may be submitted to a vote of the electors.

6.2 Employees of Elected Officials. An employee who becomes a candidate for elective office in the department in which he or she works may be required to request and take a leave of absence without pay when he or she complies with the candidacy filing requirements, or 60 days before the election, whichever date is closer to the election. The decision to require the employee to request and take a leave of absence without pay shall be at the discretion of the Elected Official.

6.3 Employees Elected to County Office. An employee who is elected to a County governmental office shall resign or may be granted a Leave of Absence from his or her employment during the elected term. The decision to grant a leave of absence or require the employee to resign shall be at the discretion of the County Controller.

6.4 Employees of Departments Financed by Federal Funds. Federal law prohibits partisan political activity by an officer or employee of a state or local agency if his principal employment is in connection with an activity that is financed in whole or in part by loans or grants made by the United States or a Federal agency. The law does not prohibit an employee from voting as he chooses or from expressing his individual opinion on political subjects and candidates.

6.5 Posting and Distributing Political Material. The posting of political signs and distributing political literature or other handouts on County property is prohibited.

7. ADMINISTRATIVE PROCEDURES: Contact the Personnel Division of the Controller's Office if in doubt as to the applicability of Federal Political Activities Act or if more definitive information is needed concerning partisan political activity.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
Subject: COUNTY IDENTIFICATION BADGES

1. PURPOSE: It is the purpose of this policy to recognize the need for employee identification badges and to establish the procedures and responsibilities for implementation of this policy.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: It shall be the responsibility of Department Heads, Appointed and Elected, to ensure all employees are issued and are properly displaying Saginaw County Identification Badges.

5. DEFINITIONS:

5.1 Identification Badges are badges which contain the following information:

5.1.1 Front: The front of each badge will contain the first name, picture and assigned department of each County employee.

5.1.2 Back: The back of each badge will contain the full name, job title, and signature of each County employee.

5.1.3 Security Codes/Clearances: Codes programmed into the card that establish building/door access for employees.

5.2 County facilities include all facilities owned and/or operated by the County of Saginaw.

6. POLICY:

6.1 Department Heads, appointed and elected, shall ensure all employees within their Departments have a current identification badge. Badges will be issued when an employee begins employment with the County or when they have a change in Department, job title or full name.

6.2 All employees will be provided initially with one (1) Saginaw County Identification Badge and needed accessories to display the badge at all times while entering or within any Saginaw County Facility, or while representing the County of Saginaw while on official business of the County.
6.3 In the event the identification badge is lost, stolen, or destroyed, the employee will immediately report the loss to their Department Head, Elected or Appointed, who will schedule the employee to be processed for a replacement badge. The party responsible for programming security codes/clearances shall also be notified so security codes/clearances for the missing card can be suspended. If a replacement badge is necessary, the employee will be charged $10.00 for the first replacement badge and $20.00 for any subsequently issued badge.

6.4 All Employees will display their issued badge during all hours of employment with the County of Saginaw.

7. ADMINISTRATIVE PROCEDURES: Controller/CAO is responsible to ensure administrative procedures are in place to effectuate this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: February 25, 2003
AMENDED: May 15, 2018
Subject: SOCIAL MEDIA POLICY

1. PURPOSE: Saginaw County supports the use of social media to enhance communication, collaboration, and information exchange to further the goals of the County. The County of Saginaw desires to establish a social media policy and procedures in order to mitigate associated risks, and establish acceptable standards for Saginaw County full-time, part-time, temporary and seasonal employees, volunteers, contractors and vendors. It also provides guidance on the County’s expectations regarding the use of the County’s social media by its employees, contractors and vendors in an appropriate manner.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all employees, independent contractors, volunteers, service providers, interns and others using the County’s computer resources and/or posting on behalf of Saginaw County.

4. RESPONSIBILITY: Controller’s Office - Information Technology (IT) will administer this policy with assistance and guidance from the Personnel Department.

5. DEFINITIONS:

5.1 Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Saginaw County, as well as any other form of electronic communication. This includes but is not limited to:

   5.1.1 Multimedia and social networking sites such as Facebook, Twitter, Flickr, Tumblr, Reddit, Instagram, Snapchat and YouTube;
   5.1.2 Social networking sites with an emphasis on professional exchange of information and development of business, such as LinkedIn;
   5.1.3 Blogs, microblogs, wikis, message boards, comment sections, social bookmarking websites, and other community based sites or collaborative tools;
   5.1.4 Social commerce postings product and or/experience reviews such as Amazon, Facebook groups, and Craigslist; and
   5.1.5 Other sites where information (text, images, video, sound, or other files) can be uploaded or posted.
6. POLICY:

6.1 Employee Authorization on Behalf of Saginaw County

6.1.1 Only authorized individuals shall have permission to act as a user to create, publish or comment on behalf of the County. Authorization is granted by the Controller/CAO for the County of Saginaw non-elected offices, Elected Officials for elected offices; and Chief Judge for the courts. Such permission will be granted only after a social media work plan is approved by IT (work plan committee).

6.1.2 Authorized users will be designated as social media coordinators and will be granted access to County social media platforms and authorized to post on behalf of Saginaw County. Authorization cannot be transferred to or among employees. If at all possible each authorized user will have a personal login and password. Passwords must be kept confidential.

6.1.3 Appropriate access levels will be established for each user to identify what sites, or types of sites, the individual is approved to use, as well as defining capability: publish, edit, comment or view only.

6.1.4 Once authorization is given it is up to the Department to monitor all employee postings.

6.1.5 Engaging in conduct in on-line communities that could be interpreted as false, inflammatory, in violation of county policy or constitutes violations of the privacy of others, may subject you to disciplinary action up to and including discharge.

6.2 General Guidelines for County Social Media

6.2.1 Saginaw County employees who are authorized users will comply with all applicable federal, state and county laws, regulations and policies including but not limited to copyright, records retention, First Amendment, privacy laws, FOIA, HIPAA, employment related laws, personally identifiable information, and County established policies and procedures. Sharing or posting content owned by others shall be performed in accordance with copyright, fair use and established laws pertaining to materials owned by others. This includes but is not limited to quotes, images, documents, links, etc.
6.2.2 County computers, laptops and mobile devices used to access social media platforms shall have up-to-date software approved by IT to protect against destructive technical incidents.

6.2.3 Hourly employees cannot work on social media outside of normal work hours without prior approval as this practice may result in overtime. Failure to obtain prior authorization may result in disciplinary action.

6.2.4 Employees are not to display items of a personal nature or interest on County social media networks.

6.3 Posting Guidelines for County Social Media

6.3.1 Inappropriate postings may include but are not limited to: discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct, reasonably viewed statements, photographs, video or audio that are considered malicious, obscene, threatening or intimidating, that disparage customers, members, employees or suppliers, or that might constitute harassment or bullying. Inappropriate postings will not be tolerated and may be subject to disciplinary action up to and including termination.

6.3.2 Any inappropriate postings from the general public will be deleted. These include spam and off-topic content or links to other sites. If content must be removed, it must be recorded, documented and submitted to the Department Head and IT for review and record retention. Unacceptable content and individual violators shall be promptly documented with a screenshot or printout, emailed to IT, and then removed immediately. IT will also contact the County Controller and legal counsel on any issues. The following forms of content posted by external and authorized users may be subject to removal if they contain:

- Comments not topically related;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination of protected classes;
- Sexual content or links to sexual content;
- Solicitation of commerce or advertisements including promotion or endorsement;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public or public systems;
Content that violates a legal ownership of interests of any other party, such as trademark or copyright infringement;
Violent or threatening content;
Disclosure of confidential, sensitive, or proprietary information;
Disclosure of Health Insurance Portability and Accountability Act Information;
Disclosure of personally identifiable information;
Disclosure of personally identifiable health information;
Disclosure of social security numbers;
Disclosure of Payment Card Industry Data;
Identical posts by the same user or multiple users.

6.3.3 Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched.

6.3.4 When possible, content should always link back to the County’s website for more information. All social media sites shall be created using an official Saginaw County email account.

6.3.5 Maintain the confidentiality of Saginaw County trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

6.3.6 Authorized users should not provide the County's or another's confidential or other proprietary information. Ask permission to publish or report on conversations that are meant to be private or internal to Saginaw County.

6.3.7 Authorized users should not cite or reference clients, partners or suppliers without their approval. When a reference is made, link the reference back to the source if possible. Links should be to reputable and factual/accurate sources.

6.3.8 When a response to an online comment posted to the Saginaw County social media platform is appropriate, comments must be replied to in a timely manner. Please follow the Social Media Response Decision Guide (attached herewith and incorporated herein) before responding to a comment.
6.3.9 The Saginaw County brand standards will apply to using the County logo, nameplate, color scheme and visual identity.

6.3.10 Departments will:

6.3.10.1 Establish a well thought out social media work plan that complements countywide policies and considers the departments’ mission and goals, audience, legal risks, technical capabilities, security issues, emergency response procedures, etc. The work plan shall be submitted to IT (work plan committee) for approval. Social media sites may not be established without an approved plan. Any social media site that is created without approval will be in violation of this policy.

6.3.10.2 Create, administer, and deactivate their social media accounts. Elected and Appointed Department Heads shall also establish appropriate usage levels including identifying what social media accounts individuals are approved to use, as well as defining roles.

6.3.10.3 Oversee and manage social media pages in use by staff. Social media content shall fully comply with all of the Saginaw County Personnel and IT Policies.

6.3.10.4 Designate and train authorized staff in proper use of social media. This shall include a Social Media Coordinator and a back-up Social Media Coordinator responsible for overseeing the Department’s mission goals, objectives, audiences, and measures of success.

6.3.10.5 Monitor the access levels of consultants working with the department on social media.

6.3.10.6 Change social media logins and passwords every 90 days or immediately if authorized agents are removed as administrators and/or leaving Saginaw County employment.

6.3.10.7 Monitor and measure social media, analyzing effectiveness and making recommendations to the County for continuous improvement.
6.3.10.8  Provide Controller’s Office/IT with up-to-date lists of social media pages, account logins and passwords and authorized users with their associated access levels. Account login and password information is required to be provided in case the Department’s Social Media Coordinator or back-up Social Media Coordinator is unavailable to address an urgent matter and it must instead be addressed by staff from the Controller’s Office or IT.

6.3.10.9  Ensure the department’s social media sites are monitored daily. Prompt corrective action shall be taken when an issue arises that places or has the potential to place the County at risk. Social Media Coordinators and/or back-up coordinators shall review site activity and content daily for comments and misuse.

6.3.10.10  Department Directors shall notify the IT Department immediately in the case of termination of any employee with authorized use of social media.

6.3.11  Authorized users will:

6.3.11.1  Uphold brand standards and values when representing Saginaw County on social media. Saginaw County’s social media sites shall be created and maintained with identifiable characteristics of an official County site. This includes: County logo and Department insignia(s).

6.3.11.2  Monitor social media sites daily and flag concerns when appropriate.

6.3.11.3  Ensure all social media sites display a link to the Saginaw County Social Media Policy.

6.3.11.4  Post within the scope defined in their Department’s Social Media Plan and in compliance with all Personnel and IT Policies.

6.3.11.5  Receive pre-authorization for any work performed out of normal work hours, if hourly.
6.3.11.6 Notify IT of any security compromises and follow their documented procedures.

6.4 Accepted Social Media Platforms

6.4.1 IT will retain a complete list of approved social media platforms to which other Departments and authorized users are able to post.

6.5 Personal Employee Postings

Saginaw County respects the right of any employee to engage in online social networking during their personal time. While the County respects employees’ privacy and right to free speech, as an employee, you are also viewed as a public facing municipal representative. The County recommends exercising good judgement and prudence as it pertains to the information you voluntarily put in the public domain. In order to protect the County’s interest and ensure employees focus on their job duties, employees must adhere to the following rules and guidelines:

6.5.1 All employees are solely responsible for any personal postings they post online. Keep in mind that any of the posted conduct that adversely affects job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of Saginaw County or Saginaw County’s legitimate business interests may result in disciplinary action up to and including termination. Employees should be respectful and avoid behavior identified in Section 6.3.2 along with avoiding using ethnic slurs, personal insults, or obscenity or engage in any conduct that would not be generally acceptable.

6.5.2 Think before you send. Always remember to think about what you plan to say and how you plan to say it before composing and distributing online. Once information is posted, it is difficult if not impossible to take it back.

6.5.3 Do not create a link from your personal blog, website or other social networking site to the County website.

6.5.4 Do not use your assigned Saginaw County email address to register on social networks, blogs or other online tools utilized for personal use.

6.5.5 Identify yourself and express only your personal opinions. You must make it clear that you are speaking for yourself and not on behalf of the County. Speech that appears to represent the County, even remotely, takes on the appearance of an official position statement and is not permitted in
any circumstance. Do not represent yourself as a spokesperson for Saginaw County. If Saginaw County is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of Saginaw County, fellow employees, members, customers, suppliers or people working on behalf of the County.

6.5.6 If you publish a blog or post online related to the work you do or subjects associated with the County, make it clear that you are not speaking on behalf of Saginaw County. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Saginaw County.” Information relating to persons receiving services from the County must not be disclosed. The privacy rights of fellow employees must be honored.

6.5.7 Refrain from using social media while on work time or on County provided equipment, unless it is work-related as authorized by your Department Head and/or Supervisor or consistent with this Policy and the County’s Equipment Policy.

6.5.8 Employee must keep County confidential information confidential. Any statement, whether made on-line or through images, videos, or sound files related to or referencing the County’s products, services, operations, customers, vendors or other employees regardless of the media or form used must strictly comply with the County’s practices, policies and procedures.

6.5.9 Employees should be accurate, truthful and considerate in their posts. Be constructive, provide appropriate context and think about the impact of your comments on our customers, vendors, other employees or managers.

6.5.10 The internet is fully searchable, which means that anyone with an internet connection can find information. Be careful about posting personal information on-line. Personal information can include photos, addresses and telephone numbers, information about where or when you work, or anything that could compromise your safety or that of your co-workers.
6.5.11 Remember that possible legal ramifications exist. Individuals can be held legally accountable for comments deemed to be defamatory, slanderous, libelous, obscene or proprietary whether they pertain to the County, another organization or an individual person.

6.5.12 Social media postings can occasionally generate media coverage. If you are ever asked to make a comment, please contact the County Controller and seek permission before making a statement.

6.5.13 Employees should not “friend” or “follow” an individual currently receiving services from Saginaw County. This also applies to the individual’s caregivers or guardians.

6.5.14 Nothing in this policy is intended to infringe upon a County employee’s right to engage in activities protected under the National Labor Relations Act or other applicable law.

6.5.15 No County employee or applicant for employment shall be required to grant the County access to or disclose information that would allow the County access to that individual’s personal internet accounts, unless the employer is conducting an investigation or requiring an employee to cooperate in an investigation under any of the following circumstances:

   (a) If there is specific information about activity on the employee’s personal internet account, for the purpose of ensuring compliance with applicable laws, regulatory requirements, or prohibitions against work-related employee misconduct.

   (b) If the employer has specific information about an unauthorized transfer of the employer’s proprietary information, confidential information, or financial data to an employee’s personal internet account.

6.6 Policy Violations

6.6.1 Employees must immediately report violations of this policy to their Department Head and/or supervisor.

6.6.2 All Department Heads and supervisors are responsible for enforcing this policy. Employees who violate this policy are subject to discipline up to and including termination from employment or criminal prosecution in accordance with Saginaw County’s polices or applicable laws.
6.6.3 The County prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

7. ADMINISTRATIVE PROCEDURES:

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this Policy, as submitted to the Board of Commissioners, contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this Policy, as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: 

Approved as to Legal Content: 

___________________________  ____________________________
Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED: April 16, 2019
Adapted from the Air Force Web Posting Response Assessment, Fire Force Public Affairs Agency – Emerging Technology Division, from the US Environmental Protection Agency response flow chart, and San Mateo County.

**CONCURRENCE**
A factual and well-cited response, which may agree or disagree with the post, yet it is not factually erroneous, a rant or rage, bashing or negative in nature. You can concur with the post, let stand or provide a positive review. Do you want to respond?

**LET STAND**
Let the post stand—no response.

**SHARE SUCCESS**
Do you wish to proactively share the County’s perspective?

**COMMENT POSTED**
Is it positive or balanced?
Is it positive or

**“TROLL”**
Does the comment violate policy?

**“RAGER”**
Is the comment a rant, rage, joke or satirical in nature?

**“OFF TOPIC”**
Is the comment unrelated to the focus of your site?

**“MISGUIDED”**
Are there erroneous facts in the posting?

**“UNHAPPY CUSTOMER”**
Is the posting a result of a

**FINAL EVALUATION**
Write response for current circumstances only. Will you respond?

**RESPONSE CONSIDERATIONS**
TRANSPARENCY – Disclose your County connection.
CITE YOUR SOURCES – When you make a reference to a law, regulation, policy or other website, where possible provide a link or at minimum, the citation.
RESPECT YOUR TIME – Do not spend more time than the response is worth.
USE A PROFESSIONAL TONE– Respond in a tone that reflects positively on Saginaw County.
1. PURPOSE: It is the purpose of this policy to establish a system of uniform and appropriate employment practices that shall improve the quality of personnel administration in the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 No Soliciting. Non-employees soliciting sales or services or distributing materials and seeking donations may be restricted from contacting County employees during working hours. Officials and Department Heads may post "No Solicitation" signs in their facilities if desired.

   6.1.1 County employees are prohibited from soliciting sales or services and distributing materials during working hours. Employees may participate in such activities during relief and lunch periods and before and after the regular workday, but may not solicit other employees who are working. Employee solicitations for charitable organizations are permitted during the workday with prior written approval of the Supervisor.

   6.2 Personal Business. County employees are prohibited from conducting personal business during the workday. Personal telephone calls and visitors must be discouraged and time spent on unexpected personal contacts shall be concluded as soon as possible.

   6.2.1 Personal mail shall not be directed to the work place. Utilizing County materials and postage for personal business is prohibited and shall be considered theft of property.
6.3 Outside Employment. Outside or secondary employment is prohibited if such employment adversely affects the official's and/or employee's primary job as demonstrated by absenteeism, tardiness or substandard performance, or causes the person to neglect routine job duties or refuse to carry out regularly scheduled overtime. Employees shall not engage in any outside employment that might affect the objectivity and independence of their judgment or conduct in carrying out their duties and responsibilities to the County. The term employment means both self-employment and employment by others.

6.4 Personal Appearance/Dress Code. County employees are expected to present a clean, neat and business-like appearance on the job. Employees whose jobs or work assignments require uniforms, protective clothing or equipment must wear such attire when necessary or as required. Dress shall be appropriate for the activity performed. Employees who have questions regarding appropriate dress shall ask their Department Head for clarification.

6.4.1 “Casual Dress Day” will be every Friday or days prior to an official holiday at the discretion of each Elected Official or Department Head.

6.4.1.1 This has been loosely worded to allow employees to dress on an individual basis, yet all employees must use good judgment in determining what is appropriate for their particular department. Whether or not items work are considered “appropriate” shall be the exclusive decision of the Department Head or Elected Official.

6.4.1.2 It will be required that casual dress consists of dress that is neat and appropriate for service to the public.

6.4.1.3 Items that would be considered inappropriate would include clothing with slogans or pictures, torn clothing, clothes that are extreme in any way such as excessively baggy or revealing, or that are clearly for gym or beach activities.

6.5 Notifying Absence and Tardiness. If an employee finds it necessary to be absent or late, the Supervisor shall be notified in advance, if possible, and, if not in advance, then as soon as possible. The Employee must discuss the absence with their Supervisor. All anticipated absences from work must be discussed with and approved by the Supervisor in advance.

6.6 Conflicts of Interest. Employees must avoid investments, associations or other relationships that would or could conflict with the person's responsibility to make objective decisions in the County's best interest. An official or employee
may not use information obtained in the course of employment for personal
benefit or contrary to the interest of the County and shall not engage in any
activity that might affect their objectivity and independence of judgment.
(Operating a private practice, doing consulting work, or developing material
associated with one's job for personal gain are examples of outside activities that
may be a conflict of interest.)

6.6.1 Supervisors and Department Heads, shall be prohibited from, either
directly or indirectly, hiring, promoting, supervising, disciplining, or any
other supervision activity of an immediate or close relative within his/her
department. An immediate or close relative is defined as the following
relationships: Spouse, child, step-child, son or daughter-in-law, parent,
step-parent, legal guardian, parent-in-law, brother/sister, brother/sister-in-law,
grandparent, or grandchild. Additionally, Supervisors and
Department Heads shall not directly or indirectly engage in any
supervision activity which may affect their objectivity and independence
of judgment. This paragraph shall not apply to elected officials' personal,
at-will staff.

6.7 Contributions To Employee Social Functions. No member of any board,
committee, commission or employee shall be obligated to, coerced to or in any
way expected to contribute, donate or in any manner personally support
departmental social functions or group gifts, memorials, etc. Such events are
entirely voluntary and solely at the discretion of the individual.

6.8 Unsafe Working Conditions. Employees must report any an all unsafe conditions
to their supervisors in writing immediately after becoming aware of such
conditions.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that
this policy as submitted to the Board of Commissioners contains the necessary
substance in order to carry out the purpose of the policy. County Civil Counsel has
determined that this policy as submitted contains content that appears to be legal
activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  Approved as to Legal Content:

_______________________________  ____________________________
Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
AMENDED: December 7, 2004; November 20, 2018

Policy 331
Page 3 of 3
1. **PURPOSE:** It is the purpose of this policy to establish guidelines and regulations regarding position classification and ensure competitive and fair compensation within the County consistent with relevant market data in order to improve the quality of personnel administration in Saginaw County.

2. **AUTHORITY:** The Saginaw County Board of Commissioners.

3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.

   4.1 Departmental Responsibility. It is the responsibility of Elected Officials and Department Heads to be familiar with the departmental staffing complement as approved by the Board of Commissioners and set forth in the Position Control Number (PCN) Roster and to maintain a current job description for each authorized position. The differentiation of duties between positions must be maintained in order that employees are paid for the work described in their job description. The temptation to add duties to more capable employees and the tendency of capable employees to assume more responsibility often results in pay inequities and must be avoided. This is especially true in the case of classifications with multiple levels where only slight differences exist in the job description.

5. **DEFINITIONS:** NONE

6. **POLICY:**

   6.1 Classification Plan. The classification plan consists of three (3) separate categories: (1) Technical, (2) Professional, and (3) Managerial; and is the grouping of like positions into appropriate classes which are sufficiently similar with respect to duties and responsibilities. Each position or class of positions in the classification plan will be designated by an appropriate title and defined by a job description.
6.2 Job Description. Job descriptions are written descriptions of each position or class of positions included in the classification plan. Descriptions shall include a position or class title, a general definition of work, and qualification requirements to include essential functions, education and experience, physical requirements and any special requirements.

6.3 Maintenance. The Personnel Division shall review every five years the entire classification plan or any part thereof. A Department Head may request the Personnel Department review a specific position within his/her department. The purpose of such review shall be to determine whether or not the plan accurately reflects existing market conditions, to determine the accuracy of position or class of position descriptions and to assure that positions are properly classified. The Personnel Division, upon review of the request and relevant information, shall recommend appropriate action to the Department Head or Controller/CAO.

6.4 Staffing Complement and Position Allocation. The initial allocation of positions within the budget and decisions as to the appropriate level of staff in the Department’s personnel complement must be approved by the Board of Commissioners, and will be set forth in the PCN Roster.

6.5 Job Analysis. The Personnel Department will assign rates of pay to job classifications in accordance with the Board of Commissioners approved Job Classification and Total Compensation Study performed by Springsted Inc./Baker Tilly Municipal Advisors, utilizing the Systematic Analysis and Factor Evaluation (SAFE) rating system. The SAFE rating system evaluates position based on nine factors: 1) Training and Ability; 2) Level of Work; 3) Physical Demands; 4) Independence of Actions; 5) Supervision Exercised; 6) Experience Required; 7) Human Relations Skills; 8) Working Conditions/Hazards; and 9) Impact on End Results. Phase I of the Study was approved by the Board of Commissioners on December 18, 2018.

7. ADMINISTRATIVE PROCEDURES:

7.1 Classification Procedures. The following procedures apply whenever a new position has been authorized by the Board of Commissioners or a current position is considered for reclassification.

7.1.1 A Position Analysis Questionnaire (PAQ) must be completed utilizing Springsted/Baker Tilly Municipal Advisors’ designated form. The completed form shall be submitted to Personnel. Personnel will review the form and apply the SAFE scoring methodology to the PAQ. Once completed, the Controller’s Office will inform the Department Head of the new classification and associated salary grade, will finalize the job descriptions, and make any necessary changes to the Position Control Number listing.
7.1.2 If any disputes arise as to the application of the SAFE scoring methodology, Springsted/Baker Tilly Municipal Consultants will be requested to review the placement determination for consistency with their system.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ________________  Approved as to Legal Content: ________________

__________________________  ___________________________
Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: February 24, 2004; March 24, 2009 (7.1.3, 7.1.4); April 16, 2019
Subject: **HOURS OF WORK**

1. **PURPOSE:** The purpose of this policy is to improve the administration of personnel in the County by establishing guidelines regarding the standard hours of work for Saginaw County employees.

2. **AUTHORITY:** The Saginaw County Board of Commissioners.

3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads and Agencies of Saginaw County to administer these policies. The Employee shall be responsible for conforming to the above hours of work, reporting promptly to work and remaining until the close of their shift/day.

5. **DEFINITIONS:** NONE

6. **POLICY:**

   6.1 **Office Hours.** All County offices shall be open for the transaction of business Monday through Friday of each week, excluding holidays, from 8:00 a.m. to 5:00 p.m. Departments that require shift work are exempted from the standard office hours. Other exceptions to these hours may be approved by individual departments for greater efficiency of operation or to provide a greater level of public service after obtaining approval from the Board of Commissioners.

   6.2 **Work Week.** The work week for full-time employees shall be forty (40) hours per week. However, employees who regularly work at least seventy-two (72) hours per pay period shall be considered full-time employees and their work week shall be as determined by the Department Head.

   6.3 **Lunch Periods and Rest Periods.** Each employee who is working more than four (4) hours during any given work day shall be entitled to a one-hour unpaid lunch period. Such lunch periods shall be scheduled as close to the middle of the work day as possible. Each employee will be allowed one (1) fifteen minute rest period each four hour shift. Lunch periods and rest periods shall be staggered as determined by the Department Head, so as not to curtail services to the public. Rest and lunch periods must be taken at the time scheduled unless a change is authorized by the Department Head. Employees must take their rest or lunch period at its scheduled time and must be back to their work place at the conclusion of the specified period(s).
6.3.1 Rest periods shall be scheduled as close as possible in the middle of the first four (4) hours and in the middle of the last four (4) hours of work. If an employee reports to work one (1) or more hours late or leaves work one (1) or more hours early, he/she will not be entitled to a break during the affected period.

6.3.2 Rest periods shall be considered as compensable working time but may not be added to the lunch period, scheduled at the end of the workday or accumulated or extended in any manner.

6.4 Employee Responsibility. Employees are expected to conform to the above hours of work, report promptly for work and remain until the close of their regular shift/day.

6.4.1 Tardiness for non-exempt employees shall be defined as reporting late for one’s scheduled time of work without previous formal approval. Tardiness will not be tolerated and appropriate disciplinary action shall be taken up to and including discharge.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ____________________________
Saginaw County Controller/CAO

Approved as to Legal Content: ____________________________
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
AMENDED: November 20, 2018
CONTINUOUS LENGTH OF SERVICE

1. PURPOSE: The purpose of this policy is to define and establish a system to measure continuous length of service in order to improve the quality of personnel administration in the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS:
   5.1 Continuous length of service for a County employee is that period of employment with Saginaw County that is considered unbroken.

6. POLICY:
   6.1 Probation. Continuous service is not recognized until the employee attains the status of a regular employee at which time his/her length of service shall include the period of his/her probationary service.
   6.2 Temporary Service. Full-time temporary service, when the employee was hired through competitive selection that is unbroken and immediately precedes the transfer of an employee to a regular position shall be given full credit toward continuous length of service.
   6.3 Regular Part-time Service. Regular part-time employees are given half credit for continuous length of service if it immediately precedes regular full-time employment regardless of the number of hours actually worked. Regular full-time service is given full credit towards regular part-time service.
   6.4 Part-time Service. Part-time service shall not be credited toward continuous length of service.
   6.5 Leave of Absence. Time spent on approved leaves of absence shall be included in continuous length of service, if the leave of absence lasts no longer than six months; however, it will not be credited toward Paid Time Off (PTO) (Refer to the Paid Time Off Policy), or in the computation of step increases on the salary schedule. Any leave of absence lasting longer than six months shall not be counted towards an employee’s continuous length of service.
6.6 Break In Service. Continuous length of service shall be considered as broken for the following reasons:

6.6.1 An employee resigns or retires.

6.6.2 An employee is dismissed.

6.6.3 An employee fails to return at the expiration of an approved leave of absence.

6.6.4 An employee is absent for three (3) consecutive workdays without properly notifying the employer.

6.6.5 An employee is sentenced to any time in jail or a correctional facility.

6.6.6 Employees whose service is broken by other than discharge in accordance with this paragraph and who are re-employed within 30 days may retain their length of service less the period of unemployment only upon immediate approval of the Department Head or elected official active at the time of re-employment.

6.7 Layoffs. Employees laid off for lack of work, lack of funds or for other reasons requiring a cut-back in personnel and who are recalled or rehired within one year from the date of lay-off, shall retain their continuous length of service.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
Subject: COMPENSATION

1. PURPOSE: It is the purpose of this policy to establish uniform guidelines and appropriate rules regarding employee compensation in an effort to improve the quality of personnel administration in the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS:

5.1 Pyramiding of overtime is defined as paying for the same hours more than once, which is prohibited.

5.2 Workweek is defined as seven consecutive 24-hour periods from Sunday, 12:00 a.m. through Saturday, 11:59 p.m.

6. POLICY:

6.1 Pay Plan. The Pay Plan shall include a schedule of pay ranges consisting of minimum, intermediate, and maximum rates of pay for all classes of positions.

6.2 Development of the Pay Plan. The development of the Pay Plan shall be directly linked to the Classification Plan and shall be based on the principle of equal pay for equal work. Pay ranges shall be determined with due regard to such factors as:

   6.2.1 Uniformity of pay for each class.
   6.2.2 The relative difficulty and responsibility of work.
   6.2.3 The recruiting experience of the County.
   6.2.4 The prevailing rates of pay in both public service and private sector.
   6.2.5 The financial condition and policies of the County.
   6.2.6 Other pertinent economic considerations.
6.3 Adoption. All salaries must be set by the Saginaw County Board of Commissioners.

6.4 Exceptions. Exceptions from the Pay Plan shall be authorized by the Board of Commissioners as necessary due to the primacy of negotiated labor agreements or statutes.

7. ADMINISTRATIVE PROCEDURES:

7.1 Administration and Amendment. The County Controller/CAO shall be responsible for administering the Pay Plan. He/she shall be responsible for conducting periodic reviews and comparative studies of pertinent factors affecting levels of pay. When appropriate, the Controller/CAO may recommend to the designated committee of the Board of Commissioners necessary amendments to the Pay Plan. In any case, amendments to the Pay Plan may only be made upon the approval of the Board of Commissioners.

7.2 Entrance Salary Rate. The entrance salary rate for a newly hired employee shall be Step 1 of the appropriate pay grade as indicated in the current Pay Plan. If a Department Head believes a newly hired employee should be compensated at a level higher than Step 1, the Department Head must submit pertinent documentation to the appropriate committee of the Board for consideration. The justification must contain specific reasons for the requested action.

7.2.1 A part-time or temporary employee shall be paid on an hourly basis at not more than Step 1 of the classified position to which assigned. The Board of Commissioners may approve a higher salary if requested and justified by proper documentation.

7.3 Step Increases. Each pay grade on the salary schedules shall consist of Steps and employees shall progress through the steps based on length of service in their jobs. Step increases are a means of recognizing satisfactory performance and a Department Head is permitted to withhold a salary increase for a period not to exceed six months during which time the employee will be on probation. The employee will be advised in writing of this action and the reasons for withholding the increase. If the employee does not show the required improvement to warrant removal from probationary status within the six-month period, he/she shall be separated from employment.

7.3.1 Progress through the steps shall be based on the time periods indicated on the salary schedule (except in the case of regular part-time employees who must serve twice the time period indicated), unless such time period is adjusted because of the probationary period resulting from a withheld step increase or an approved leave of absence.
When an employee is hired at a rate above Step I in accordance with Section 7.2, progression shall proceed from the step at which hired. For example, an employee hired at Step III (one-year rate) would progress to Step IV (two-year rate) after one year and Step V (three-year rate) after two years. An employee hired at Step II (six month rate) would progress to Step III (one year rate) after six months and Step IV (two year rate) after 18 months.

7.3.2 Part-time and temporary employees shall not be eligible for step increases except as provided in Section 7.2.1 of this policy.

7.4 Severance Pay. Severance pay is not authorized.

7.5 Overtime. Upon pre-approval, in writing, and only when budgeted in a department’s current year budget, non-exempt Employees of Saginaw County may be scheduled for overtime work and be paid overtime compensation at the rate of time and one-half of regular rates of pay for all hours actually worked in excess of forty hours provided, however, there shall be no pyramiding of overtime. Furthermore, employees who are on authorized PTO, vacation, or personal leave and actually work within the same 24 hour period, shall be credited no more time than a normal scheduled work day or the amount of time actually worked, if more than a normal work day. Elected officials, persons appointed to serve on a policy-making level, and FLSA exempt personnel are generally exempt from overtime pay. Exempt personnel are salaried employees who are expected to meet the demands of the position without overtime compensation.

7.5.1 Overtime shall not be authorized by Department Heads unless provided for as a separate line item in the departmental budget. Special projects or other extraordinary circumstances, not foreseen during the budget process, may justify special consideration for overtime authorization, which may be requested from the Controller.

7.5.2 Regular full-time employees or part-time and temporary employees working or scheduled to work 40 or more hours a week in one department shall not be permitted to work any additional hours in another department unless approved by the Controller.

7.6 Pay Adjustments. The following personnel actions shall affect the pay status of the affected employee in the following manner:
7.6.1 Transfers. If an employee is transferred into a classification with the same pay rate, the employee's pay rate shall remain unchanged. An employee must actually have worked (1) one full year in his/her current position to be eligible to apply for transfers (meaning those positions of the same classification and hours designated to work), unless waived in special circumstances by the Personnel Division or applicable official.

7.6.2 Promotions. If an employee is promoted to a higher paying position, the employee shall be paid at the lowest step in the new pay grade which is at least five percent (5%) above the salary he was receiving immediately before the promotion. For purposes of this policy, promotion means movement to a different position which has a higher final step in the pay grade than the final step in the pay grade for the position being vacated.

7.6.2.1 Personnel may be employed in a lower grade than authorized on the Personnel Allocation Schedule. If such an individual is later promoted to the authorized grade, the promotion shall be treated as a reclassification and he shall retain his/her step.

7.6.3 Demotions for Cause or at employee request. If an employee is demoted to a classification with a lower pay grade, for cause, or at the employee’s request, the employee shall be paid in accordance with the pay range for the new classification but will retain his/her previous step, including time accrued in previous step.

7.6.4 Transfer to a Lower Paying Position. If an employee is transferred to a lower paying position because of budgetary requirements, reorganization, or to avoid layoff, the employee will be paid at the highest step of the new classification, if the highest step is lower than the employee’s salary before the transfer. If the highest step is not lower than the employee’s salary before transfer, then the employee will be placed at the step which is nearest to, but not less than, his/her salary before the transfer.

7.6.5 Recall or Return from Layoff. When an employee following layoff is recalled in the same classification and pay rate from which he/she was laid off, he/she shall be placed in the same step that he/she occupied at the time of layoff. However, the employee shall be credited any time accrued prior to layoff for purposes of determining the employee’s next merit step increase. If the employee returns to a position in a different classification and pay rate (moves from one pay schedule to a different pay schedule), the employee will be placed at the step in the new pay schedule which is closest to but not less than his/her former compensation rate.
7.6.6 Reclassification of Position. If an employee's position is reclassified the following shall apply:

7.6.6.1 If an employee’s position is reclassified to a higher pay grade he/she shall be paid at the higher pay range retaining the same step.

7.6.6.2 If an employee’s position is reclassified to a lower pay grade, the employee's salary shall remain frozen at the current pay rate until such time as the salary rate for the new classification equals or exceeds the employee's current salary pay rate.

7.6.7 Working out of Classification

7.6.7.1 Employees may be directed by the Department Head or Supervisor to perform duties above their classification.

7.6.7.2 Employees who are temporarily requested to perform duties above their classification shall be paid at the lowest merit step in the new pay grade which is at least 5% above the salary the employee is currently receiving.

7.6.7.3 Employees shall be required to keep a log of their time worked above their classification and submit same to their Department Head or Supervisor. Logs should contain actual time worked, specific tasks performed and employees will be paid at the higher rate of pay accordingly.

7.7 Computation of Step Time. Although time spent on an approved leave of absence or layoff is credited towards continuous length of service, such periods of thirty (30) or more continuous days are not credited towards step increases.

7.7.1 Full-time temporary service, when the employee was hired through competitive selection, that immediately precedes the transfer of an employee to a regular position in the same class, shall be credited in determining the employee's position on the salary schedule.

7.7.2 Regular part-time service which immediately precedes the transfer of an employee to regular full-time service in the same class will be credited at one-half (1/2) time regardless of the number of hours actually worked.

7.7.3 Part-time service is not credited.
7.8 **Former Employee.** A former employee who is rehired shall be paid at Step 1 of the pertinent grade unless a higher step is authorized in accordance with Section 7.2 or the employee is granted previous service in accordance with the Continuous Length of Service Policy (Policy #334).

7.9 **Pay Periods.** Employees shall be paid on a bi-weekly basis.

7.10 **Longevity Pay.** Regular Full-Time Employees hired before March 1, 2005 who have completed five or more years of continuous service as of December 1st of each year shall be entitled to longevity pay. Longevity pay shall be based on length of continuous service as of December 1st of each year and employment status (regular full-time or regular part-time) as of December 1st of each year. Length of continuous service shall be determined as stated in the Continuous Length of Service Policy. Employment status is defined in the Recruitment, Selection and Appointment Policy. Regular full-time employees shall receive $70 for each full year of continuous service. Regular Full-Time Employees hired on or after March 1, 2005 are not eligible for nor shall they receive longevity pay. Regular part-time employees, who received longevity pay in 2001, shall receive $35 for each full year of continuous service, until their employment terminates. Regular part-time employees who did not qualify for longevity pay in 2001 (those that had less than five full years continuous service as of 12/01/01), are not eligible for longevity pay.

7.10.1 A Full-Time employee who retires or dies during the year prior to December 1st shall be entitled to a pro-rata longevity pay for the number of months since the previous December 1st to the date of retirement or death.

8 **CONTROLLER/CAO LEGAL COUNSEL REVIEW:** The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ________________________
Approved as to Legal Content: ________________________

Saginaw County Controller/CAO ________________________
Saginaw County Civil Counsel ________________________

ADOPTED: November 23, 1999
AMENDED: April 23, 2002; October 12, 2004; February 22, 2005; August 12, 2008; December 18, 2018
1. PURPOSE: The purpose of this policy is to regulate the maintenance of personnel records and transactions in an effort to improve the quality of personnel administration in the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 Personnel Division. The Personnel Division in the Office of the Controller shall have responsibility for establishing, maintaining, and coordinating all necessary personnel records. The Division shall advise and assist Department Heads on all personnel transactions and records systems and procedures.

   6.2 Department Heads. Department Heads shall initiate and process personnel transactions affecting their employees in accordance with established systems and procedures.

   6.3 Record Review. Employees are encouraged to review their personnel files in the Controller's Office periodically to insure that data such as beneficiaries, dependents, addresses, and other data are current. Appointments to view personnel files may be scheduled through the Personnel Division.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. PURPOSE: The purpose of the Grievance Procedure Policy shall be to provide a method for complaints to be voiced in an orderly manner such that the proper authority can resolve such matters fairly and in a timely manner.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Saginaw County Controller/CAO and the Board of Commissioners shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS:

5.1 Grievance. A grievance is a complaint regarding violation or misinterpretation of the rules provided in the County personnel policies or a complaint of unfair application of these rules.

6. POLICY:

6.1 Grievance Procedure. Regular Full-time and part-time employees, not covered by a collective bargaining agreement, shall have the right to use this grievance procedure. (For Civil Rights/Sexual Harassment complaints, see Policy # 322). Any grievance of any employee shall be handled in accordance with the following procedure:

6.1.1 The employee shall within ten (10) working days of the date of the cause of the grievance or within ten (10) working days of the date he/she could reasonably be expected to have knowledge of the cause of the grievance, appeal to his/her Department Head requesting an adjustment of his/her grievance. The Department Head shall reply to the employee within five (5) working days.

6.1.2 If an employee, after appeal to his Department Head, or Court Supervisor feels that a proper adjustment has not been made, the employee shall within ten (10) working days from the receipt of the Department Head's or Court Supervisor’s reply, appeal in writing to the Personnel Division, or Court Administrator, requesting review by the Court Administrator or Personnel Division. The Personnel Division or Court Administrator shall consider the appeal and reply to the employee in writing.
6.1.3 If an employee, after appeal to the Personnel Division or Court Administrator, feels that proper adjustment has not been made, the employee shall within ten (10) working days from the receipt of the Personnel Division’s or Court Administrator’s reply, appeal in writing to the Chairperson of the Labor Relations Subcommittee of the Board of Commissioners or Chief Judge. The Labor Relations subcommittee or Chief Judge shall consider the appeal according to its established procedures and reply to the employee in writing. The decision of the Committee or the Chief Judge shall be final and binding.

6.2 Representation. The grievant may elect to have counsel at the hearing before the Labor Relations Subcommittee or Chief Judge, but must advise the Personnel Division or Chief Judge of this action at least three (3) working days prior to hearing. The grievant shall be granted necessary and reasonable paid absence from work for scheduled grievance adjustment meetings with the Department Head and the Committee.

6.3 Group Grievances. Employees having a common complaint may file a group grievance.

6.4 Freedom From Reprisal. Employees shall be free to use this procedure without restraint, interference, coercion, discrimination or reprisal. An employee, whether acting in an official capacity for the County or on any other basis, shall not interfere with, or attempt to interfere with, another employee's exercise of his rights under this procedure.

6.5 Grievance Hearing. The Grievance hearing before the Labor Relations Subcommittee, or Chief Judge, shall be conducted in accordance with the rules contained in Section 7 below.

7. **ADMINISTRATIVE PROCEDURES:** Grievance Hearing Procedures are as follows:

7.1 The Chairman of the Labor Relations Subcommittee of the Board of Commissioners will chair and serve as moderator of the hearing and Committee Members shall serve as members of the Hearing Panel. For Court employees, the Chief Judge shall determine whether to hear the grievance alone or whether to include other staff or judges. The hearing shall be in accordance with the Open Meetings Act. The aggrieved employee, upon request, shall be granted a closed hearing under 15.268, Item (a) of the Act.

7.2 The hearing will proceed as follows:

7.2.1 Each party, beginning with the aggrieved employee, may make an opening statement.

7.2.2 The aggrieved employee shall then proceed with his/her case by calling witnesses to make statements or present other appropriate evidence.
7.2.3 The employer shall then defend the action causing the alleged grievance by presenting pertinent documentation, and calling witnesses.

7.2.4 Each side, beginning with the employee, shall then have the opportunity to make a final statement and offer rebuttal.

7.3 Procedural rules are as follows:

7.3.1 The aggrieved employee may be represented by counsel if the Committee Chairman or Chief Judge is notified at least three (3) working days prior to the hearing.

7.3.2 Making a verbatim record of the hearing shall not be permitted.

7.3.3 There shall be no cross-examination permitted by the parties, however, members of the committee may ask questions directing their question through the Chair, or the Chief Judge may ask questions directly.

7.3.4 Points of clarity shall be directed to the Chair.

7.3.5 In the case of a closed hearing, witnesses shall be excused from the hearing after testimony, and may be sequestered prior to the hearing at the option of the Chair.

7.3.6 If the aggrieved employee is represented by counsel, counsel may question the aggrieved employee.

7.4 Since the committee does not have subpoena power, witnesses must appear voluntarily, except for County employees appearing as witnesses during their working hours. County employees appearing as witnesses during their working hours may be required to attend, however, shall be excused with pay for the period they are required to be present but must first provide adequate notice to their supervisor.

7.5 The Hearing Panel shall render its decision by majority vote and the decision shall be final. In the case of court employees, the Chief Judge’s decision will be final.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. PURPOSE: The purpose of this policy is to set forth and clarify policies and procedures for the accrual and usage of compensatory time, by Saginaw County employees, including union and non-union, FLSA (Fair Labor Standards Act) exempt and non-exempt which complies with all laws, statutes, and/or ordinances which may be applicable.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation of this policy.

5. DEFINITIONS:

   5.1 Compensatory Time. Hours accumulated, by working beyond a 40 hour work week, or an eight-hour work day, and used as prepaid time off.

   5.2 Exempt Employee. Generally, a managerial, administrative or degreed professional employee, who is exempt from the Fair Labor Standards Act.

   5.3 Non-Exempt Employee. Generally, a technical or non-degreed professional employee, who is not exempt from the Fair Labor Standards Act.

   5.4 Flexible Time Schedule. A Flexible Time Schedule is a work schedule which, for a period of time, allows for more efficient operations in a department. Examples of a Flexible Time Schedule would be four, 10-hour days, or working a Saturday instead of a Friday.

6. POLICY:

   6.1 Compensatory Time for FLSA Non-Exempt Employees. Non-Exempt Employees are not authorized to accrue or use compensatory time, except when specifically provided for in a collective bargaining agreement. When circumstances call for overtime work by a Non-Exempt employee, Department Heads must instead reschedule an employee's duties so that compensatory time is not accrued, or, pay overtime. This will prevent departments from accruing an unfunded liability which would require "pay-off" at the employee's termination of employment.
6.2 Compensatory and Overtime for FLSA Exempt Employees. Exempt Employees are salaried employees and are expected to meet the demands of their position without overtime compensation or compensatory time, despite the number of hours actually worked. There shall be no accrual or usage of compensatory time for this classification of employee. Conversely, if an exempt employee works more than two (2) but less than eight (8) hours per day, they are not required to charge their Paid Time Off (PTO) bank. When an exempt employee works less than two (2) hours, they must charge their PTO Bank for a full, eight-hour day. In rare circumstances, a Department Head may approve "overtime" pay for an exempt employee. However, overtime schedules and payments must be pre-approved, in writing, by the Department Head, and must be budgeted in the current year's budget.

6.3 Flexible Time Schedules for Exempt Employees. Exempt Employees may work under a "Flexible Time" schedule, at the discretion of their Department Head, and in a manner determined by the Department Head. Flexible Time is calculated on a one-for-one basis, in a single biweekly, pay period. There is no accrual of flexible time, and none will be recognized upon termination of employment. Flexible time has no cash value.

7. ADMINISTRATIVE PROCEDURES:

7.1 Personnel Division. The Personnel Division in the Office of the Controller shall have the responsibility for establishing, maintaining, and coordinating all necessary personnel records. The Division shall advise and assist Department Heads on all personnel transactions and records systems and procedures.

7.2 Department Heads. Department Heads shall initiate and process "time worked" transactions affecting their employees in accordance with established systems and procedures.

7.3 Record Review. Department Heads shall review time records regularly to ensure that time worked is being credited and compensated pursuant to this policy.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted, contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. PURPOSE: It is the purpose of this policy to establish a uniform system regulating the accrual and use of paid time off hours. PTO leave is intended to be used to compensate for vacation leave, earned sick time, personal leave, paid time off and paid medical leave as required under the Paid Medical Leave Act.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Rate of Accrual.

6.1.1 Each regular full-time employee shall accrue Paid Time Off hours at the following rate. Regular part-time, part-time, and on-call employees who work on an average of more than 25 hours per week during the immediately preceding calendar year shall accrue Paid Time Off hours at one-half the below rate, as long as the accrued time equals at least 40 hours.

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6.2 Accumulation of Paid Time Off (PTO) Hours. Accumulation of PTO hours shall be limited to 700 hours.

6.2.1 When an employee's continuous length of service reaches a point entitling him/her to the next higher rate of PTO accrual, earning at the new rate will begin on the first day of the current pay period.
6.2.2 Employees shall be paid during PTO leave on the basis of the normal workweek for the classification of work in which they are normally employed and at the rate of pay prevailing during the period that the time is taken.

6.3 Separation. Upon separation from County employment, an eligible employee shall receive pay for 50% of the unused accumulated PTO hours up to a maximum of 600 hours or 75 days (or actual pay-off at 300 hours, or 37.5 days), or as negotiated in employment contracts. Upon retirement, PTO pay will count toward the employee’s final average compensation, for those having defined benefit pensions, unless otherwise provided by employment contracts. Compensation for unused PTO hours will be paid at the regular rate (not overtime) prevailing on the employee’s last working day.

6.4 Holidays. If a holiday, as defined in the Holiday Policy, falls within an employee's PTO period, it shall not be counted as a PTO day unless the employee was scheduled to work on the holiday.

6.5 Leave of Absence. PTO leave shall not accrue during an employee's unpaid leave of absence.

6.6 PTO Scheduling/Management. Employees are responsible for managing their PTO accounts. It is important for employees to plan ahead for how it will be used. Employees should develop a plan for taking vacations, as well as doctor’s appointments and personal business. Employees should hold a reasonable amount of PTO time in reserve which allows for the unexpected, such as emergencies and illness.

6.6.1 PTO Used for Vacation. Vacation schedules for employees shall be developed and approved by Department Heads. It shall be the practice of each Department Head to schedule vacations over as wide a period as possible in order to obviate the need for temporary increases in staffing. The schedule may be changed by the employee only if approved by the Supervisor/Department Head.

6.6.2 The use of PTO hours for “personal” reasons other than vacations is a request and therefore, it requires supervisory approval. Requests shall be made in advance and in accordance with Department policies/practices. There may be occasions such as an illness or emergency, when an employee cannot request use of PTO in advance and/or obtain prior supervisory approval. If an illness or emergency exists which prevents an advanced request from being made, employees must discuss the absence with their supervisor. Subject to FMLA, documentation of the illness and/or emergency may be required by the Department Head.
6.6.3 PTO, once approved, must be taken in chronological and sequential order in accordance with the excused absence(s) during the payroll-reporting period.

6.7 Subject to FMLA, taking time off without the accrued PTO available is prohibited. Absence from work without the use of authorized PTO may result in discipline, up to and including discharge.

6.8 PTO Increments. PTO can be taken in increments of fifteen (15) minutes.

6.9 PTO Donation. The purpose of PTO donation is to allow County employees to support fellow employees who have a medical emergency pursuant to FMLA, or must take unexpected time off from work to support a family member who does, or for the reasons enumerated in the Paid Medical Leave Act. County employees may donate earned PTO hours to a voluntary leave bank with the understanding that the recipient member accepts all tax liability. Donations must be in eight (8) hour increments and the donor’s personal PTO bank cannot fall below eighty (80) hours as a result of the donation. Each employee may donate no more than an accumulated total of eighty (80) hours per calendar year. Donations are irrevocable. Donor cannot specify who receives time once it is donated to the leave bank. Donations can be made through Payroll by completing a PTO donation request form.

6.9.1 A family member can be defined as a spouse, parent, or child.

6.9.2 A medical emergency is defined as a medical condition that is likely to require the employee to be absent from work for a prolonged period and results in a substantial loss of income due to lack of available PTO or other paid leave. A substantial loss of income is an unpaid absence of 24 work hours or more. Said hours do not have to result from a continuous absence, but can result from time taken on an intermittent basis related to the same condition or illness.

In order to receive donated PTO, an employee who is being personally affected by a medical emergency or for the reasons enumerated in the Paid Medical Leave Act, must submit a request in writing using the designated form. This will include stating the details of their medical emergency or the reasons listed in the Paid medical leave Act, the amount of time they are requesting, and certifying they have exhausted all other paid leave available to them. The requesting employee will be required to provide medical or other documentation to verify eligibility. Written requests shall be submitted to the Payroll and Benefits Supervisor for consideration. Employee requests for donated PTO will be considered on a first come, first served basis.
The County may notify employees when a request for donated PTO has been received but the PTO Donation Bank has insufficient time available to cover the request. Such notifications will be made exclusively by the Controller’s Office.

Applicants are only eligible to receive leave after their request has been approved and it has been confirmed that all other available paid leave has been exhausted. Employees reserving PTO in accordance with the FMLA, disability or any other leave policy are not eligible for leave donation. Employees may receive a total donation of no more than the time needed to cover the leave time requested. For employees with intermittent need for leave, the bank will be reviewed periodically to ensure sufficient, but not excessive levels of PTO. Employees not otherwise eligible for PTO are not eligible for the donation program.

Once received, donated PTO will be placed in a separate bank for that recipient employee. Any donated PTO not used at the conclusion of the medical emergency or for those reasons listed in the Paid Medical Leave Act or within one year of receipt will be returned to the PTO donation bank. Liquidation of donated PTO for cash is not permissible.

Doctor’s slips or other documentation will be required as proof of how leave was used and must be submitted to Payroll when donated PTO is used.

Donors cannot claim an expense, a tax deduction or a charitable contribution for any leave donated under the plan. All paid leave granted to the recipient employee is considered wages and is subject to appropriate tax withholding. Recipient employees will receive paid leave at his/her normal rate.

Management shall have the exclusive right to approve or deny the use of PTO under this provision, and any decision made relative thereto shall not be subject to the grievance procedure unless management acted arbitrarily or capriciously.

6.10 Compliance with Laws. It is the intent of the County that this policy complies with the Paid Medical Leave Act. (Public Act 338 of 2018 and Public Act 369 of 2018; MCL 408.961 et. Seq.). Any provisions of this policy that are in conflict with the Paid Medical Leave Act shall be superseded thereby.

7. ADMINISTRATIVE PROCEDURES: NONE
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  

Approved as to Legal Content:  

____________________________   ___________________________

Saginaw County Controller/CAO   Saginaw County Civil Counsel

ADOPTED:  April 23, 2002
AMENDED:  November 15, 2005 (Section 6.2); April 25, 2006; November 20, 2018; March 19, 2019
1. PURPOSE: It is the purpose of this policy to make employees aware of fixed holidays within Saginaw County and establish pay guidelines for those holidays.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301, subject to collective bargaining agreements.

4. RESPONSIBILITY: The Saginaw County Board of Commissioners shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Holidays. The following and such other days as the Board of Commissioners may fix are holidays with pay for all regular full-time employees normally scheduled to work on such days:

   New Year's Day, January 1.
   Martin Luther King's Birthday, 3rd Monday in January.
   President's Day, 3rd Monday in February.
   Good Friday
   Memorial Day, Last Monday in May.
   Labor Day, 1st Monday in September.
   Veterans' Day, November 11.
   Thanksgiving Day, 4th Thursday in November.
   Friday after Thanksgiving Day
   Christmas Eve, December 24.
   Christmas Day, December 25.
   New Year's Eve, December 31.

6.2 Alternate Days. If one of the holidays listed above should fall on a Sunday, the following Monday shall be observed as a holiday. If one of the holidays listed above should fall on a Saturday, excluding Christmas and New Year's Day, the previous Friday shall be observed as a holiday, except for employees assigned to seven day operations, who will celebrate the actual date of the holiday. If Christmas Eve or New Year's Eve falls on Saturday or Sunday, the holiday will be observed on Friday. If Christmas or New Year's Day falls on Saturday, the holiday will be observed on the previous Friday and Christmas Eve or New Year's Eve Day will be observed on Thursday the day before.
6.3 Temporary, Part-time and Regular Part-time Employees. Temporary and part-time employees are not entitled to holiday pay. Regular part-time employees are entitled to one-half (1/2) pay for holidays.

6.4 Premium Pay. Regular full-time and regular part-time non-exempt employees who are required to work on a holiday shall receive, in addition to holiday pay, time and one-half (1-1/2) for all hours worked. (Refer to Section 7.5 of the Compensation Policy concerning managerial and professional classified employees.) Eligible employees who perform no work on a holiday shall be paid for the holiday at their current rate of pay. Part-time and temporary employees are paid straight time for those hours worked on a holiday. In order to be entitled to holiday pay employees must work their full shift of their last scheduled workday before the holiday and their first scheduled workday after the holiday or be on authorized paid leave equal to the time of the scheduled workday(s) (excluding workers' compensation and disability leave).

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: February 16, 2010
1. PURPOSE: The purpose of this policy is to establish a County insurance policy, thereby improving the health and well-being of Saginaw County employees

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all non-union employees only paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 Health Insurance. Health insurance shall be provided to regular full-time and regular part-time employees and their dependents (as defined by the plan administrator) effective on the first billing date subsequent to completion of sixty (60) days of qualifying service.

   6.1.1 New hires or employees who were not eligible for health insurance benefits on or after January 1, 1993, must be of regular full-time status to become eligible for health insurance coverage. Health insurance eligible employees hired prior to March 1, 2005 are eligible for Blue Cross Blue Shield of Michigan (BCBSM) Community Blue 1 (CB1) and will pay 10% of the premium, or Community Blue 8 (CB8) and will pay 0% of the premium. Additionally, employees hired prior to March 1, 2005 are eligible for HealthPlus HMO IH and will pay 0% of the premium.

   Health insurance eligible employees hired on or after March 1, 2005 will be eligible to receive BCBSM CB8 health insurance only. During an open enrollment period employees hired on or after March 1, 2005 may elect to purchase, or "buy up" to BCBSM Community Blue 1 or HealthPlus HMO IH options at a cost equal to the actual difference plus any administrative expenses, as determined exclusively by the County Controller's Office, between CB8 and coverage elected by the employee.

   All employee health insurance contribution rates noted above are subject to requirements established by State of Michigan Public Act 152 of 2011 (PA 152 of 2011,) the Publicly Funded Health Insurance Contribution Act.
6.2 Dental Insurance. Dental Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first billing date subsequent to completion of six (6) months of qualifying service.

6.3 Optical Insurance. Optical Insurance shall be provided to regular full-time employees and their eligible dependents (as defined by the plan administrator) effective the first billing date subsequent to completion of six (6) months of qualifying service.

6.4 Life Insurance. Life insurance shall be provided to regular full-time employees upon completion of six (6) months of qualifying service.

6.5 Insurance Coverage and Premium Cost Shares. The Board of Commissioners will designate the level of all insurance coverage provided and the premium cost shares which are required to be paid by subscribers.

6.6 Dual Coverage. No person shall be eligible for dual coverage as both a subscriber and a dependent for any insurance coverage paid with Saginaw County funds.

6.7 Continuation of Insurance.

6.7.1 Health: In the event of disability leave, health insurance will continue for the entire period up to one (1) year, but requires the regular employee co-pay contribution to remain in effect. In the event of a leave of absence (except FMLA leaves), or layoff, health insurance will be continued at County expense to the first billing date subsequent to thirty (30) days after the leave or layoff began. The term "County expense" shall be in accordance with paragraph 6.5.

6.7.2 Dental: Coverage will continue until the first billing date subsequent to layoff or unpaid (non-FMLA) leave of absence. In the event of disability, refer to paragraph 6.1 of the Disability Leave Policy. (Policy #361)

6.7.3 Optical: Coverage will continue until the first billing date subsequent to layoff or unpaid (non-FMLA) leave of absence. In the event of disability, refer to 6.1 of the Disability Leave Policy. (Policy #361)

6.7.4 Life: Coverage during layoff will continue until the end of the month following the month in which the layoff began. Life insurance will continue in force for a period of up to six (6) months from the first day of the month in which the leave of absence began for all leaves of absence other than service in the armed forces. In cases of disability, basic coverage will continue throughout the leave up to one (1) year. Voluntary additional insurance will be maintained based on continuous employee premium payments. An eligible employee who returns to work without loss of seniority within one (1) year after his/her life insurance terminated.
due to layoff or leave of absence is not required to satisfy the six (6) month waiting period and will be insured on the first billing date after return to work.

6.7.5 In the event of an unpaid leave of absence, the employee shall be responsible for paying the full amount of any premium for any benefit coverage they wish to continue for each month they are on said leave pursuant to specific rules and regulations contained in this policy. Failure to pay said premiums will result in termination of coverage.

6.8 Separation from Employment. Upon separation from employment other than retirement or as noted in Section 6.7, all insurance coverage will terminate on the last day of the month in which the separation occurs. Certain coverage may be continued at the employee's expense if requested in accordance with Federal Law.

6.9 Option to Health Insurance Coverage. An employee who is eligible for enrollment in a County health insurance program may choose to receive one hundred-fifty dollars ($150.00) per month in lieu of such insurance coverage; provided, however, the employee provides proof of another source of insurance and signs a statement attesting to said insurance coverage and is not covered as a dependent on a County paid health plan.

6.9.1 If an employee's status changes such that he/she is no longer eligible for coverage under another policy (divorce, death of spouse, etc.) the employee may reenter County coverage subject to the terms and conditions of the plan administrator. In the event that a lapse in coverage occurs due to the employee not notifying the County in a timely manner, or for any other reason not directly attributable to the County, the County shall in no way be held liable for health coverage during such lapse.

6.10 Compliance with Laws. It is the intent of the County that this policy comply with the Federal Patient Protection and Affordable Care Act (PPACA.) Any provisions of this policy that are in conflict with PPACA shall be superseded thereby. It is also the intent of the County that this policy comply with PA 152 of 2011. Any provisions of this policy that are in conflict with PA 152 of 2011 shall be superseded thereby.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.
Approved as to Substance: __________________________

Approved as to Legal Content: _________________________

Saginaw County Controller/CAO

Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: October 12, 2004; February 22, 2005; September 22, 2009; November 17, 2009; August 24, 2010; September 17, 2013; November 19, 2013
Subject: EDUCATIONAL REIMBURSEMENT

1. PURPOSE: The purpose of this policy is to encourage all employees to further their education and training, in order for the employee to become eligible for career advancement and to become more knowledgeable.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Policy. It is the policy of Saginaw County to encourage all employees to further their education and training, in order for the employee to become eligible for career advancement and to become more knowledgeable. The County shall reimburse employees for reasonable educational expenses (tuition ONLY). Funds for reimbursement may be allocated during the annual budget process. The amount of such funding is to be determined solely by the Board of Commissioners and any such amount allocated will be distributed on a first-come, first-serve basis by the Personnel Division of the Controller's Office.

6.2 Eligibility and Restrictions. Courses must contribute to the employee's proficiency or self-improvement, as solely determined by the Personnel Division, upon recommendation by the employee's Department Head. The following rules shall specifically apply:

6.2.1 Applicant must be a regular employee at the time the course is started and remain employed during the duration of the course.

6.2.2 Class attendance and study must be during non-working hours (Schedules will not be altered to create non-working hours).

6.2.3 Classes must be part of an accredited, County-recognized college curriculum or taken through an accredited advanced educational institution as solely determined by the Personnel Division.

6.2.4 An employee shall not be reimbursed for any amount over $1,500 in one calendar year.
6.2.5 Cost of books, travel, supplies, etc. are not reimbursable. Only tuition is reimbursable.

6.2.6 The employee's failure to maintain employment with the County of Saginaw for a period of at least three (3) years after receipt of tuition reimbursement, including termination for just cause, will require the employee to repay all tuition reimbursements received during the prior three years.

6.3 Tuition Reimbursement Limits. If the criteria in Section 6.2 of this policy are met and all procedures followed in Section 7, reimbursement will be made based on seventy-five percent (75%) of the tuition paid by the employee, subject to the availability of funds, which are distributed on a first-come, first-serve basis by the Personnel Division.

7. ADMINISTRATIVE PROCEDURES:

7.1 The employee must apply to the Personnel Division for reimbursement of tuition prior to the beginning of the class using appropriate County forms. The Department Head shall approve the application requesting reimbursement of a specific class and must certify that the applicant meets the eligibility criteria. The Department Head shall sign the form and forward it to the Personnel Division for review and approval. The Personnel Division shall develop a list of recognized higher educational institutions and make that list available to the Department Heads and Employees.

7.1.1 Funds to reimburse the employee for tuition become obligated, upon approval by the Personnel Division, if available. If funds are not available, the Personnel Division will advise the Employee and the Department Head.

7.1.2 Upon completion of the class (with at least a 2.0 grade or equivalent for undergraduate school and at least a 3.0 grade or equivalent for graduate school based on a 4.0 grade scale) the Employee must present the receipt for tuition payment and the grade report of the class to the Department Head, who will then send a copy of the receipt and proof of completion to the Personnel Division for reimbursement. The Personnel Division will approve those tuition reimbursements, which are eligible and forward the same for payment to the appropriate department.

7.1.3 The Employee shall sign a document authorizing the County to deduct from any source of payment any amount reimbursed the Employee for tuition during the three years prior to the Employee's termination, if the Employee terminates employment with Saginaw County, for any reason, including just cause.
8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Controller/CAO

Approved as to Legal Content:  
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
1. PURPOSE: It is the purpose of this policy to establish a uniform procedure and compensation scale in order to provide for the health and well-being of Saginaw County employees in the event that they are hurt while performing a service for the County.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Policy. In the event of a work related injury or illness, employees and subsequently supervisors must report injuries on the day of occurrence to the Claims Manager in the Controller’s Office using the supervisor's Report of Injury Form. Death or serious injury must be reported by telephone and followed up with the supervisor's Report of Injury Form.

6.2 Monitoring of Absence. During the time an employee is recuperating from an injury, the Controller’s Office monitors progress of absence or return to work status. If the employee is released to return to active employment, the claims manager coordinates return to work restrictions (if any) with Department Head.

6.3 Pay Status. An employee who is injured during the course of his/her employment shall be paid for all hours scheduled to work on the date of the injury and shall be paid for the days scheduled to work during the first seven (7) calendar days following the date of the injury not chargeable to any other benefit. The employee shall not receive more than 100% of his/her regular weekly wage as compensation for time off due to work related illness or injury. In the event the employee is overpaid in accordance with this provision he/she shall reimburse the County for the amount of overpayment.

6.4 Fringe Benefits. Fringe benefit continuation is limited to one year maximum from date of injury.

6.5 Paid Time Off. Accrual of PTO hours while on Workers' Compensation or Disability Leave is limited to the first 90 days on leave.
6.6 Light Duty. All employees who may become unable to perform their normal job description duties due to medical restrictions associated with either non-work related or work-related injuries or illnesses shall be assessed for light duty and shall comply with the requirements of the Light Duty Job Program outlined within this section. The goal of the program is to get the employee back to productive employment and normal duties as soon as medically possible. Light duty jobs have been developed to enable the County of Saginaw to assign employees to work, which will accommodate their medical restrictions.

6.6.1 The County of Saginaw will assign light duty jobs after review of and consistent with medical evidence of restrictions associated with the employee's injury. These light duty jobs may or may not:

6.6.1.1 be located in the department where the employee is normally assigned,

6.6.1.2 be within the bargaining unit where the employee is normally assigned,

6.6.1.3 consist of duties which the employee normally performs,

6.6.1.4 take place during shifts, which the employee normally works.

6.6.2 All employees assigned to a light duty job will report to that work site as directed, take directions as given by the job site supervisor and perform duties as instructed.

6.6.3 Individuals who do not normally work within a specific County Department or who are not members of a bargaining unit found within a specific Department may be assigned to fill light duty assignments within that Department. These light duty assignments are not permanent assignments.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:

Saginaw County Controller/CAO Saginaw County Civil Counsel

ADOPTED: November 23, 1999; AMENDED: April 23, 2002; August 12, 2008
1. PURPOSE: It is the purpose of this policy to assist County employees by providing for their health and well-being during their retirement years.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: None

6. POLICY:

6.1 Retirement Benefit Plans. Retirement benefit plans vary depending upon employee classification and hire date. Said plans are modified from time to time by the direction of the Board of Commissioners. Eligible employees hired prior to June 1, 1994 were required to become members of the defined benefit plan administered under the rules established by the Michigan Municipal Employees Retirement System (MERS). Eligible employees hired on or after June 1, 1994 are required to become members of the defined contribution plan. There is no mandatory retirement age.

6.2 Defined Benefit Plan (MERS). The County currently pays the entire cost for this plan without any employee contribution required, unless otherwise set forth in a collective bargaining agreement. Benefits are based on a formula, including final average compensation, years of service and benefit program. In addition, an employee must reach a minimum age and/or complete a minimum number of years of service in order to be eligible for the particular MERS pension benefit under which they are covered. Benefit payment options allow for beneficiary coverage and may also include cost of living adjustments. Credit may be given for previous county service, military service, and generic service. Employees may purchase “generic service” up to five (5) years in accordance with MERS policies and procedures with the employee paying one hundred percent (100%) of the cost. Employees may purchase qualified “governmental service” in accordance with MERS policies and procedures with the employee paying one hundred percent (100%) of the cost.

Employees may purchase “military service” in accordance with MERS policies and procedures, if the employee was hired prior to May 17, 1994, with the employee paying one hundred percent (100%) of the cost. In order to receive credit for generic, governmental or military service, the employee must pay their cost share in full at the time of purchase.
6.3 Defined Contribution Plan. For employees hired prior to March 1, 2005, a pre-tax employee contribution of 3% of compensation is currently required for participation in this plan. The County currently matches this contribution at the rate of 9%. For employees hired on or after March 1, 2005, a pre-tax employee contribution of 6% of compensation is currently required for participation in this plan. The County currently matches this contribution at the rate of 6%. Benefits are based on the dollar amount in an employee's account at the time of separation and the selection of one of several pay out methods approved by the United States Department of Treasury, Internal Revenue Service. The amount in the employee's account accumulates from a combination of the above described contributions and self directed investment earnings. Upon separation, employees may choose to begin using the entire amount of their contribution plus a percentage of the County's contribution based on their months of services as provided below.

<table>
<thead>
<tr>
<th>MONTHS OF SERVICE</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-35</td>
<td>0%</td>
</tr>
<tr>
<td>36-47</td>
<td>25%</td>
</tr>
<tr>
<td>48-59</td>
<td>50%</td>
</tr>
<tr>
<td>60-71</td>
<td>75%</td>
</tr>
<tr>
<td>72 or more</td>
<td>100%</td>
</tr>
</tbody>
</table>

As soon as practical after approval of the policy: (1) those employees in the six percent (6%) employer contribution and zero percent (0%) employee contribution shall complete the appropriate paperwork to transition into the nine percent (9%) employer contribution and three percent (3%) employee contribution option, (2) those employees in the three percent (3%) employer contribution and zero percent (0%) employee contribution will complete the appropriate paperwork to transition to the six percent (6%) employer contribution and six percent (6%) employee contribution option.

6.4 Re-employment of Retired County Employees. To ensure a more representative workforce and provide employment opportunities, an employee who retires from Saginaw County in accordance with MERS guidelines and/or IRS regulations, will not be rehired into the County as a regular full-time, regular part-time, or on-call employee or pursuant to a contract, except (1) as a seasonal laborer in the Parks & Recreation Department, Maintenance Department, or Mosquito Abatement Commission which is not to exceed six (6) months; (2) to train a successor which is limited to 90 days without the prior approval of the Board of Commissioners for a longer period; and (3) to temporarily fill a vacant position while the department is actively searching for a permanent replacement, provided the department head requests a waiver of the hiring freeze and which is limited to 90 days without the prior approval of the Board of Commissioners for a longer period. The County Controller/CAO will be responsible for providing a report to the Labor Relations Committee identifying the rehiring of County retirees. The report shall include date of rehire, length of re-employment, purpose of re-employment, and name of rehired retiree.
6.5 Health Insurance.

6.5.1 To be eligible for retiree health insurance, an employee must satisfy both the age and continuous length of service requirements associated with retirement under the MERS Defined Benefit Plan even if they are members of the Defined Contribution Plan. An employee hired before January 1, 1993 and retiring shall be entitled to health insurance for themselves, their spouse and their dependents, as defined by County Policy. The employee must continue with the group health option in which they are enrolled (either CB1 or CB8) prior to retirement, provided proper application is made prior to retirement and the above described age and service requirements are met. Employees hired after January 1, 1993 and prior to March 1, 2005, who similarly retire, shall be entitled to continue with single coverage (employee only) in the group health option in which they are enrolled, (either CB1 or CB8) prior to retirement. Employees hired on or after March 1, 2005 and employees that made an irrevocable election to refuse retiree health insurance are not eligible for retiree health insurance.

6.5.2 Employees hired on or after March 1, 2005, will not be eligible for retiree health insurance. They and those employees who have previously made an irrevocable decision to refuse retiree health insurance, shall thereby be enrolled in an employer sponsored Health Care Savings Program (HCSP) or its equivalent. The County will contribute 1% of eligible employee's gross wages to the HCSP. Additionally, eligible employees shall contribute 0.25% of their bi-weekly gross wages to the HCSP. Allowable changes to employee contribution levels shall be in accordance with the HCSP participation document.

6.5.3 Employees who retire on or after January 1, 1991 and prior to January 1, 2014 and who are eligible for and elect to receive health insurance coverage, shall be required to pay a percentage of premiums for said coverage, as indicated in TABLE A listed below. Payment shall be in accordance with the number of continuous years of service actually worked for Saginaw County regardless of the total number of credited years of service held by the employee for the purpose of calculating the County Defined Pension Benefit through MERS.

<table>
<thead>
<tr>
<th>CONTINUOUS YEARS OF SERVICE ACTUALLY WORKED</th>
<th>EMPLOYER PAYS</th>
<th>EMPLOYEE PAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>25%</td>
<td>75%</td>
</tr>
<tr>
<td>7</td>
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</table>
Employees who retire on or after January 1, 2014 and who are eligible for and elect to receive health insurance coverage, shall be required to pay a percentage of premiums for said coverage, as indicated on TABLE B listed below. Payment shall be in accordance with the number of continuous years of service actually worked for Saginaw County regardless of the total number of credited years of service held by the employee for the purpose of calculating the County Defined Pension Benefit through MERS.

**TABLE B**

<table>
<thead>
<tr>
<th>CONTINUOUS YEARS OF SERVICE ACTUALLY WORKED</th>
<th>EMPLOYER PAYS</th>
<th>EMPLOYEE PAYS</th>
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<tr>
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<td>10%</td>
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<td>20 or more</td>
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</tbody>
</table>

Said payment shall be due thirty (30) days after invoice date. Overdue payments will be sent notices to pay. For invoices lapsing for more than ninety (90) days, a termination of insurance letter will be sent indicating coverage will terminate commencing the first date for which coverage has not been paid, i.e., if coverage was paid through January 31, termination is effective February 1. Also enclosed with this letter, will be an election form to transfer to a monthly offset payment in lieu of said coverage. The monthly offset payment amount will be the amount in effect on the date of the election, pursuant to the applicable collective bargaining agreement and/or County policy.
6.5.4 Employees who retire after January 1, 1993, and who are eligible for health insurance coverage, may elect to receive a monthly offset payment in lieu of said coverage, provided that they are not covered under a County paid health plan. A retiree may elect to discontinue his/her current health care coverage and elect to receive said monthly offset payment. The monthly offset payment will be the amount in effect at the time of election, pursuant to the applicable collective bargaining agreement and/or County policy. A retiree electing to receive the monthly offset payment in lieu of health coverage will not be eligible to opt back into the health plan. Employees hired on or after March 1, 2005, and those who have made an irrevocable election to refuse retiree health insurance, are not eligible to receive a monthly offset payment in lieu of said coverage.

6.6 Medicare. Upon becoming eligible for Medicare, the subscriber and his/her dependent(s) must enroll in both Part A and B of Medicare at the subscriber’s expense. It is each individual’s personal responsibility to contact the Social Security Administration regarding Medicare. Once enrolled, Medicare will become the primary coverage, while Saginaw County’s health plan will be the secondary payor.

6.7 Blue Cross/Blue Shield of Michigan Savings Refund Shares – Contribution to Employee HCSP Account and Retiree Health Care Fund.

Historically, the County of Saginaw receives an annual Michigan Savings Refund (Refund) from Blue Cross/Blue Shield of Michigan (BCBSM). This annual refund has been based on physician and other medical provider settlements; pharmacy recoveries; and prescription drug rebates. For purposes of calculating a one-time County contribution to employees’ HSCP accounts, the County will apportion each employee who is eligible to receive County-sponsored health benefits a pro-rata share of the annual Refund amount. (e.g. 2013’s annual Refund share, if any, will be distributed by March 31, 2014).

The pro-rata share will be based on the total number of County employees eligible to share the annual Refund amount. Eligibility for the pro-rata share of the Refund is contingent on the eligible employee having been employed the entire refund year, as no shares will be prorated. For purposes of this section only, “refund year” means the 12 month period recognized by BCBSM (historically, from December 1 through November 30).

Once determined, this pro-rata share will be contributed to the employee’s HCSP account for those employees who have an HSCP account and are not eligible to receive retiree health insurance, subject to such rules governing such County contributions to the HSCP. The remaining sum of pro-rata shares (that are apportioned to those employees who are eligible for retiree health insurance) will be contributed to the County’s retiree health care fund. Employees who are eligible to receive retiree health insurance shall not receive any pro-rata share of any refund.
By way of an example, if an employee left employment on November 29, after having been employed the rest of the entire refund year, he/she would not be eligible to receive any share of the Refund. The County has no control whether an annual Refund is provided by BCBSM or the amount of the annual Refund, if provided.

This section only becomes effective if all bargaining units agree to the same principle as set forth in this section. Otherwise the entire refund shall be contributed to the County’s retirement health care fund.

6.8 Retiree Life Insurance. Life insurance shall be provided to eligible retirees in an amount designated by the Board of Commissioners without any cost share required from the subscriber.

7. ADMINISTRATIVE PROCEDURES: None

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ___________________________________ Approved as to Legal Content: ___________________________________

Saginaw County Controller/CAO  Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AMENDED: April 23, 2002; August 12, 2003; December 7, 2004; February 22, 2005; June 21, 2005; January 24, 2006; October 16, 2007; February 17, 2009; September 22, 2009; March 20, 2012; November 19, 2013; May 19, 2015; December 19, 2017; December 18, 2018
1. PURPOSE: The purpose of this policy is to establish guidelines to reimburse Saginaw County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Board of Commissioners shall be responsible for the implementation of this policy. The Controller/CAO shall be responsible for the administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Mileage. Mileage will be paid at the rate established by the Board of Commissioners to those officials and employees required to use their privately owned vehicle in conducting County business.

6.1.1 When traveling to out-of-county activities transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.

6.1.2 All mileage shall be computed from the normal work location to the destination point and return except in the following situations:

6.1.2.1 Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.

6.1.2.2 If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.

6.1.2.3 Under no circumstances is mileage allowed between residence and normal work location.
6.1.3 Reimbursement for authorized auto travel out-of-state shall be at the prevailing mileage rate. Reimbursement for such auto travel shall never be for more than the commercial air carrier coach rate to the same destination.

6.2 Meals. A per diem meal allowance will be made using the Internal Revenue Service approved rate or the rate approved by the State of Michigan, whichever is less under the conditions enumerated below.

6.2.1 Official travel, which takes the individual outside the boundaries of Saginaw County during the entire mealtime hours, will render eligibility for a per diem meal allowance, based on when the employee was required to leave and return.

6.2.2 Mealtime is defined as follows:

Per Diem
Breakfast: 6:00 am to 8:30 am
Lunch: 11:00 am to 1:30 pm
Dinner: 4:30 pm to 7:00 pm

6.3 Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:

6.3.1 If the destination is more than 150 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., travel may commence after lunch on the day preceding.

6.3.2 If official business terminates after 5:00 p.m. and the location is more than 150 miles from the normal work location, the employee may remain overnight and commence travel the following morning.

6.3.3 If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the nights between such work days may be spent in the immediate vicinity and reimbursement claimed for cost of lodging at established rates.

6.3.4 Reimbursement for out-of-state travel is limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:

6.3.4.1 Double accommodation may be utilized when appropriate.

6.3.4.2 If a "double" is shared with a County Employee, each may claim reimbursement for one-half (1/2) the rate.
6.3.4.3 If the cost of a "double" is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.

6.3.5 Baggage claims/charges. Air travel baggage claims or baggage charges while traveling on County business shall be limited to a maximum of two (2) items per round trip (one going to and one returning from destination – standard airline size and weight limits). Expenses for baggage claims or baggage charges while at a destination are not reimbursable.

6.3.6 Internet access/service charges are never reimbursable.

6.4 Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Routine mileage allowance associated with day-to-day business within the County will be a separate line item.

6.4.1 Department Heads are allowed to attend their national and state professional conferences or conventions, provided it is within the travel budget and has been approved by the Controller. Employee expenses to be reimbursed for out-of-state travel shall be in proportion to the cost/benefit of the conference to be attended and shall require Department Head recommendation and submission of a request to the Controller as applicable on an approved form.

6.4.2 Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the Controller.

6.4.3 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 and if no overnight stay is required.

6.5 Violation of Policy. If there is any infraction of Section 6.4 of this policy requiring prior authorization for travel, no reimbursement of expenses will be allowed. Should the departmental credit card be used in violation of this policy, it will be terminated.

6.6 Preparation of the Travel Expense Voucher. Separate columns are provided for breakfast, lunch, and dinner instead of combining all meals for the entire day. In order for the voucher to be processed corresponding claim vouchers must be entered into the Financial Management System. Unless there are exceptional circumstances, vouchers shall cover no more than one-month's expenses.
6.7 Use of County Vehicles. Employees using County vehicles to commute to and from work shall not use the vehicle for personal purposes. Any deviation from this policy must be approved by the County Services Committee of the Board of Commissioners.

6.8 No advance payment of anticipated expenses. Payment to employees, elected officials, department or agency personnel employed by (or conducting business with) Saginaw County for travel, meals, lodging or attendance at events, will not be advanced prior to the event in question.

6.9 Tips are never reimbursable.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:                             Approved as to Legal Content:

Saginaw County Controller/CAO                          Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: November 17, 2009; October 19, 2010; November 16, 2010; January 18, 2011
Category: 300
Number: 352

Subject: MEETINGS AND RELATED EXPENSES

Removed as of August 22nd, 2009.
WELLNESS ACTIVITY REIMBURSEMENT

1. PURPOSE: The purpose of this policy is to establish procedures to reimburse eligible employees and retirees for participation in certain wellness activities and in accordance with the specific provisions enumerated herein.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy shall apply to all eligible non-union employees only and retirees who participate in programs or activities that further personal wellness.

4. RESPONSIBILITY: The Controller/CAO shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS:

   5.1 Personal Wellness Activity. Participation or membership in groups such as Weight Watchers, fitness facilities such as the YMCA, or activities such as fitness classes are included. Sporting leagues of entertainment value, such as bowling, golf, or softball leagues, are not included.

   5.2 Eligible Employees. Employees or retirees who receive or are eligible to receive health insurance benefits from Saginaw County, as defined in Policy #343. This policy does not include employees’ families and/or dependents.

6. POLICY:

   6.1 It is the policy of Saginaw County to encourage its employees to live as healthy a lifestyle as possible. To support employees to that end, the County has joined with certain local wellness organizations to offer discounted rates to employees for participation in those programs. To further encourage a wider number of employees and retirees to participate in wellness activities, the County will reimburse each eligible non-union only employee or retiree up to $200.00 for the cost of participation or membership in such activities. Employees covered by a Collective Bargaining Agreement (CBA) will receive up to $100 per calendar year for the cost of participation or membership in such activities unless the applicable CBA states otherwise. Proper documentation and verification must be provided as outlined in 7.1.

   6.2 Eligibility and Restrictions. Programs, facilities, or activities must contribute to the employee's or retiree’s wellness or self-improvement, as solely determined by the Controller’s Office. The following rules shall specifically apply:
6.2.1 Employee or retiree must be enrolled in a program or activity or belong to a fitness facility on or before December 1 of each year in order to be eligible for reimbursement.

6.2.2 An employee or retiree shall not be reimbursed for any amount over $200.00 in one calendar year. If an employee’s or retiree’s actual costs are less than $200.00, the employee or retiree will be reimbursed for the lesser amount.

6.2.3 Only the cost of participation in a program, activity, or facility may be reimbursed. Fitness equipment, manuals, food, supplements, or other costs are not eligible for reimbursement.

7. ADMINISTRATIVE PROCEDURES:

7.1 The employee or retiree must apply to the Controller’s Office for reimbursement of fees prior to December 15 of each year using the appropriate County form and attaching proper documentation and verification. The Controller’s Office shall approve or deny the employee’s or retiree’s application requesting reimbursement for participation in a specific program, facility, or activity and certify that the employee or retiree meets the eligibility criteria. The Controller’s Office shall decide what constitutes an eligible program, facility, or activity.

7.1.1 Proper documentation includes a letter or receipt from the program or facility that indicates the cost of fees to belong to or attend wellness activities.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

______________________________  ______________________________
Saginaw County Controller/CAO   Saginaw County Civil Counsel

ADOPTED: December 12, 2006
AMENDED: September 22, 2009
1. PURPOSE: It is the purpose of this policy to establish a system of uniform and appropriate rules and regulations regarding employees who are unable to work due to non-work related reasons.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller's Office shall be responsible for the implementation and administration of this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Coverage. A non-probationary regular full-time employee who is unable to work for reasons due to injury or illness of a non-work related nature is eligible to apply for disability leave (described in 6.2). Upon approval, the disability plan works in concert with the Paid Time Off process described in the Paid Time Off Policy (Policy # 341). The plan requires an unpaid 14 calendar day waiting period during the disability before the disability compensation program begins, however, the employee must use his/her Paid Time Off bank during the 14 calendar day period, if such PTO time is available. Prior to beginning a Disability Leave, an employee may choose to retain up to forty (40) PTO hours of banked time by opting for unpaid time once his/her PTO bank reaches forty (40) hours, (or the desired amount of banked time up to forty [40] hours), by indicating so on his/her disability application. If the disability continues beyond the 14 calendar days, the employee shall receive 60% of his/her pay up to one year or the employee’s seniority, whichever is less. The employee may also choose to supplement disability pay with PTO, so long as total pay is no more than 100% of the employee’s pay.

Disability leave may be allowed in cases of sickness or injury occurring during a Paid Time Off (vacation) period. Evidence of such incapacity from the first (1st) day must however be provided to the satisfaction of the employer.

If a subsequent disability occurs, solely resulting from the same illness or injury, the original fourteen day waiting period described above shall be considered the waiting period required for the subsequent disability except however, no more than one year of disability pay shall be paid for the same illness or injury.
PTO shall only accrue for the first ninety (90) days of the disability. All payroll deductions in effect prior to disability will be deducted from disability payments. The disability plan will also provide for health, optical and dental coverage to continue during the entire period of disability (up to one year) with the same employee co-pay or percentage of premium contribution. Basic life insurance coverage will also continue without cost during the disability. Voluntary additional coverage will be maintained based on continuous employee premium payments.

6.2 Eligibility. Under no circumstances will an employee be eligible for benefits described in Section 6.1 except by County approved medical disability. Requests are submitted and processed through the Controller’s Office or the designated court official(s). Benefits will not be paid unless the employee submits the attending physician's certificate of disability stating the nature of illness or injury and anticipated period of disability. In all cases of alleged disability, the County retains the right to verify said certificate(s) and may refer the employee to a physician of its choice whenever it deems necessary, which will be paid for by the County.

6.2.1 An eligible employee requesting disability leave who may also be eligible under the Family Medical Leave Act (FMLA) requirements shall have the time used counted towards the annual (FMLA) entitlement of twelve (12) total weeks (See Policy #364).

6.3 Final Determination. The Controller’s Office will exclusively make the final determination to grant a disability claim and notification will be provided to the affected Department Head along with any work restrictions.

6.4 Termination. Disability payments shall terminate when the employee is able to return to regular work or restricted work if directed by medical authority and approved by the County or when the treating physician's statement of disability expires and an extension is not provided; or when the employee retires as a result of disability or normal service retirement; or upon layoff, death, discharge, or resignation or after twelve months pursuant to section 6.1 above. If disability benefits are exhausted and the employee cannot return to work, with or without reasonable accommodation, the employee’s employment with the County of Saginaw shall be terminated. If an employee is terminated because of exhausting disability leave, all insurance and other employment benefits will also terminate.

6.5 Social Security Offset. Disability payment described herein shall be offset by any Social Security disability payment due or received by the employee. An employee determined to be disabled for an indefinite period shall be obligated to apply for benefits from the Social Security Administration and in such case any disability payments received by the employee from the County for any period paid by Social Security shall be repaid by the employee to the County.
6.6 Light Duty. All employees are subject to the Light Duty rules contained in Section 6.6 of the Worker's Compensation Policy, Policy # 345.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: 
Approved as to Legal Content:

Saginaw County Controller/CAO

Saginaw County Civil Counsel

ADOPTED: November 23, 1999
AMENDED: April 23, 2002; August 12, 2008
Subject: BEREAVEMENT LEAVE

1. PURPOSE: It is the purpose of this policy to establish guidelines for employees who need to be absent from work due to the loss of a family member.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS: NONE

6. POLICY:

   6.1 Full-time Employees: In the event of a death in an employee’s family, specifically the following relationships: mother, father, current step-parent, sister, brother, son-in-law or daughter in-law, legal guardian, parent-in-law, current step parent-in-law, grandparent, current step-grandparent, grandchildren, brother or sister-in-law, the employee shall be granted twenty-four (24) hours additional Paid Time Off (PTO). In the event of a death in an employee’s immediate family, specifically spouse, child or step-child, the employee shall be granted forty (40) hours additional (PTO). This additional paid time off shall be added to the employee’s current PTO Bank. The purpose of the additional paid time off is to enable the employee bereavement time, and all other terms and conditions governing PTO shall apply. However, the Employer will make every effort to grant PTO days, when requested, for purposes of bereavement.

   6.2 Employees Excluded. Bereavement leave is not authorized for other than regular full-time employees. However, Department Heads may reschedule regular part-time, temporary and seasonal personnel to provide for time off for bereavement purposes, if possible.

       6.2.1 A full-time employee that is of probationary status will have the leave time credited to his or her PTO bank. The leave time will be available to them to use upon the successful completion of the probationary period. Department Heads may reschedule such probationary personnel to provide for time off for bereavement purposes, if possible.
7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:

Approved as to Legal Content:

______________________________                        ______________________________
Saginaw County Controller/CAO   Saginaw County Civil Counsel

APPROVED: April 23, 2002
AMENDED: November 20, 2018
1. PURPOSE: It is the purpose of this policy to establish a system of uniform and appropriate regulations for employee leaves of absence.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County shall be responsible for the implementation of this policy. It shall be the responsibility of Department Heads, and Agencies of Saginaw County to administer this policy.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Policy. Leaves of absence may be approved for employees who request time off for personal reasons. Leaves of absence are without pay and benefits unless otherwise specified in the County personnel policies or collective bargaining agreement. Employees shall first be required to utilize any Paid Time Off (PTO) available to them prior to requesting or taking an approved leave of absence. However, employee may elect to maintain a maximum balance of no more than forty (40) hours in his/her bank through the leave of absence, if requested and granted through the Benefit Division of the Controller’s Office prior to approval of the leave of absence. All employee benefits shall remain in place so long as PTO is being utilized by the employee. Leaves of Absence to pursue other employment opportunities are prohibited.

6.2 Approval. Department Heads are encouraged to approve leave requests based upon the merit of the request and the work requirements of the department. Leaves of absence are granted at the sole discretion of the Employer. All leaves of absence of 31 days or more must be approved by the Controller. Requests for a leave of 30 calendar days or less must be approved by the Department Head.

6.3 Military Leave. The County shall observe the provisions of the Federal regulations regarding re-employment rights and leaves of absence.
6.3.1 In addition, the County adopts the following additional benefits in response to the War on Terrorism. These benefits may continue up to two years, or until the involuntary service ends, whichever comes first.

6.3.1.1 The County will grant a leave of absence to an employee who is reporting for full-time active federal military service.

6.3.1.2 The employee, while on active duty, continues to accrue “years of service” credit, as if the employee were on continuous service with the County. The returning veteran will be entitled to the same privileges that would have been granted had the employee not entered military service.

6.3.1.3 The veteran must apply for re-instatement within ninety days of release under honorable conditions or ninety days following hospitalization associated with active duty. (The hospitalization may be up to one year after release.)

6.3.1.4 The County will pay the difference between regular salary and military pay for employees who are called up to active duty from the National Guard or Reserves, or who are involuntarily inducted. It is the responsibility of the employee to provide the Personnel Department with their military pay vouchers.

6.3.1.5 For employees who are involuntarily inducted or for National Guard or Reserve call-up, insurance benefits for the employee and his/her dependants will be continued with the employee making the normal contribution, if military health insurance is not immediately available.

6.3.1.6 Annual leave will continue to accumulate for the first six months of active duty.

6.3.1.7 An employee, as a member of the County’s retirement plan at the time of entry into active military service, will receive retirement credit for the time in military service as if it were County service with the employee making the normal contributions, if applicable.

6.3.1.8 The following actions must be taken by the employee prior to beginning active duty, or within two weeks upon beginning active duty, and after release from active duty:
6.3.1.8.1 Notify the Department Head upon receipt of official military orders to report to full-time duty and provide a copy of the induction notice or military orders.

6.3.1.8.2 The Department Head arranges for an exit interview with the Personnel Director, if time allows.

6.3.1.8.3 Apply for re-instatement within ninety days of release from active duty to the Personnel Department.

6.3.1.8.4 Present a copy of the official discharge or separation papers to the Personnel Department.

6.3.1.9 This policy applies to employees who are members of the National Guards or Reserves who are called up to active duty or for employees who are involuntarily inducted for their first tour of duty. It does not apply to non-active duty service such as the normal two weeks per year training commitment normally required of Reserve personnel.

6.4 Special Leave. An employee may request a special leave of absence for any reason not specified elsewhere subject to approval in accordance with Section 6.2.

6.5 Extension. An employee may request an extension of a leave of absence for any reason not specified elsewhere subject to approval in accordance with Section 6.2.

6.6 Benefits. No PTO or vacation leave shall accrue to an employee during an unpaid leave of absence. Coordination of Health, Dental, Optical and Life Insurance benefits during an unpaid leave of absence shall follow applicable continuation of insurance language in Employee Insurance Policy, # 343, Section 6.7.5.

6.7 Continuous Length of Service. Time spent on leave of absence shall be included as continuous length of service, if the leave does not extend beyond 180 days. Leaves extending beyond 180 days shall not be included in continuous length of service, except Military Leaves in compliance with federal law.
6.8 Return From Leave of Absence. When granted a leave of absence the employee commits himself to returning to work immediately at the end of the leave. If an employee fails to return to work immediately at the expiration of a leave of absence, or extension thereof, the failure to return shall be considered a resignation from County employment.

7. ADMINISTRATIVE PROCEDURES: None.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: ____________________________
Approved as to Legal Content: ____________________________

Saginaw County Controller/CAO
Saginaw County Civil Counsel

ADOPTED: April 23, 2002
AMENDED: October 25, 2005; November 20, 2018
1. PURPOSE: It is the purpose of this policy to establish uniform guidelines and rules for those employees who elect to apply or otherwise qualify, for leave in accordance with the Family and Medical Leave Act (29 USC 2601).

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy #301.

4. RESPONSIBILITY: The Controller/CAO of Saginaw County and/or his/her designee shall be responsible for the implementation of this policy. It shall be the responsibility of the Controller’s Office and Department Heads to administer this policy.

5. PRELIMINARY STATEMENT: Saginaw County shall administer this policy in accordance with the Family and Medical Leave Act and its accompanying regulations, set forth in 29 CFR 825.100, et seq. Thus, although this policy sets forth a summary of the requirements, process and procedure regarding employees’ use of leave under applicable circumstances, Saginaw County shall administer this policy in accordance with the Act and its regulations.

6. DEFINITIONS:

6.1 Serious Health Condition. Is defined as stated in 29 CFR 825.113, but is generally regarded as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

7. POLICY:

7.1 Eligibility. Saginaw County’s family and medical leave policy is available to employees with at least 12 months of service and who have worked at least 1,250 hours within the preceding 12 month period, so long as the County has 50 employees within 75 miles. If eligible, an employee may be able to take unpaid
leave as indicated below during the calendar year (based on a 12 month rolling calendar).

7.1. Basic Leave Entitlement. FMLA requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

7.1.1. To care for the employee’s child after birth (within the first 12 months after birth);

7.1.2. The placement of a child with the employee for adoption or foster care (within the first 12 months of placement);

7.1.3. To care for the employee’s spouse, son or daughter, or parent who has a serious health condition;

7.1.4. For a serious health condition that makes the employee unable to perform the employee’s job; or

7.1.5. For incapacity due to pregnancy, prenatal medical care, or child birth.

7.1.2. Military Family Leave Entitlements. FMLA requires covered employers to provide leave in the following circumstances relating to military service:

7.1.2.1. Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12 week leave entitlement to address certain qualifying exigencies. Qualified exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

7.1.2.2. Eligible employees (spouse, son, daughter, parent, or next of kin of a covered service member) may take up to 26 weeks of leave to care for a covered service member during a single 12 month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious illness or injury incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment,
recuperation, or therapy; or is in outpatient status; or is on the
temporary disability retired list.

7.2 Application and Approval. Qualified employees seeking to take leave in
accordance with the Family and Medical Leave Act shall contact the Personnel
Division of the Controller’s Office. Staff will discuss the need for leave with the
employee and will provide the employee with a Notice of Eligibility and Notice
of Rights and Responsibilities within the timeframe indicated within the Act. The
Notice of Rights and Responsibilities will detail additional information an
employee must provide in order for a determination to be made if the absence
qualifies as FMLA Leave. If sufficient information is not provided in a timely
manner, an employee’s leave may be denied.

After review of any additional documentation required in the Rights and
Responsibilities Notice, a representative from the Personnel Division shall
indicate if the leave request has been approved or denied by providing the
employee with a Designation Notice in the timeframe indicated within the Act.

7.3 Employer/Employee Responsibilities.

7.3.1 Employee Responsibilities. When requesting leave, the employee must
provide the Saginaw County Personnel Department with at least 30 days
advance notice when the need for leave is foreseeable. When 30 days
notice is not possible, the employee must provide notice as soon as
practicable and generally must comply with the employer’s normal call-in
procedures. Employees must provide sufficient information for the
employer to determine if the leave may qualify for the FMLA protection
and the anticipated timing and duration of the leave. Sufficient
information may include that the employee is unable to perform job
functions, the family member is unable to perform daily activities, the
need for hospitalization or continuing treatment by a health care provider,
or circumstances supporting the need for military family leave.
Employees must also inform the employer if the requested leave is for a
reason for which FMLA Leave was previously taken or certified.
Employees also may be required to provide a certification and periodic
recertification supporting the need for leave.

7.3.1.1 Certification. Certification will be required if the leave request
is for the employee's own serious health condition, to care for a
family member's serious health condition, or for a qualifying
exigency or serious illness or injury of a covered service
member for military family medical leave. Failure to provide
the requested certification in a timely manner (within 15
calendar days) may result in denial of the leave until
certification is provided.
Consistent with other County policies and procedures and/or terms set forth in applicable collective bargaining agreements, the County may request and, to the extent allowed by law, require a fitness-for-duty certification prior to reinstatement to ensure the employee is able to perform the essential functions of the employee’s job. Qualifying FMLA Leave will not be counted as an absence under the applicable department’s attendance policy.

As allowed by the Act, the County, at its expense, may require an examination by a second health care provider designated by the County of Saginaw if the County has a reasonable question regarding the medical certification provided by the employee. Or, in accordance with the manner prescribed in the Act, the County may request authentication or clarification from the employee’s health care provider as to an issue(s) relating to the provided medical certification.

The County may also seek re-certification of a serious medical condition in accordance with the Family and Medical Leave Act.

7.3.2 Employer Responsibilities. Covered Employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

7.4 Benefits and Restoration. The County of Saginaw will maintain health care benefits under any “group health plan” and life insurance for the employee while on FMLA Leave on the same terms as if the employee had continued to work, including that the employee is responsible for paying the normal monthly contribution. All other benefits cease to accrue during an unpaid portion of the leave. Use of FMLA Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

As allowed by the Act, employees must use any personal time off (PTO) to the extent available, subject to allowance for a 40 hour PTO bank limitation (see Section 7.4.1), during this leave period. Absences in excess of these accumulated days will be treated as leave without pay. Upon return from leave, most
employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

7.4.1 40 Hour PTO Bank Limitation. Prior to beginning a FMLA Leave, upon written request to the Personnel Division or authorized officials, an employee may retain up to forty (40) PTO hours-banked time by opting for unpaid time once their PTO bank reaches that level of time.

7.5 Intermittent Leave. An employee does not need to use FMLA Leave in one block. When medically necessary, employees can take intermittent FMLA or reduced leave schedule leave. The County will work with employees to arrange reduced work schedules or leaves of absence in order to care for a family member's serious health condition or their own serious health condition. However, employees who are on approved intermittent leave must still, when practicable, give notice of any and all prearranged leaves, including, but not limited to, scheduled doctors appointments, treatment times, etc., which will result in the employee’s absence from his/her department for any period of time. Employees must also make reasonable efforts to schedule leave for planned medical treatments so not to unduly disrupt the employer’s operations.

Leave due to qualifying exigencies may also be taken on an intermittent basis. Leave because of the birth or adoption of a child must be completed within the 12 month period beginning on the date of birth or placement of the child. Leave taken after the birth of a healthy child or placement of a healthy child for adoption or foster care may not be taken intermittently without special permission from the Department Head or applicable Elected Official.

7.6 Applicability of Other Laws. When state and local laws offer more protection or benefits, the protection or benefits provided by those laws will apply.

7.7 Accordance with the Law. This policy shall be interpreted, and construed in accordance, with the Family and Medical Leave Act.

7.8 Any employee who is off on a FMLA Leave and is determined to be acting in a manner, means, or activity not related to the leave can be disciplined up to and including discharge.

7.9 Unlawful Acts by Employers and Enforcement Mechanisms. The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under FMLA or to discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA. If an employee feels they are being discriminated against, they may file a complaint in accordance with County Policy #322, Discrimination and Sexual Harassment.

Concerns or complaints about FMLA Leave can be directed to Personnel, or an employee may file a complaint with the U.S. Department of Labor, or may bring a
private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

8. ADMINISTRATIVE PROCEDURES: None

9. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:

Saginaw County Controller/CAO Saginaw County Civil Counsel

ADOPTED: October 25, 2005
AMENDED: August 12, 2008; January 20, 2009
1. PURPOSE: The purpose of this Policy is to:

1.1 Formulate a formal written County Policy with respect to the Sale Of Real And Personal Property; and,

1.2 Define and clarify proper procedure to be followed in the event that conditions necessitate The Sale of Real or Personal Property by County officials.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all Elected Offices, Departments and Agencies of Saginaw County.

4. RESPONSIBILITY: The Saginaw County Board of Commissioners hereby authorizes the Saginaw County Controller’s Office to implement The Sale Of Real or Personal Property that is titled to the County of Saginaw when such sale is proper and appropriate. The Purchasing Division of the Saginaw County Controller's Office will administer this Policy and the sale of such property using the following procedures.

5. DEFINITION(S): NONE

6. POLICY:

   6.1 Sale of Personal Property and/or surplus supplies or equipment shall be sold or otherwise disposed of using a competitive process. Once annually, or more or less often as required, the Purchasing Division of the Saginaw County Controller's office shall hold a public auction whereby personal property and/or surplus supplies and equipment may be disposed of by accepting the highest proposal offered.

   6.2 When it is not feasible to sell or dispose of personal property and/or surplus supplies and equipment through public auction, the Purchasing Division of the Saginaw County Controller's Office is hereby authorized to sell and/or dispose of such equipment and/or supplies using a competitive process as detailed below.

   6.3 The Purchasing Division of the Saginaw County Controller's Office is further authorized to sell and/or dispose of real estate using a competitive process. Before such process is begun, the Purchasing Division of the Saginaw County Controller's Office will determine the fair market value of such residential and/or commercial real estate by using a professional appraisal firm or the County's Equalization Department. Once a fair market value has been determined, the
Purchasing Division of the Saginaw County Controller's Office shall use either of the following procedures to sell and/or dispose of real estate.

6.3.1 Use of A Professional Realtor: When the Purchasing Division, in consultation with the Saginaw County Controller, has determined that it is optimal to use a Professional Realtor for sale of real estate, the Purchasing Division will engage the services of a realtor serving the geographical area where the property is located. The Purchasing Division shall negotiate a commissioned rate for the sale and shall authorize the Professional Realtor to market the property for a period not to exceed six (6) months.

6.3.1.1 The Purchasing Division of the Saginaw County Controller's Office shall be authorized to accept cash offers that are not lower than twenty (20) percent of the fair market value as determined by the Professional Appraisal Firm. (If the Purchasing Division of the Saginaw County Controller's Office receives an offer which is less than 20% under the fair market value as determined by the Appraisal Firm and believes it is in the best interest of the County to accept such offer, the Saginaw County Controller is authorized to accept such offers.) If the Purchasing Division believes it is in the best interest of the County to accept an offer which is lower than 30% below the fair market value of the property, the Saginaw County Board of Commissioners is hereby authorized to accept such offers.

6.3.2 Selling of Real Estate through Competitive Sealed Proposals: In the event that the Purchasing Division of the Saginaw County Controller's Office determines it is appropriate to sell and/or dispose of real estate through competitive sealed proposals, an invitation for proposals shall be issued by the Purchasing Division of the Controller's Office and shall include all contractual terms and conditions applicable to the sale.

6.3.2.1 Public Notice: Adequate public notice through a newspaper of general circulation of the invitation to purchase such real estate shall be published in a reasonable time, not less than 14 calendar days prior to the date set forth for the opening of proposals. Public Notice shall state the place, date and time of such proposal opening.

6.3.2.2 Proposal Opening: Proposals shall be opened publicly in the presence of one or more witnesses at the time and place designated in the invitations for proposal. The amount of each proposal and such relevant information as deemed appropriate, together with the name and address of each proposer shall be recorded. The record of sealed proposals received shall be open to public inspection.
6.3.2.3 Proposal Acceptance: Proposals shall be unconditionally accepted without alteration and correction. Proposals, which do not comply with the criteria set forth in the invitation for proposal, may, at the discretion of the Purchasing Agent, be deemed not qualified proposals. Also, proposals that do not meet or exceed fair market value of the property being sold, as determined by a real estate appraiser, may, at the discretion of the Purchasing Agent, be deemed not qualified proposals.

6.3.2.4 Correction or Withdrawal of Proposals: Correction or withdrawal of inadvertently erroneous proposals, before or after proposal opening or cancellation of contracts based on such proposal mistakes may be permitted where appropriate. After proposal opening, no changes in proposal prices or other provisions are allowed.

6.3.2.5 Award: Award shall be made to the responsible offerer whose proposal is determined to be the most advantageous to the County of Saginaw.

6.3.2.6 Reservation: The County of Saginaw shall reserve the right to accept, reject, or negotiate and amend any proposal submitted with the high proposer, or to accept or reject any proposal received if doing so would be in the best interests of the County of Saginaw, and to waive any irregularities and/or informalities in the proposal process.

6.4 Earnest Money

6.4.1 In the sale of real estate through either the use of a professional realtor or the use of competitive sealed proposals, an earnest money deposit shall be required of the successful vendor. The amount of such earnest money deposit shall be determined by the Purchasing Agent in consultation with the Saginaw County Controller.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
1. PURPOSE: The purpose of this policy is to:

1.1 Formulate a specific written County Policy and Procedures regarding Asbestos management.

1.2 Assure that asbestos in County Buildings is managed and controlled in compliance with all applicable State and Federal guidelines.

1.3 Authorize the drafting of detailed operating policies and procedures outlining responsibilities of the various County Officials.

1.4 Provide for appropriate training for staff who may be exposed to asbestos.

1.5 Communicate to County Officials, Department Heads, Employees and the Public, the formal County Policy and Procedures on Asbestos Management.

2. AUTHORITY: Saginaw County Board of Commissioners.

3. APPLICATION: This policy shall apply to all County Officials, Departments, Agencies and Personnel of Saginaw County.

4. RESPONSIBILITY: The Controller/CAO through oversight of the Facilities Management Division shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 Asbestos Management

6.1.1 It shall be the policy of Saginaw County to manage asbestos in County Buildings so that the health and safety of employees and visitors who come into contact with County owned or leased buildings and/or equipment with asbestos are protected to the fullest extent possible and practical. Federal OSHA and State OSHA laws have very strict laws and guidelines which must be strictly adhered to with respect to Asbestos Management.

6.2 Procedures
6.2.1 All buildings purchased on behalf of Saginaw County shall include an inspection by qualified personnel to determine first if asbestos is located within the building and if so, in what quantities. A written report shall be furnished to the Controller's Office, including test results of all suspicious materials, prior to finalizing the building purchase. The Controller shall advise the Board of Commissioners if asbestos levels exceed recommended levels and if the County should purchase the building.

6.2.2 All proposed remodeling and construction projects for any County building shall include an inspection by an asbestos contractor prior to beginning the project to determine if an asbestos problem exists, and if found, what abatement measure should be undertaken. If asbestos is discovered, a written plan for the abatement and estimated costs shall be furnished to the Controller's Office prior to beginning construction. If the General Contractor or any subcontractor(s) encounter or suspect the presence of asbestos during construction, the contractor shall notify the County as soon as practically possible. The County shall be responsible for testing and, if necessary, removing materials in question. The Controller shall advise the Board of Commissioners of the cost, source of funding and advisability of proceeding.

6.2.3 The employee, manager or other personnel shall immediately report any suspicious materials thought to be asbestos to the Saginaw County Maintenance Department Director. If the employee or supervisor is uncertain as to the materials that are present, the Maintenance Department Director must also be contacted.

6.2.4 Identification of asbestos fiber and/or suspect materials will be determined only by qualified, trained individuals in a full report prepared and sent to the Controller's Office. The Maintenance Department will then make a report with recommendations as to how to proceed.

6.2.5 If necessary, suspect materials will be tested by an outside test firm. Tests may include material samples, air monitoring samples or a combination of both. (Tests can be conducted on site and results obtained within a few hours.)

6.2.6 When asbestos levels exceed recommended OSHA levels or a potential hazard exists, the County Controller, or in his absence, the Deputy County Controller must be informed immediately so that they can advise qualified personnel of the best way to evacuate personnel and secure the hazardous area. The Controller shall notify the Chairman of the Saginaw County Board of Commissioners if this situation exists and take appropriate action to protect the County.
6.2.7 The Maintenance Department Director will act immediately to secure the area and will promptly notify the appropriate personnel that a potentially hazardous situation exists. The area will be posted as required by law with a WARNING LABEL and the posting will remain at the entrance of the restricted area until clearance has been granted. Locks and/or keys will be changed, as required, so that no employee except for authorized employees will have access to the area.

6.2.8 If asbestos clean up is necessary, it will be performed by trained, certified County personnel or contractors. Certified County personnel can be utilized to clean up small scale/short duration problems. Any asbestos abatement beyond these general parameters, as defined by OSHA, falls into a different classification and the clean up must be handled by a licensed Asbestos Abatement Contractor. There are no exceptions to this rule under the law.

6.2.9 Air Monitoring will be performed prior to, midway and upon completion of all abatement/construction projects in County owned or leased buildings.

6.3 General

6.3.1 This Policy has been devised to protect the health and safety of County personnel and the public to comply with Federal and State laws concerning asbestos abatement and to minimize County liability. It is imperative that asbestos concerns be dealt with promptly and in accordance with this procedure so that unnecessary problems or panic are avoided. All release of information concerning potential asbestos problems in Saginaw County shall be handled through the Controller's Office or the Board of Commissioners as appropriate. No other County employee is authorized to release information.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999
1. PURPOSE: The purpose of this policy is to establish a standard set of guidelines for departments in the installation and use of portable space heaters and the use of extension cords.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to all County Elected Officials, Agencies, Authorities, Boards, Commissions and Departments of Saginaw County who operate in a Saginaw County-owned building.

4. RESPONSIBILITY: Each Department Head is accountable for the implementation of this policy. The Director of Maintenance will provide assistance to departments requiring additional heat or necessary wiring.

5. DEFINITION(S):

5.1 Alternate Heat Source: A devise designed to provide temporary heat for a small area. Generally a 110 volt appliance or space heater; this definition includes fossil fueled space heaters also.

6. POLICY:

6.1 Portable space heaters are designed to provide a temporary source of heat that enhances the environment for occupants. The County of Saginaw provides permanent HVAC systems for all facilities. Sources of non-system heat are not reliable, are inherently unsafe, and usually are expensive to operate. It is the policy of the Board of Commissioners to forbid the use of space heaters in county facilities.

6.2 This policy applies to all space heaters, whether publicly or privately owned.

6.3 Requests for exception to the policy will be considered for medical purposes. Employees should submit written recommendation from a licensed medical professional to their department head. This request should be forwarded to the Director of Maintenance, who will review, acquire and install the most appropriate device if able to do so and still comply with code restrictions.

6.4 Extension cords are prohibited as a substitute of permanent wiring. Temporary wiring may be obtained by contacting Maintenance and they will work to meet your needs by providing an approved extension cord or other means if possible.
6.5 No personal extension cords may be brought from outside of County premises or buildings for use in our buildings at any time.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of this policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: August 12, 2003; Effective: October 1, 2003
1. PURPOSE: The objective of this Vehicle Assignment and Utilization Policy is to establish administrative regulations which standardize the procedures utilized by employees in the use of County-owned vehicles in the conduct of official County business.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: The regulations and procedures outlined in this policy statement are to apply to all County-owned vehicles assigned to individual departments and the Motor Pool and to all privately-owned vehicles used in the conduct of County business for which reimbursement is requested.

4. RESPONSIBILITY: The authority to assign vehicles, authorize reimbursement for the use of privately-owned vehicles on County business and the administration of this policy are the responsibility of the County Controller/Chief Administrative Officer. Vehicle assignment shall be made upon the recommendation of the appropriate Department Head.

5. DEFINITION(S): NONE

6. POLICY:

6.1 General Statement.

6.1.1 The basic guideline of this policy shall be that the use of a County vehicle by an employee or the compensation for the use of a privately owned vehicle will be only for official County business, and in compliance with the rules and regulations detailed in this policy.

6.2 Assignment of County-Owned Vehicles.

6.2.1 All employees who have access to a County-owned vehicle shall be so identified as meeting the criteria established for vehicle assignment. The authority to assign vehicles rests with the County Controller/Chief Administrative Officer. Should a change in the demands of a particular position or department necessitate a change in vehicle assignment status, a request shall be considered and if warranted, be approved by the County Controller/Chief Administrative Officer. Vehicles will be assigned on the basis of functional requirements of the employee's position and should not be construed as being a substitute for other compensation or as a fringe benefit. Vehicles are assigned and certain privileges in their use is granted only as a means of providing effective management of County functions. Assignment criteria are established as follows:
6.2.1.1 Special Use Assignment - With Take Home Privileges: Vehicles are assigned under this classification in order to provide an employee with access to a County-owned vehicle for those employees whose duties and responsibilities require a vehicle be assigned which includes permanent take-home privileges.

6.2.1.1.1 Criteria for Assignment and Use: A vehicle will be assigned to a position on a special use basis when:

6.2.1.1.1.1 The responsibilities of that position require the routine and regular conduct of County business before or after normal working hours.

6.2.1.1.1.2 Emergency use on a routine or regular basis will be required before or after normal working hours.

6.2.1.1.1.3 The responsibilities of the position are such that it is to the convenience of the County to assign a vehicle.

6.2.1.1.1.4 A demonstrated security risk warrants such assignment to protect County property.

6.2.1.1.1.5 All employees requesting the use of a vehicle shall submit to a motor vehicle record check and only those County employees with acceptable driving records, as determined by the County Controller/Chief Administrative Officer or his/her designee, will be allowed the use of a vehicle.

6.2.1.2 Limited Use Assignment: Vehicles assigned under this classification shall be assigned to departments to provide direct access to County-owned vehicles to those employees whose positions require routine utilization of a vehicle during normal working hours. Take home privileges are not permitted under normal circumstances under limited use assignment.

6.2.1.2.1 Criteria for Assignment and Use: Under this classification, County-owned vehicles will be assigned to a department when:
6.2.1.2.1.1 The nature of the vehicle use is routine, predetermined and predictable.

6.2.1.2.1.2 The use of a private vehicle would be inappropriate.

6.2.1.2.1.3 All employees requesting the use of a vehicle shall submit to a motor vehicle record check and only those County employees with acceptable driving records, as determined by the County Controller/Chief Administrative Officer or his designee, will be allowed the use of a vehicle.

6.2.1.2.2 Employee use of Limited Use Assignment vehicles shall be subject to Department Head approval.

6.2.1.3 On Call/Emergency Assignment: Vehicles may be assigned under this classification to those employees who are assigned "on call" duty beyond normal working hours in order to ensure a quick response to emergency or after-hour calls for service.

6.2.1.3.1 Criteria for Assignment and Use. Under this classification vehicles will be provided through the department to those employees who periodically are assigned "on call" duty by their Department Head when:

6.2.1.3.1.1 A demonstrated need for a County vehicle to ensure a quick response to an emergency or after-hour calls has been verified by the Department Head and approved by the County Controller/Chief Administrative Officer.

6.2.1.3.1.2 Employee is designated to be "on call" for a specific function or purpose.
6.2.1.3.1.3 Employees requesting the use of a vehicle shall submit to a motor vehicle record check and only those County employees with acceptable driving record, as determined by the County Controller/Chief Administrative Officer or his designee, will be allowed the use of a vehicle.

6.2.1.3.2 Employees meeting this criteria and "on call" will be allowed to drive the vehicle to and from work. Personal use of the vehicle is strictly prohibited.

6.2.1.4 Pool Assignment. Pool vehicles are for general use by County employees who do not have a vehicle assigned to their particular position. All County owned vehicles not otherwise assigned will be designated Pool Vehicles. Vehicles so designated may be assigned to a multi-department pool. Use of pool vehicles shall be monitored by the County Controller/Chief Administrative Officer. Under normal circumstances, take-home privileges are not authorized under pool vehicle use assignments. No pool vehicles are to be driven to or from work under normal circumstances.

6.2.1.4.1 Criteria for Assignment and Use.

6.2.1.4.1.1 Employees shall be designated access to pool vehicles when their duties and responsibilities require occasional vehicle use, the nature and timing of which are unpredictable, varied and limited. Pool vehicle use is to be approved by the Department Head for each utilization, and approved by the County Controller/Chief Administrative Officer or his designee. All employees requesting the use of a pool vehicle shall submit to a motor vehicle record check and only those County employees with acceptable driving records will be allowed the use of a pool vehicle.
6.2.1.4.1.2 Employees designated access, and requiring the use of a pool vehicle before 8:00 a.m. will be allowed to pick up the keys for that vehicle by making advance arrangements with the County Controller/Chief Administrative Officer or his designee.

6.2.1.4.1.3 All pool vehicles are to be returned to the County Building parking lot with keys returned to the motor pool office.

6.2.1.4.1.4 All employees requesting the use of a pool vehicle shall submit to a motor vehicle record check and only those County employees with acceptable driving records will be allowed the use of a pool vehicle.

6.3 Regulation for Private Vehicle Use.

6.3.1 Purpose

6.3.1.1 The purpose of this Section shall be to provide for vehicle use when the duties and responsibilities of a position require vehicle use and a County-owned vehicle is not available or appropriate.

6.3.2 Criteria For Assignment And Use

6.3.2.1 County employees, authorized by their Department Head or designee, are eligible to use their privately-owned vehicle in the conduct of official County business when the duties of that position require use of a vehicle and a County-owned vehicle is unavailable, not assigned or inappropriate. All employees using a private vehicle pursuant to this section shall submit to a motor vehicle record check and only those County employees with acceptable driving records will be allowed mileage reimbursement.

6.3.3 Authorization
6.3.3.1 Prior approval of the immediate supervisor is required to use a privately owned vehicle in the conduct of County business for which mileage reimbursement is to be requested. The Department Head shall be responsible for ensuring that the employee or prospective employee has submitted to a motor vehicle record check. The Department Head must approve mileage reimbursement for use of a private vehicle. The County Controller/Chief Administrative Officer may deny reimbursement if the individual is not determined to be an authorized driver. Those employees authorized to drive their private vehicle shall be reimbursed at the current approved mileage rates.

6.4 Procedures for Implementation of the Vehicle Use Administration Regulation

6.4.1 General Assignment

6.4.1.1 Designation of vehicle assignments in accordance with the policy will be in compliance with instructions issued by the County Controller/Chief Administrative Officer, and will be based upon review of recommended vehicle use plans submitted by the departments.

6.4.2 Record Maintenance

6.4.2.1 The County Controller/Chief Administrative Officer will develop and maintain records sufficient to ensure proper utilization of County vehicles. These records should include vehicle assignment, vehicle use and, in particular, such information warranted under special use assignment to ensure accountability of vehicles used beyond normal working hours.

6.4.2.2 Adequate records of private vehicles used will be maintained on a departmental basis to ensure accountability of public funds.

6.4.3 Motor vehicle record checks

6.4.3.1 Upon request from the Controller/Chief Administrative Officer, each County Department Head will furnish a completed “authorization for release of motor vehicle record” form for each employee in their department who is required to operate a County owned or a privately owned vehicle during hours of employment. This information will be used to determine if an employee is authorized to use a County owned or a privately owned vehicle on County business. This will be done at least once every two years.
6.4.3.2 The following criteria for motor vehicle record checks apply to all sections of this policy:

6.4.3.2.1 Authorized County Employee.

6.4.3.2.1.1 A current County employee shall be deemed authorized to use a County owned or their privately owned vehicle on County business only when they meet the following criteria:

6.4.3.2.1.1.1 They are in possession of a valid Michigan driver's license that is not suspended or revoked, and is not restricted in such a way as to conflict with duties that require use of their privately-owned vehicle.

6.4.3.2.1.1.2 They have submitted to a motor vehicle record check, that record reflects the employee is in possession of a current Michigan driver's license and they have a satisfactory" driving history, e.g., none of the following is present:

6.4.3.2.1.1.2.1 Five (5) or more current violation points, however, Department Heads may decide on a reduced number of points, for the good of the operation of their specific department.

6.4.3.2.1.2 Any employee whose vehicle operator's license is suspended, revoked or restricted in such a manner as to conflict with their job requirements of operating either a County-owned or privately owned vehicle, or if an employee acquires five or more points on their license, that employee must immediately report the suspension, revocation or restriction to their Department Head.
The department head shall immediately report the condition to the County Controller/Chief Administrative Officer or his designee.

6.4.3.2.1.3 Any employee who operates a vehicle on County business, while not being in possession of a current and valid Michigan driver's license, or fails to report a suspension, revocation or restriction to their Department Head shall immediately be disallowed from using any County owned vehicle or privately owned vehicle on County business and shall be disciplined appropriately, up to and including discharge.

6.4.3.2.2 Prospective County Employee.

6.4.3.2.2.1 A prospective County employee who will be required to operate a County owned or a privately owned vehicle during hours of employment will be deemed employable and authorized to use a vehicle on County business only when they meet the following criteria:

6.4.3.2.2.1.1 They are in possession of a valid Michigan driver's license that is not suspended or revoked, and is not restricted in such a way as to conflict with duties that require use of their privately-owned vehicle.

6.4.3.2.2.1.2 They have submitted to a motor vehicle record check, that record reflects the employee is in possession of a current Michigan driver's license and they have a satisfactory" driving history, e.g., none of the following is present:
6.4.3.2.1.2.1 Five (5) or more current violation points, however, Department Heads may decide on a reduced number of points, for the good of the operation of their specific department.

6.4.4 Reimbursement for Use of Private Vehicles

6.4.4.1 Upon authorization for use of a private vehicle, employees are required to document actual miles driven and will be reimbursed at the currently established rate. Actual miles will be defined as only those miles driven which are directly related to the physical carrying out of official County business. This definition does not include those miles required to transport employees between home and the primary work destination point.

6.4.5 Processing the Mileage Report for Reimbursement

6.4.5.1 The employee will complete a Travel Expense Voucher indicating the miles traveled and the amount requested for reimbursement. Upon signing the certificate verifying the accuracy of the mileage claimed, the employee will submit the report to the Department Head for approval.

6.4.5.2 The Department Head, upon approval, will sign the travel expense voucher to verify its accuracy and will forward it to the Financial Services Division requesting authorization of payment.

6.4.5.3 The Financial Services Division will authorize, upon receipt of the approved mileage certificate, payment in the amount shown, or if disapproved, return to the Department Head for further justification.

6.5 General Rules and Regulations Pertaining To Vehicle Use By County Employees

6.5.1 The following rules and regulations are established as a supplement to all rules and regulations contained in this and other administrative and personnel policies. The rules and regulations contained herein apply to all County employees who are authorized to use a County-owned vehicle or who are compensated for the use of their privately-owned vehicle in the conduct of County business. Any employee in violation of these rules may be disallowed from using any County owned vehicle or privately owned
vehicle on County business and shall be disciplined appropriately, up to and including discharge.

6.5.1.1 Personal Use of County Vehicles

6.5.1.1.1 Under no circumstances will County-owned vehicles be used for personal business. The only exception to this general rule is that employees may use a County vehicle for transportation to and from an eating establishment only if a meal period occurs during the employee's normal working hours and the employee, due to a particular vehicle assignment, has no access to a private vehicle. Also, if an employee is working in the field and a return to the normal place of work is impractical, a County vehicle may be used for transportation to acquire a meal.

6.5.1.2 County Vehicle Use: The Employee Must...

6.5.1.2.1 Possess a current and valid motor vehicle operator's license issued by the State of Michigan appropriate for the size and type of vehicle operated. Any employee whose vehicle operator's license is suspended, revoked, or restricted in such a manner as to conflict with their job requirements of operating either a County-owned or privately owned vehicle, or if an employee acquires five or more points on their license, that employee must immediately report the suspension, revocation or restriction to their Department Head. The Department Head shall immediately report the condition to the County Controller/Chief Administrative Officer or his designee.

6.5.1.2.2 Any employee who operates a County-owned vehicle or their privately-owned vehicle on County business, while not being in possession of a current and valid Michigan driver's license, or fails to report a suspension, revocation or restriction to their Department Head shall immediately be disallowed from using any County owned vehicle or privately owned vehicle on County business and shall be disciplined appropriately, up to and including discharge.
6.5.1.2.3 Ensure that the County vehicle is in proper operating condition at all times. Any malfunctions should be reported immediately to the departmental garage (Maintenance, Sheriff, Mosquito Control, etc.), if applicable.

6.5.1.2.4 Be in such physical condition to assure safe operation of the vehicle and to prevent a hazard to the driving public.

6.5.1.2.5 Inform the immediate supervisor of any condition which presents a safety hazard to either the employee or the general public in the operating of a vehicle.

6.5.1.2.6 Obey all applicable laws and ordinances and use seat belts while operating County owned vehicles or privately owned vehicles on County business.

6.5.1.3 Private Vehicle Use: The Employee Must . .

6.5.1.3.1 Possess a current and valid motor vehicle operator's license issued by the State of Michigan appropriate for the size and type of vehicle operated.

6.5.1.3.2 Ensure that the vehicle is currently licensed by the State of Michigan and insured pursuant to State statute.

6.5.1.3.3 Be the owner, lessor or bailee of the vehicle and operator of all mileage for which reimbursement is claimed.

6.5.1.3.4 Have use approved as required by all Sections of this Policy.

6.5.1.4 Specific Practices Prohibited

6.5.1.4.1 The operation of a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed while under the influence of alcohol or any controlled substance.

6.5.1.4.2 The transportation of alcohol or any controlled substance in a County vehicle or privately-owned vehicle for which mileage reimbursement is claimed, while in the conduct of County business.
This prohibition does not apply to Sheriff and public safety activities where the transportation of such materials is in furtherance of law enforcement duties and responsibilities.

6.5.1.4.3 The operation of a vehicle, in the conduct of County business, which results in the violation of any traffic regulation.

6.5.1.4.4 The operation of a vehicle in such a manner that could result in property or bodily damage either to the County or the public due to careless or negligent operation on the part of the employee.

6.5.1.5 Accident Reporting Requirements

6.5.1.5.1 All accidents involving County vehicles or privately-owned vehicles being used for County business and for which mileage reimbursement is claimed must be reported immediately to the County Controller/Chief Administrative Officer or his designee and appropriate law enforcement agency.

6.5.1.5.2 Any violation of the Rules and Regulations contained herein may result in disciplinary action.

6.5.1.6 Vehicle Markings

6.5.1.6.1 Purpose

6.5.1.6.1.1 To clearly identify County-owned vehicles at all times when in the conduct of County Business except for security purposes upon specific approval by the County Controller/Chief Administrative Officer.

6.5.1.6.2 Criteria for Marking

6.5.1.6.2.1 All County vehicles, except certain law enforcement vehicles and vehicles identified by the County Controller/CAO as appropriate for no markings, are to be marked with County emblems.
6.5.1.6.3 Markings – Type

6.5.1.6.3.1 All County marked vehicles shall have a standard marking which is visible at night. The standard marking shall be approved by the Board of Commissioners.

6.5.1.6.4 Non-allowed Markings

6.5.1.6.4.1 All County vehicles shall not contain any markings, signs, names or any other visible features that are not approved by the Board and are not absolutely necessary in order to identify the vehicle for its intended purpose of serving the taxpayers. Such non-allowed markings, signs, names or any other visible features shall not appear on the surface of County vehicles including but not limited to side panels, hood, roof, doors, windows, trunk, bumpers, license plates, tires.

6.6 Monitoring Responsibilities

6.6.1 The responsibility for monitoring the compliance of this Administrative Policy has been assigned to the County Controller/Chief Administrative Officer, or his designee.

6.7 Non-Employees in a County Vehicle

6.7.1 People who are not employes of the County of Saginaw are strictly prohibited from operating any and all County vehicles.

7. ADMINISTRATIVE PROCEDURES:

7.1 Exceptions. Any exceptions or unusual circumstances that are not provided for in this policy must have specific prior approval from the County Controller/Chief Administrative Officer.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.
Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999; Amended: December 14, 1999 (Section 6.5.1.6 Vehicle Markings - Added 6.5.1.6.4.1)
Subject: ADMINISTRATIVE POLICY ON CELLULAR TELEPHONES

1. PURPOSE: The purpose of this Policy is to establish administrative regulations for employees in the use of cellular telephones in the conduct of official County business.

2. AUTHORITY: The Saginaw County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

3. APPLICATION: The regulations and procedures outlined in this policy statement are to apply to all County owned, rented and leased cellular telephones and personal cell phones used while on County business.

4. RESPONSIBILITY: The authority to assign equipment, authorize use of on County business and the administration of this policy is the responsibility of each department head. Cellular telephone assignment shall be made only upon the approval of the appropriate department head.

5. DEFINITIONS: NONE

6. POLICY

6.1 General Statement

6.1.1 The basic guideline of this policy shall be to provide employees with efficient cellular telephone equipment and services.

6.1.2 The acquisition of cellular telephones shall be limited to those instances in which there is a demonstrated need for such equipment to perform essential County business or to improve safety, increase productivity, increase service to the public or in situations in which necessary communications cannot be provided by any other means.

6.1.3 The use of a County owned, rented or leased cellular telephone by an employee will be in compliance with the rules and regulations detailed in this policy.

6.2 Acquisition of County-Owned, Rented or Leased Cellular Telephones

6.2.1 The purchase of all County of Saginaw cellular telephone services, facilities and equipment shall be provided and/or coordinated through the Controller’s Office. County of Saginaw departments must follow all procedures promulgated by the Controller/Chief Administrative Officer in the acquisition of cellular telephones.
6.3 Assignment of County-Owned, Rented or Leased Cellular Telephones

6.3.1 The authority to assign equipment rests with each department head. Should a change in the demands of a particular position or department necessitate a change in cellular telephone assignment status, a request shall be considered, and if warranted, be approved by the County department head. Equipment will be assigned on the basis of functional requirements of the employee’s position and should not be construed as being substitute for other compensation or as a fringe benefit. Cellular telephones are assigned and certain privileges in their use are granted only as a means of providing effective management of County functions.

6.4 Replacement, Theft, Loss or Damage

6.4.1 Replacement cost of any cellular telephones resulting from damage, loss or theft is the responsibility of the employee to which the equipment was assigned.

6.4.2 When an employee transfers to another County of Saginaw department, exits County of Saginaw employment, or no longer requires use of such equipment, it is the responsibility of the department head to retrieve cellular phone equipment assigned to that employee. During the exit process, the department head will verify that such equipment has been collected from the former employee.

6.4.3 Departments are required to report any theft or loss of cellular phones to the department head immediately (or no later than 48 hours after receipt of the information or evidence) so that cellular service can be deactivated.

6.5 Procedures for the Implementation of the Cellular Telephone Acquisition, Assignment and Use Administration Regulation.

6.5.1 General Acquisition, Approval and Assignment

6.5.1.1 Cellular telephone acquisition shall be in accordance with this policy and will be in compliance with procedures issued by the County Controller/Chief Administrative Officer. Assignment will be based upon department head approval.

6.5.2 Procedure for Other Equipment

6.5.2.1 The Controller/Chief Administrative Officer shall promulgate procedures for the general acquisition of all other cellular telephone equipment and services by County departments as needed.
6.5.3 Record Maintenance

6.5.3.1 Each department head will develop and maintain records sufficient to ensure proper utilization of County equipment. These records should include cellular telephone assignment, cellular telephone use and, in particular, such information warranted under take home assignment to ensure accountability of equipment used beyond normal working hours.

6.6 General Rules and Regulations Pertaining to Cellular Telephone use by County Employees.

6.6.1 County Cellular Telephone Use. The Employee Must:

6.6.1.1 Ensure that the County cellular telephone is in proper operating condition at all times. Any malfunctions should be reported immediately to the department head and appropriate vendor.

6.6.1.2 Obey all applicable laws and ordinances while operating County owned equipment on County business.

6.6.2 Specific Practices Prohibited

6.6.2.1 The operation of a cellular telephone for any illegal act.

6.6.2.2 The operation of any equipment, in the conduct of County business, which results in the violation of any applicable federal, state or local law, rules or ordinances.

6.6.2.3 The operation of any equipment in such a manner that could result in property or bodily damage either to the County or the public due to careless or negligent operation on the part of the employee.

6.6.2.4 Any cellular phone use, inclusive of talking, viewing, texting, emailing, etc., regardless of whether the cellular phone is the employee’s or county-issued, while driving any vehicle during the course of employment. The cellular phone’s voicemail feature should be on to store incoming calls while driving. All calls and message retrievals should be made after the vehicle is safely parked.

6.6.2.4.1 This section shall not apply to law enforcement staff while conducting official law enforcement activities.

6.6.2.4.2 County employees shall be permitted to use cell phones as global positioning and navigational systems when they are affixed to a motor vehicle.
6.7 Hands-free cellular phones and other devices are subject to this policy.

6.8 Any violation of section 6.6 shall be considered intentional and willful misconduct and outside the scope of employment. This section shall be strictly enforced.

6.9 Monitoring Responsibilities: The responsibility for monitoring individual employees’ use of cellular phones rests with the Supervising Department Head or Elected Official.

7. ADMINISTRATIVE PROCEDURES:

7.1 Exceptions: any exception or unusual circumstances not provided for in the policy must have specific written prior approval from the County Controller/Chief Administrative Officer.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Approved as to Legal Content:
Saginaw County Controller/CAO Saginaw County Civil Counsel

Adopted: November 23, 1999
Replaced: June 23, 2009
Amended: June 18, 2019
1. **PURPOSE:** The purpose of this policy is to establish procedures to record and control changes in the County’s Capital Assets.

2. **AUTHORITY:** The Saginaw County Board of Commissioners.

3. **APPLICATION:** This policy shall apply to any item acquired with an original cost of at least $5,000.00 and considered to be a capital asset.

4. **RESPONSIBILITY:** The Controller’s Office shall be responsible for the implementation and administration of this policy.

5. **DEFINITION(S):**

   5.1 **Capital Asset.** Assets that have an original cost of at least $5,000.00 and a useful life of more than one year will be recorded as capital assets. In the absence of original cost information, the asset's estimated historical cost may be used. Individual assets can be vehicles, equipment, machinery, a building, or building renovations, and land or land improvements. Normal repairs and maintenance are not considered to be capital assets.

   5.2 **Original Cost.** Original cost is the total acquisition cost of an asset. It includes price, shipping, installation, and any other related expenses of acquiring and putting the asset into service. In the case of buildings and land, it would include appraisal, survey, environmental reviews, and similar fees. Fair value is used as original cost for donated assets.

   5.3 **Useful Life.** Useful life is an estimation of the expected economic life of an asset from the time it is placed into service until its retirement. Useful life will vary with each class of asset based on commonly accepted industry standards.

   5.4 **Depreciation.** The straight-line depreciation method shall be used to spread the original cost of an asset over its estimated useful life.

   5.5 **Retirement/Transfer.** Retirement is the point in time at which an asset is fully depreciated. When an item is transferred to another department, depreciation continues until its useful life expires. A fully depreciated asset shall remain recorded and be tracked by the department until the time of its disposal.

   5.6 **Disposal.** Disposal of an asset represents its physical removal from custody and/or accountability. Disposal is accomplished through one or more of the following means: auction, sale, salvage, trade in, lost, destroyed, or other means that are acceptable to the Board.
5.7 Tag number. Tag numbers will be assigned to assets and used as primary identification for all items entered into the capital asset records.

6. POLICY:

6.1 The general purpose of this policy is to establish the procedure for identifying, inventorying, and recording capital assets.

6.1.1 Any item acquired with an original cost of at least $5,000.00, a useful life of more than one year and classifiable as a capital asset shall be recorded as a Capital Asset of Saginaw County.

6.1.2 Each department will receive a listing of their capital assets at least once every two years. At which time the department head shall review the list and notify the Controller’s Office, in writing, of any changes to the listing such as retirements, transfers, disposals, or acquisitions.

For the Michigan Works! Department, any capital asset item acquired with funds from the Department of Labor and Economic Growth shall be inventoried or physically verified at least annually by a Program Planner. The Program Planner shall maintain a listing of such capital assets and will notify the Controller’s Office in writing of any changes to the listing such as retirements, transfers, disposals, or acquisitions so that the capital asset system can be updated to reflect those changes.

6.1.3 All capital assets shall be recorded in the capital asset system with the following information: date of acquisition, original cost, vendor, serial or model number where applicable, description, and department/location tag number.

7. ADMINISTRATIVE PROCEDURES: The Controller's Office is responsible for maintaining the capital asset system and department heads are responsible for custodianship of all capital assets assigned to their departments.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be a legal activity of the Saginaw County Board of Commissioners.

Approved as to Substance:                      Approved as to Legal Content:

Saginaw County Controller/CAO                   Saginaw County Civil Counsel

ADOPTED: September 16, 2003
AMENDED: November 18, 2008
Subject: LEASING POLICY FOR LAND LEASES

1. PURPOSE: The purpose of this policy is to assist the H. W. Browne Airport to develop ways of offsetting the cost of operation and to increase their revenue.

2. AUTHORITY: The Saginaw County Board of Commissioners.

3. APPLICATION: This policy applies to the Department Heads and County employees at H. W. Browne Airport and the general public.

4. RESPONSIBILITY: The Manager of H.W. Browne Airport shall be responsible for the implementation and administration of this policy.

5. DEFINITION(S): NONE

6. POLICY:

6.1 Each land lease for property owned by the County of Saginaw at H. W. Browne Airport shall contain the following provisions:

6.1.1 Improvements by LESSEE. It is understood that the demised premises consist of unimproved real estate only and that any buildings placed or constructed upon said premises by the LESSEE shall be and remain personal property and shall at all times belong to the LESSEE and at the expiration of the terms of this Lease, or any renewal thereof, the LESSEE may remove any such improvements or buildings, provided the LESSEE shall restore the premises to their present condition so far as may be practical. In the event the LESSEE does not remove the building at the expiration of the term or the renewal thereof, the LESSOR may remove or demolish the same without any liability on its part and at the cost and expense of the LESSEE.

6.1.2 Future Landing Fee. If the LESSOR be required by any future governmental regulation, or if any contingencies arise in the future whereby the LESSOR or its own authorized agencies adopt a general policy of charging a landing fee, then upon due notice, the LESSEE shall pay such fee as additional rent, provided, however, that other tenants of the LESSOR at the airport are charged a similar fee.

6.1.3 Taxes. The LESSEE shall pay any taxes or special assessments, which the County of Saginaw may levy upon the buildings or personal property of the LESSEE. In the event of a dispute about such taxes or assessments, LESSEE shall not be considered to be in default as to the payment of these items until there has been a final determination of their validity.
6.1.4 Insurance. The LESSEE shall obtain and maintain public liability and property damage insurance in the sum of $250,000 and the LESSOR be named as additional insured.

6.1.5 Indemnity Clause. The LESSEE shall and will at all times hereinafter indemnify and save harmless the LESSOR from and against any and all detriment, damages, losses, claims, demands, suits, costs or expenses which the LESSOR may suffer, sustain or be subject to as a result of any negligent act or omission on the part of the LESSEE, its employees, agents or representatives in connection with the use of the demised premises as aforesaid.

6.1.6 Ingress and Egress. The LESSOR and its duly authorized agents shall have the right of ingress and egress at all times to said leased premises, including all buildings or appurtenances placed or erected on said premises, for inspection purposes or for any purpose occasioned by emergency.

6.1.7 Viewing Premises. The LESSOR or its duly authorized agents, may during the term at reasonable times, enter to view the premises and may at any time within three months next before the expiration of the said term, show the said premises to others and affix to any suitable part of the said premises a notice for letting or selling the premises and keep the same affixed without hindrances or molestation.

6.1.8 Entry for Utility Purposes. The LESSOR shall have the right to enter upon the demised premises to maintain, install, repair, renew or remove sewers and underground telephone or telegraph conduits, or other installations. The LESSOR agrees to perform any such work with reasonable dispatch and to leave said premises in as good order and condition as the same were in prior to the commencement of work. That no buildings or structures shall be placed by the LESSEE over any sewers or underground telephone or telegraph conduits or other installation without the prior written consent of the Airport Manager.

6.1.9 Building Requirements. That no building and/or fences shall be erected or altered on the leased premises until the plans and specifications have been submitted to the Airport Manager and approved by him/her both as to construction and location. All buildings constructed on the Airport site shall be constructed in a manner and of materials that will conform to the provisions of the County of Saginaw and Township of Buena Vista building codes. (Copy of said codes are on file in the Saginaw County Clerk's Office). Construction of buildings shall commence within one year from the date of this Lease and shall be completed within two years of the date of this Lease.
6.1.10 Billboards, Posters, and Signs. That no billboards, posters, or signs shall be permitted upon the premises or buildings located thereon excepting such as shall be approved in writing in advance of construction by the Airport Manager of the H. W. Browne Airport.

6.1.11 No Motor Fuel Privileges. That the LESSEE shall not engage in any way in the sale of oil, gasoline or other motor fuel on said leased premises, or maintain storage or pumps for its own use without prior approval and rate structure set by the Airport Manager.

6.1.12 Common Use of H. W. Browne Airport. That as part of the consideration for this Lease, the LESSOR hereby grants to the LESSEE the right to use in common with others having that right, that portion of the H. W. Browne Airport landing field and appurtenances, including runways, apron to runways and parking facilities for LESSEE's automobiles, which are now owned or which may hereafter be acquired by the LESSOR, at such times as shall be established from time to time by such rules and regulations as may be prescribed for the use thereof by any municipal department or any branch or agency of the Federal or State government having jurisdiction. It is further understood and agreed in connection therewith that this entire Lease is subject to all the terms and conditions contained in Rules and Regulations adopted by resolution of the Saginaw County Aviation Committee and subject to any laws, rules or regulation which may be imposed upon the use of airports by any superior governmental authority.

6.1.13 Right of Improvement. That the LESSOR reserves the right to further develop or improve the landing area of the airport as it sees fit, regardless of the desires or views of the LESSEE, and without interference or hindrance.

6.1.14 Maintenance of Public Facilities. That the LESSOR reserves the right, but shall not be obligated to the LESSEE, to maintain and keep in repair the landing area of the airport and all publicly owned facilities of the airport, together with the right to direct and control all activities of the LESSEE in this regard.

6.1.15 Protection of Approaches. That the LESSOR reserves the right to take any action it considers necessary to protect the aerial approaches of the airport against obstruction, together with the right to prevent the LESSEE from erecting or permitting to be erected, any building or other structure on the airport which in the opinion of the LESSOR would limit the usefulness of the airport or constitute a hazard to aircraft.

6.1.16 Future Regulations and Policies. That the grant contained herein is subject to such regulation, curtailment or alteration as may be required by reason of future regulations and generally established policies of the LESSOR relative to the use and operation of the airport. In no case, however, shall
these regulations or policies operate to deprive the LESSEE of the reasonable use of the leased property except as otherwise herein provided.

6.1.17 Suspension in National Emergency. That during time of war or national emergency, the LESSOR shall have the right to lease the landing area or any part thereof to the United States Government for military or naval use and, if any such lease is executed, the provisions of this instrument insofar as they are inconsistent with the provisions of the lease to the government shall be suspended.

6.2 Other terms and conditions not listed may be included in the land leases as required by the Airport Committee or the Board of Commissioners.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance: Saginaw County Controller/CAO
Approved as to Legal Content: Saginaw County Civil Counsel

ADOPTED: November 23, 1999