

Category: 300
Number: 331

Subject: **STANDARD PRACTICES**

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 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 worn 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:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002
AMENDED: December 7, 2004; November 20, 2018