

ADDENDUM

SAGINAW COUNTY BOARD OF COMMISSIONERS

Tuesday, March 18, 2025 - 5:00 p.m.

Saginaw County Governmental Center
111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

I. **OPENING PROCEDURE**

II. **PUBLIC PARTICIPATION** *(Page 1)*

- a. Public Hearings – *None*
- b. Audiences – *Additional*
 - Alycia Norton, re: Animal Control Volunteer Program
 - Thomas Roy, re: Vacancy of the 35th State Senate District
- c. Laudatories – *None additional*

III. **PETITIONS AND COMMUNICATIONS** *(Page 9) – None additional*

IV. **INITIATORY MOTIONS** – *None*

V. **REPORTS OF COMMITTEES** – *(Page 11) – Additional*

Labor Relations Committee – G. Little, Chair; S. Matthews, Vice-Chair

- 5.1) **PERSONNEL DIRECTOR**, re: Approval of amended County Policy #386, “Earned Sick Time Act” due to amendments made by the State Legislature
- 5.2) **COUNTY ADMINISTRATOR**, re: Approval of amended County Policy #335, “Compensation” regarding rehiring of staff
- 5.3) **COUNTY ADMINISTRATOR**, re: Approval of payment to Charles Murray, Bailiff in the 70th District Court, representing the difference in pay between Step 1 and Step 7 of the pay scale from November 18, 2024 to March 18, 2025
- 5.4) **HEALTH DEPARTMENT**, re: Approval to onboard a Public Health Nurse I at Step 3 of the pay scale
- 5.5) **ANIMAL CARE & CONTROL**, re: Approval of SCACC Volunteer Handbook
- 5.6) **CIVIL/LABOR COUNSEL**, re: Approval of Collective Bargaining Agreement between County of Saginaw and POAM – Animal Control

VI. **RESOLUTIONS** – *None*

VII. **CLOSING PROCEDURE** – *(Page 23)*

- a.
 - 1) Unfinished Business – *None*
 - 2) Proclamations – *None additional*
 - 3) Appointments and Elections –

CHAIR APPOINTMENTS

ECONOMIC DEVELOPMENT CORPORATION

Joyce Potoff, to replace Bob Weise as a Temporary Tech Park Director (No expiration)

Michael A. Webster, EDC Vice-Chair (Term to expire April 1, 2031)

ELECTIONS

None Additional

- b. Announcements by Chair
- c. Commissioners' Audiences
- d. Adjournment

The Labor Relations Committee considered Communication No. 3-18-13 from Jennifer Broadfoot, Personnel Director, requesting approval of revised County Policy No. 368 titled, "Earned Sick Time Act" (ESTA) due to the State Legislature approving last minute amendments to the Act the day before the Governor signed it.

The committee met with Personnel Director Broadfoot who advised that the proposed revisions include:

- Clarification that unpaid interns, trainees, and those covered under the Youth Employment Standards Act are not eligible for EST.
- Allowance that EST can be used in 15-minute increments.
- Capping carry-over of EST to the next leave year at 72 hours.
- Clarification of the amount of time an employee has before returning documentation relating to the use of EST, if required.
- Updates to complaint procedures if an individual feels their rights under the Act have been violated.

It is the recommendation of your committee to approve the amended version of Saginaw County Policy No. 368 titled, "Earned Sick Time Act."

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

Category: 300
Number: 368
Subject: Earned Sick Time Act Policy

1. Purpose: It is the purpose of this policy to establish uniform guidelines and rules for employees regarding the use of sick time in accordance with the Earned Sick Time Act (State of Michigan Public Act 338 of 2018, as amended.)
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 Administrator and/or their designee shall be responsible for the implementation of this policy. It shall be the responsibility of the Administrator's Office and Department Heads to administer this policy.
5. Definitions: None.
6. Preliminary Statement: Saginaw County shall administer this policy in accordance with the Earned Sick Time Act and its accompanying regulations, set forth in State of Michigan Public Act 338 of 2018, as amended. . Thus, although this policy sets forth a summary of the requirements, process and procedure regarding employees' use of such leave time under applicable circumstances, Saginaw County shall administer this policy in accordance with the Act and its regulations. Any provisions of this policy that are in conflict with the Earned Sick Time Act shall be superseded thereby.
7. Policy:
All employees are eligible for sick time in accordance with the Earned Sick Time Act (ESTA), regardless of employment status or hours worked. This includes full-time, regular part-time, part-time, temporary, on-call and seasonal employees of Saginaw County. Unpaid interns or trainees and individuals covered under the Youth Employment Standards Act are not covered. Employees will accrue one (1) hour of paid sick time for every thirty (30) hours worked. For the purpose of calculating 'hours worked', non-worked paid time such as holidays, paid time off (PTO), building closure and leaves of absence will not be included. There is no cap on the amount of sick time an employee can earn in a week, month or year. Sick time will begin to accrue on an employee's first day of employment but cannot be accessed until the first day of the month following thirty (30) days of service. Earned sick time may be used in 15-minute increments.

Carry-over/Payout: A maximum of 72 hours of unused accrued earned sick time will be carried over to the next year. A maximum of seventy-two (72) hours may also be used in a year. Sick time shall be paid at the employee's regular rate of pay when used. For the purpose of this policy, a year is defined as a fiscal year.

Any earned sick time remaining in an employee's bank at the time of separation will not be paid out. If an employee is rehired within two months of separation, all previously accrued unused sick time will be restored and available to use immediately, and no waiting period shall apply to any newly accrued earned sick time.

Use of ESTA: Earned sick time can be used for any of the following reasons:

- (a) The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- (b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- (c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- (d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- (e) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.

For purposes of this policy, 'Family member' includes all of the following:

- (a) Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- (b) Biological parent, foster parent, step-parent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- (c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
- (d) A grand parent.
- (e) A grandchild.
- (f) A biological, foster or adopted sibling.
- (g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Notice Requirements: If an employee's need for sick time is foreseeable, the employee is asked to provide seven (7) days advanced notice. If the need is not foreseeable, employee must inform the employer as soon as practicable.

When earned sick time is used, documentation may be required for absences that are more than 3 consecutive days in length. If documentation is required, any out-of-pocket cost for obtaining

the requested documentation will be paid by the employer/department. If requested, an employee has 15 days to obtain the documentation.

Unlawful Acts by Employers and Enforcement Mechanisms: Employees cannot be disciplined or in any way retaliated against for using their accrued sick time. Employees will not be penalized or retaliated against in any way for requesting or using accrued sick time for the purposes designated above.

Employees who feel as though their rights under this act have been violated can file a complaint with the Personnel Department or with the Wage and Hour Division of the Michigan Department of Labor and Economic Opportunity .

8. Administrative Procedures: None.

9. COUNTY ADMINISTRATOR/LEGAL COUNSEL REVIEW: The County Administrator 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 Administrator

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: February 18, 2025

The Labor Relations Committee considered Communication No. 3-18-14 from County Administrator, Mary Catherine Hannah, requesting approval of the revised County Policy No. 335 titled, "Compensation."

The Committee met with Administrator Hannah who provided new language for Section 7.9 and replaced the references of "Controller" with "Administrator." The revised compensation policy addresses the rate of compensation paid to former county employees that are rehired into the same position they left within one year of leaving that position. The updated language is:

A former employee who is rehired within one year into the same position they were in at the time they left the County, will be paid at the same step in the salary range as when they left the position. They will also receive credit for any time accrued towards their next step earned prior to their departure date, if applicable. All other benefits will be received as if a new hire.

It is the recommendation of your committee to approve the amended version of Saginaw County Policy No. 335 titled, "Compensation."

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

Category: 300
Number 335

Subject: **COMPENSATION**

1. PURPOSE: It is the purpose of this policy to establish uniform guidelines and appropriate rules regarding employee compensation to improve the quality of personnel management 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 Administrator/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 Saginaw County Compensation Philosophy. Saginaw County is committed to:
 - 6.1.1 Providing fair and equitable compensation to employees in a competitive and changing labor market.
 - 6.1.2 Developing a system of paygrades that establishes the minimum and maximum rates that the County will pay individuals within a job class and identify the midpoint of the range as the "market" rate.
 - 6.1.3 Defining the County's market area based on the nature of the job class requirements and the availability of potential candidates locally or state- wide.
 - 6.1.2 Maintaining a competitive pay structure that allows the County to compete successfully for new employees within its market area and takes into consideration the County's fiscal condition and responsible use of public resources.
 - 6.1.3 Ensuring that employee compensation reflects changing economic conditions and technical skills and/or responsibilities.
 - 6.1.4 Providing consistent administration of pay policies and procedures among all County departments.
 - 6.1.5 Establishing a compensation structure that allow the County to attract and retain qualified employees.
 - 6.1.6 Developing a salary structure that provides for internal equity and ensures external competitiveness.

- 6.1.7 Ensuring that the compensation program is understandable to employees, managers, the Board of Commissioners and the public.
- 6.2 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.
- 6.3 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:
 - 6.3.1 Uniformity of pay for each class.
 - 6.3.2 The relative difficulty and responsibility of work.
 - 6.3.3 The recruiting experience of the County.
 - 6.3.4 The market rates of pay in both public service and private sector.
 - 6.3.5 The financial condition and policies of the County.
 - 6.3.6 Other pertinent economic considerations.
 - 6.3.7 The SAFE rating system factors which include Training and Ability; Level of Work; Physical Demands; Independence of Actions, Supervision Exercised; Experience Required; Human Relations Skills; Working Conditions/ Hazards; and Impact on End Results.
- 6.4 Adoption. All salaries must be set by the Saginaw County Board of Commissioners.

7. ADMINISTRATIVE PROCEDURES:

- 7.1 Administration and Amendment. The County Administrator/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 Administrator/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 the results of a compensation study are being phased in, an entrance salary rate below Step 1 of the appropriate wage schedule may be established to facilitate the phase in process. In addition, if there are multiple positions with the same job title, an entrance salary rate below the lowest phase in step, may be established to ensure recognition of County employees with greater years of service in that position who are currently at a step lower than Step one in the new pay grade and consistent with the recommendations of the compensation study .

- 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. A Department Head may pay below Step 1 to facilitate step increases. Any exception to part time or temporary employee pay can be approved by Board of Commissioners and must be based on a compelling reason for the adjustment.
 - 7.2.2 If an individual being hired for a position does not meet the minimum qualifications established by the job description for the position, the position will be re-evaluated in Baker Tilly's SAFE scoring system, utilizing the prospective employee's qualifications. This shall only apply to statutorily appointed positions.
- 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 (with the exception of placement following a compensation study. The employee would progress on the new pay plan upon their new anniversary date, which is the date they are placed at their new step associated with the Board of Commissioner approved implementation.) If a compensation study is being phased in, additional steps below Step 1 may be established to facilitate the phase in process. 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.
 - 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 Compensation for countywide elected positions, (Clerk, Prosecutor, Public Works Commissioner, Register of Deeds, Sheriff and Treasurer) shall be set by the County Board of Commissioners. The set compensation shall establish a future separation of not less than 15% between the elected position and the highest pay grade within that office. The separation of compensation between the elected official and the highest pay grade within that office shall be reviewed periodically by the Saginaw County Board of Commissioners. If the highest pay grade within that office exceeds 90% of the salary of the elected official within that office, then the salary of that elected official shall be reviewed by the Saginaw County Board of Commissioners to be adjusted upwards to graduate towards a 15% separation over a five (5) year period of time, at which time a 15% separation will be

maintained. The review shall commence January 1, 2023. The adjusted elected official's salary will be 1% each year over the next five (5) years as follows:

- Year 1 (2023) - 11%
- Year 2 (2024) - 12%
- Year 3 (2025) - 13%
- Year 4 (2026) - 14%
- Year 5 (2027) - 15%

After the 15% separation is achieved, it will be maintained every year thereafter.

7.5 Severance Pay. Severance pay is not authorized, unless it has been negotiated in a collective bargaining agreement or employment contract.

7.6 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.

7.6.1 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 Administrator.

7.6.2 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 Administrator.

7.7 Pay Adjustments. The following personnel actions shall affect the pay status of the affected employee in the following manner:

7.7.1 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 Elected official.

7.7.2 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.

7.7.2.1 Personnel may be employed in a lower grade than authorized on the Personnel Control Number (PCN) Staffing Report. 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.

7.7.3 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.

7.7.4 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.

7.7.5 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.

7.7.6 Reclassification of Position. If an employee's position is reclassified the following shall apply (unless part of a group Compensation Study):

7.7.6.1 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.

7.7.6.2 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.

7.7.7 Working out of Classification

7.7.7.1 Employees may be directed by the Department Head or Supervisor to perform duties above their classification.

7.7.7.2 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.

7.7.7.3 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.

7.8 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.

7.8.1 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.

7.8.2 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.

7.8.3 Part-time service is not credited.

7.9 Former Employee. **A former employee who is rehired within one year into the same position they were in at the time they left the County, will be paid at the same step in the salary range as when they left the position. They will also receive credit for any time accrued towards their next step earned prior to their departure date, if applicable. All other benefits will be received as if a new hire.** A former employee who is rehired **into a different position**, shall be paid at Step 1 of the pertinent grade unless the employee is granted previous service in accordance with the Continuous Length of Service Policy (Policy #334).

7.10 Pay Periods. Employees shall be paid on a bi-weekly basis.

7.11 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.

7.11.1 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 Administrator/CAO LEGAL COUNSEL REVIEW: The Administrator/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 Administrator/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED: November 23, 1999

AMENDED: April 23, 2002; October 12, 2004; February 22, 2005; August 12, 2008; December 18, 2018; December 17, 2019; December 15, 2020; November 22, 2022

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: November 23, 1999

AMENDED: April 23, 2002; October 12, 2004; February 22, 2005; August 12, 2008; December 18, 2018; December 17, 2019; December 15, 2020; November 22, 2022

The Labor Relations Committee discussed the compensation of District Court Bailiff, Charles Murry, in light of the amendment to County Policy No. 335 "Compensation" that is pending approval by the Board.

Discussion was held. Application of the newly revised policy to Mr. Murry would result in moving Mr. Murry back to Step 7 on the Bailiff pay scale (T12), the step he was at prior to his departure in April of 2024.

In recognition of the impact of the change in policy, the Labor Relations Committee recommends awarding Mr. Murry a discretionary bonus in the amount that represents the difference between Step 1 pay and Step 7 pay from his rehire as a Bailiff on November 18, 2024 to current.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

The Labor Relations Committee considered Communication No. 3-18-15 from Christina Harrington, Health Officer, requesting approval to onboard an experienced Public Health Nurse at Step 3 of the current Public Health Nurse I (PHN 1) pay scale, due to the difficulty the Health Department has with filling critical positions with the current starting pay.

The Committee met with Christina Harrington who had communicated her desire to secure a highly qualified candidate with over 13 years of experience to fill the vacant Public Health Nurse position to serve Saginaw County residents. PHN I positions in Saginaw County require a registered nurse and have a starting pay of \$57,480. The average registered nurse salary in Saginaw, Michigan is \$74,000 annually without the 10+ years of experience this candidate offers. Step 3 of PHN 1 is \$61,574 annually and is an increase of \$4,094 over Step 1. Currently there are six public health nurse vacancies. She is requesting at least one of these positions to be filled with a highly skilled professional to ensure our community receives the public health service they deserve.

It is the recommendation of your committee to approve hiring Melynda Reuther, RN, to fill a vacant Public Health Nurse I position at the Saginaw County Health Department with starting pay being \$61,574, Step 3 of the Public Health Nurse I (PHN I) pay scale.

Respectfully Submitted,

COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany

The Labor Relations Committee considered Communication No. 3-18-16 from Rachel Horton, Saginaw County Animal Care & Control Director, requesting approval of a proposed "Volunteer Handbook and Code of Conduct" that outlines expectations of volunteers and includes accountability measures to promote a positive, safe and effective volunteer program and grants Director Horton the authority to enact and enforce it.

We met with Director Horton and reviewed the needs that will be addressed by having a mandatory volunteer handbook which includes and incorporates a code of conduct. Director Horton provided a draft volunteer handbook for members to review.

It is the recommendation of your committee to grant authority to the Director of Saginaw County Animal Care and Control to complete and enact a volunteer handbook that includes a code of conduct, which along with appropriate training will be mandatory for all volunteers of Saginaw County Animal Care & Control.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Denny M. Harris

s/ _____
Mark S. Piotrowski

s/ _____
Jack B. Tany



Saginaw County Animal Care & Control Volunteer Handbook



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Welcome to Saginaw County Animal Care and Control Resource Center

We are excited that you have chosen Saginaw County Animal Care and Control (SCACC) to volunteer your time to help better the lives of animals throughout Saginaw County. Volunteers are a very important, collaborative component of SCACC.
You make a difference!

ABOUT US

SCACC has the primary responsibility for enforcement of State and County Animal Control laws. It has custodial charge of lost or strayed animals in the County.

Some services available are:

- Licensing
- Reclaims
- Drop off strays
- Owner surrenders

OUR MISSION

At Saginaw County Animal Care & Control, our mission is to safeguard the well-being of animals and the community through compassionate care, adoption, and proactive animal control services. We are dedicated to promoting humane treatment, preventing cruelty, and reuniting lost pets with their families. Through education, community engagement, and innovative programs, we strive to create a safer, healthier environment for both animals and people in Saginaw County.

LEARN MORE

<https://www.saginawcounty.com/departments/animal-care-control/>

<https://www.facebook.com/SaginawAnimalControl>

ADDRESS

5615 Bay Road * Saginaw, MI 4860

989-797-4500

scacc@saginawcounty.com

Staff Hours Monday – Friday 8:00AM – 5:00PM

*Adoption Hours Monday – Friday 1:30PM-4:30PM

***Additional weekday and weekend hours available by appointment. Call 989-797-4500.**

Director: Rachel Horton rhorton@saginawcounty.com

Kennel Manager: Alicia Slack aslack@saginawcounty.com

VOLUNTEER CODE OF CONDUCT

As a volunteer representing SCACC, your conduct and interaction with staff, other volunteers, the animals, and the public is expected to always be professional and courteous. The purpose of the code of conduct is to set standards of behavior expected from the volunteers of SCACC.

The Volunteer Code of Conduct clarifies the expectations and principle of SCACC. Volunteers should recognize that reading this handbook is essential to maintaining a safe shelter environment for you and for the animals.

Should a volunteer display unprofessional, dishonest or disrespectful behavior, the volunteer will be asked to leave the premises. Such behavior may be grounds for termination of volunteer status.

RESPECT:

- Respect others, even though you may not agree with them.
- Display sensitivity, consideration, compassion for animals and others.

- Use good judgement.
- Recognize the scope of authority of yourself and of staff members.
- Listen to the needs of others and be free of judgement.
- Always communicate respectfully and honestly.

SAFETY:

- Keep safety at the forefront of every activity you perform.
- Follow the rules presented to you in this handbook.
- Use equipment and supplies as they are intended to be used.
- Report all injuries immediately to a staff member.

QUALITY:

- Perform all task to the best of your ability.
- Ask for help, when you need it.
- Recognize your limitations with animals and other activities.
- Be accountable for your actions.
- Strive to promote a positive environment, using excellent customer service practices with other volunteers, staff, customers, and animals.

AGE REQUIREMENTS

You must be 18 years of age or older to volunteer on your own. Those under 18 are welcome to volunteer but must be accompanied by an adult.

DRESS CODE

Be Professional. As a volunteer, please present an image that is professional and appropriate to your working conditions. Remember, you represent SCACC and the first impression you create may be a lasting one.

- You should have a well-groomed appearance.
- Flat closed-toe shoes and pants should be worn.
- SCACC Volunteer shirts are available for purchase.
- A shirt and shoes are required at all times.
- Eating and drinking are not recommended at events when visitors are present.
- No volunteer should ever smoke, drink alcohol or use drugs when representing SCACC.

ATTENDANCE POLICIES & PROCEDURES

When you commit to a volunteer position you become a valuable member of the team! For that reason, we ask that you to not make a commitment you may not be able to fulfill or take on responsibilities for which you feel unqualified.

Volunteers that are inactive with no recorded hours for 6 consecutive months will be terminated from the volunteer program. Once termination has occurred, the volunteer must fill out a new volunteer application and attend orientation.

CANCELLATIONS & NO-SHOWS

We understand that life happens, and you may not always be able to make it to your volunteer shift. If you are not available for a shift you have committed to please contact the reception desk and note your absence in the volunteer calendar. **This calendar is the only approved volunteer scheduling calendar.** [Volunteer Scheduling Calendar](#)

If you are unable to perform the duties of your volunteer position repeatedly and you do not notify your staff contact in advance your participation in the volunteer program may be adversely affected.

LEAVE OF ABSENCE

If you are unable to volunteer due to unforeseen circumstances, you may take a leave of absence for any period of time. Please discuss this with your staff contact.

NO-KILL SHELTER

What does a no kill philosophy mean? A no kill shelter is a shelter that does not kill healthy or treatable animals based on time limits or capacity, reserving euthanasia for terminally ill animals, animal suffering poor quality of life, or those considered dangerous to public safety.

SCACC has adopted a no kill philosophy and will make every effort to promote pet adoptions of healthy non-aggressive adoptable animals by the general public. To reduce the number of homeless pets, we will ensure that all dogs and cats are spayed or neutered prior to adoption.

EUTHANASIA

There are instances when the humane euthanasia of a dog or cat is required. Animals are euthanized for a variety of reasons, and after consultation with the Director, Kennel Manager, and Veterinarian of Record the decision may be made to euthanize. SCACC may euthanize an animal that is suffering, sick, severely injured or aggressive. SCACC makes every effort possible to adopt all healthy and temperamentally sound animals. All resources and options will be exhausted prior to this decision. These decisions can be very stressful and heartbreaking, but they are a part of our responsibility. Individuals who cannot support humane euthanasia should reconsider joining the SCACC volunteer program.

ANIMAL CONTROL ADVISORY COUNCIL

The primary function of the Council is that of an advisory board to the Saginaw County Animal Control Department and the Saginaw County Commissioners, in matters concerning the animals of this community. It is the goal of the Council to foster healthy, constructive relationships between the public, the Animal Control Department, veterinarians, private animal welfare groups, individuals involved in agriculture, and any other individual or group who interact with animals on a regular basis.

Animal Control Advisory Council meets the 3rd Wednesday of each month at 4:30PM in the training room of SCACC.

CONFIDENTIALITY & NON-DISCLOSURE

As a volunteer, you are responsible for maintaining confidentiality of all proprietary or privileged information of SCACC to which you are exposed. Failure to maintain confidentiality will result in termination of your volunteer status.

MEDIA & PUBLIC RELATIONS

All requests for an official response or statement on behalf of Saginaw County Animal Care and Control should be directed to the Director of Animal Control. All planned press releases require final approval of the County Administrator and should be made from an official County of Saginaw email address.

If you choose to identify yourself as a volunteer of SCACC to discuss matters related to SCACC on the web, many readers will assume you are speaking on behalf of SCACC. Considering this possibility, your communications should be transparent, ethical and accurate. When using social media, please follow the below guidelines:

- No details should be released regarding any animal that is not available for adoption.
- Only pictures of animals available for adoption should be posted. Pictures of any other animals should not be posted on personal sites.
- If you are unsure of what is appropriate, please ask your staff contact.
- Be respectful to SCACC staff, Saginaw County Board of Commissioners, Advisory Council members, volunteers, guests and other humane groups on all social networking sites.
- Be smart about what you publish, once you put something out there, it can be difficult to retract.

Individuals are not authorized to make official statements or release SCACC information from personal accounts. Instead, please “share” from the official Saginaw County Animal Control account. Failure to comply with these policies and procedures may result in termination of your volunteer status.

COMMUNICATION

All volunteer scheduling will use the SCACC approved google calendar.

[Volunteer Scheduling Calendar](#)

All volunteer event scheduling will use the SCACC approved google calendar.

[Volunteer Event Calendar](#)

VOLUNTEER OPPORTUNITIES

There are many opportunities at SCACC. If you have a special interest or experience in any of the below areas, please let us know.

Adoption Support

After training and shadowing SCACC staff, volunteers can become adoption counselors. This would include conducting meet and greets and educating about responsible pet ownership.

Administrative

To assist with clerical functions that may include typing, filing, copying, mailing, preparing adoption packets, preparing for upcoming events.

Photographer

Take pictures and videos of the animals, pets of the week, create bios for sharing on social media.

Dog Walker

Handle and walk dogs giving them attention and exercise throughout the day.

Transportation

To transport animals off-site to rescues or events.

Grooming

To bathe and/or clip nails of animals, prior to adoption events and or before surgeries or adoptions.

Enrichment/Cat Cuddlers/F.E.T.C.H.

To help with animal enrichment by preparing edible treats, such as Kong's. Provide socialization, playtime and affection to animals.

Event Coordination

Assisting in procuring, setting up and helping at planned events.

Cleaning

Join the tidy tails team to help with laundry, general cleaning, dishes, sorting donations and sorting food for the pet pantry.

SIGNS OF ILLNESS

Maintaining the health of our animals and helping prevent the spread of disease is everyone's job. If a shelter animal shows any signs of illness, read the kennel card to see if the symptom has

already been noted and is being treated. If it has not been, or you notice that previously observed symptoms have gotten worse, immediately notify SCACC staff.

Watch for symptoms such as:

1. Diarrhea
2. Vomiting
3. Eye Discharge
4. Nasal Discharge
5. Sneezing
6. Coughing
7. Loss of Appetite
8. Lethargy
9. Dehydration
10. Excessive Salivation

ZOONOTIC DISEASES

A zoonotic disease is something that can be transmitted from animals to human beings. Potential agents of zoonotic disease transmission including fungi, bacteria, viruses, parasites and arthropod's. Types of zoonotic diseases include, but are not limited to:

- Campylobacteriosis
- Giardiasis
- Hookworm
- Roundworm
- Salmonellosis
- Toxoplasmosis
- Ringworm
- Scabies
- Bordetellosis
- Pasteurella
- Rabies
- Leptospirosis
- Bartonellosis (cat scratch fever)

What you can do to prevent zoonotic disease:

1. Wash your hands thoroughly after handling any animal.
2. Prevent animal waste from building up in the environment.
3. Wear gloves when cleaning feces.
4. Maintain regular program of veterinary care for your animals including parasite control.
5. Avoid being bitten or scratched and keep animals' nails short.
6. Don't feed undercooked or raw meat or let animals get into garbage, eat feces, or drink from toilet bowls.

CLEANING PROTOCOLS

SCACC uses special disinfectant to clean kennels and surfaces within the shelter. If you notice a messy kennel outside of the proper cleaning schedule, please create a mop bucket and clean

accordingly. Please try not to touch one animal and then touch another, this can spread disease amongst them. You will want to disinfect your hands with antibacterial soap and water.

HANDLING OF DOGS

To prevent accidents

1. Never handle a dog that you are unsure of.
2. Watch a dogs body language for stress signals.
3. If a dog urinates or defecates on the floor, please dispose of it and mop it up immediately.

REPORT ALL INJURIES IMMEDIATELY TO A STAFF MEMBER. THIS INCLUDES SCRATCHES AND BITES.

All dogs must have a slip lead around their neck, or a leash attached to their collar or harness. The collar should be tight enough that two fingers can fit between the collar and the neck. If the dog is a strong puller, a harness may be required before walking the dog. We do not want to create pressure on the neck, and we want to avoid neck injuries. When taking dogs out to the fenced areas, make sure there are no other dogs.

To avoid cross contamination each isle of kennels has its own outdoor area immediately outside the corresponding back door. To eliminate exposure to other animals, you should only be using the corresponding outdoor run area. Example Aisle D should only be using Run D.

VOLUNTEERS ARE NOT PERMITTED IN DOG OR CAT ISOLATION AREAS.

DOG GUIDELINES

Dogs in a shelter environment are not the same as your dogs at home. Your dog at home knows his surroundings, is familiar with you and knows what your expectations are. Dogs in a shelter environment are in a confusing situation. They are in an unfamiliar location, surrounded by other dogs and handled by multiple people. When we work together, we can reinforce good behavior that will help our dogs find wonderful homes. Be alert of your surroundings, use caution, be aware of body language and what a dog is telling you. If you pick up on signs that a dog is nervous or fearful, remove that dog from the situation immediately.

BITES

Bites do happen and to maintain the safety of you and the dogs, our training is mandatory, even if you have previous dog experience.

Preventing bites is not only important to your health and well-being, but to the dog's as well. Dogs that have a bite history may need to be euthanized. Each incident will be considered individually. Most adopters will not consider a dog with a "bite history" and many dog rescues will not accept them. This is why it is so critical to learn basic dog behavior and not take unnecessary risks when working with them.

Dog bites MUST BE reported to a staff member as soon as it occurs. If you are bitten during your volunteer shift or at a SCACC event, immediately secure the dog in the nearest kennel or safe area, to prevent further injury or injuries to others. Wash the wound completely and thoroughly with antibacterial soap for at least five full minutes. You will be asked to describe the circumstance of the bite and complete an incident report. Following state law and reporting, the dog will be placed on quarantine for 10 days. Some bites may not be an actual bite at all. Sometimes you may be playing tug-o-war with a dog or grabbing a ball and you will get "bit". We still need to know if this type of "bite" happens and take proper precautions.

- Incident reports should be immediately filled out and placed in the Kennel Managers incoming mail basket, located outside the Kennel Manager office door.
- Incidents should be logged in the volunteer logbook located in the volunteer desk area.

- For specific animal information, read the dogs kennel card, dog walk white board and volunteer logbook.
- Do NOT handle any dog that you feel may be a threat to you or others and bring your concerns to a staff member.
- If a kennel card says “do not touch” that means DO NOT TOUCH or put your fingers into the kennel or touch the dog in any way.
- If a kennel card says “Court Case” that means this animal is live evidence, no pictures or videos are to be taken or shared on personal or SCACC social media, websites.
- Try to evaluate a dog’s “mood” before approaching the dog or entering the kennel.
- Plan “escape routes”.
- Call for help if you feel you are at risk.
- If a dog is giving “unwelcoming” signals (stiff body language, trembling, cowering, head low, hard stare with wide eyes, growling, lunging, showing teeth, etc.) immediately stop what you are doing and back away slowly.
- Do NOT turn your back on an angry dog; back away slowly from them instead.
- Handle only one dog at a time unless otherwise approved.
- Choose a dog appropriate for your size and skill level.
- Keep all dogs on a leash or confined to a specific area or yard.
- Maintain control of the dog at all times; never drop the leash or let him interact with another dog unless approved.
- Before you remove a dog from a kennel, make sure the leash you are about to use is in good condition.
- When removing a dog from a kennel, open the door slowly with just enough to fit your body in, standing or squatting directly in front of the door and have a leash ready to slip over the dog’s head and adjust as needed. Keep your voice soft and even and use treats if needed.
- Always approach the dogs calmly, wait for them to sit before opening the cage.
- Do not allow dogs to jump up or play bite. When a dog jumps, he’s jumping for attention. Remove the attention by turning and ignoring the dog until all four paws are on the floor. Then reward the dog with a scratch on the chin or treat.
- Never HIT a dog or use any type of training that will hurt or threaten the dog, we support only fear-free training methods.
- If possible, do not walk dogs past each other or let them get too close to each other.
- Look around corners for other volunteers and dogs.
- When putting a dog out into a yard, or in a kennel please double check all locks are secure, swivel is secure, animal is secure.
- If you think a dog is going to bite, try to put something between you and the dog, such as a chair, fence, a jacket, or book.
- Should a dog fight start while you are handling a dog, use safety tools (air horn, spray, loud noise) located throughout SCACC.

INJURIES

If you are injured while volunteering, report the injury immediately to a staff member who will ask you to complete an incident report. SCACC keeps a first aid kit in the reception office, volunteer station, and the hallway near the bathrooms for minor cuts and scratches. Volunteers

are encouraged to consult their physician, at their own expense, to decide whether to be vaccinated against tetanus.

EMERGENCY FIGHT MATERIALS

Please be aware of the pros and cons of each tool and technique, as well as proper and safe use. These items should only be used in emergency when safety is threatened.

Shock Effect

- Bucket of water
- Banging or jarring noises

Force

- Wheelbarrow method
- Bite stick

ADOPTION

You are welcome (and encouraged!) to send pictures and videos of the dogs to the SCACC staff so we can share them on social media sites. Feel free to include yourself in the photos if you are okay with that! It can also be helpful to report any fun facts about the dogs and what you learn about them. This way, SCACC can update the dog's profile with new information to draw attention.

If you meet anyone that may be a candidate to adopt the dog, collect basic information (how many adults/children in the home, current pets, fenced in yard, contact information, etc.). Keep in mind that YOU know the dog's needs based on the dog's profile and you spending time with them. If you feel that it could be a possible match (it's okay if you're not 100% sure), please direct them to SCACC website to apply for adoption and let SCACC staff know the exciting news that the dog may have a potential adopter.

VOLUNTEER EXPECTATIONS

Volunteers are expected to assume the responsibility of following SCACC policies and procedures, as outlined in this manual. There will be periodic volunteer and training meetings to keep volunteers updated and current of any changes to policies and procedures. In the event a volunteer chooses not to adhere to the policies and procedures, SCACC reserves the right to terminate his/her volunteer status.

This manual, nor any other written or verbal communication between you and members of Saginaw County Animal Care and Control, is intended to create a volunteer contract between you and Saginaw County Animal Care and Control. Accordingly, you have the right to terminate our relationship at any time with or without reason, and Saginaw County Animal Care and Control retains the same right. In other words, our relationship can be described as Volunteer – At – Will. For the shelter to be successful, we must all work together, even if we disagree.

If you disagree with a decision made by SCACC, Saginaw County Administration, or the Saginaw County Board of Commissioners please speak directly to Rachel Horton, Director of Saginaw County Animal Care and Control. You can email her at rhorton@saginawcounty.com.

Any volunteer found spreading disparaging remarks either through gossip or social media will be asked to leave the facility and their volunteer status will be terminated.

If you feel strongly about a dog and wish to adopt, this can be discussed with the Director. (adopter must qualify for adoption).

I have read and agree to the policies and procedures in this document.

Signature

Date

Name

Address/City/State/Zip

Phone Number

Email Address

Your Labor Relations Committee herewith submits the collective bargaining agreement between the County of Saginaw and all affected Co-Employers and POAM – Animal Control. The agreement covers the period commencing October 1, 2024 and ending September 30, 2027. The agreement has been formally ratified by the Union upon acceptance by the County. The financial implications of this agreement will be borne with funds within the existing, respective budgets. A summary of the main provisions is set forth below:

1. Duration of CBA – 3 years + (October 1, 2024 – September 30, 2027)
2. Amend the contract to provide that any recommendation by a compensation study, would be reviewed by the Board.
3. Grievance Procedure:
 - Amend the contract to provide that if the grievance does not involve an action or determination by the department head (matter is benefit/salary related), then the grievance will start at Step 2 and the matter will be determined by the Administrator's Office.
4. Amend the contract to provide that a Loudermill hearing will be scheduled prior to any suspensions, discharges, or separations of employment, if warranted by the circumstances of the separation.
5. Amend the language in the contract to provide that a non probationary employee, who accepts a promotion within the bargaining unit or transfer to a different job classification within the bargaining unit, shall be subject to a trial period of thirty (30) calendar days, which may be extended by the County with notice to the union. If the employee fails to satisfactorily complete the trial period, or elects to return to his or her former job during the trial period, employee shall be permitted to do so without loss of seniority.
6. Vacancies and New Positions:

Placement or advancement within the bargaining unit shall be based upon factors such as seniority, demonstrated ability, dependability, experience, education and/or training, and such other factors or qualifications that may be pertinent to the particular job vacancy or new position to be filled. The vacancy will be awarded to the applicant, whether from within the bargaining units or from outside, who possesses the best qualifications in the Director's final judgement. However, County and Union share a common goal to establish opportunities for career advancement within the bargaining unit, and as such the Director shall give heightened consideration to all bargaining unit applicants, who meet the minimum qualifications posted.
7. Delete the DB Plan language in the contract, with the exception of what is needed to define how to qualify for retiree healthcare and delete the language regarding the elimination of the zero percent contributions.

8. Add language to the contract to provide for scrubs and waterproof boots and shoes for kennel technicians.
9. Amend the contract to reflect that employees will comply with all County policies.
10. Delete the references to “fringes” as an adjective for benefits and the “he/she” references in the contract.
11. Amend the contract to provide that Medicare is secondary when the individual is employed and once retired, Medicare becomes primary.
12. Up to 2% on the DC retirement match. The employee would put money in a 457 account and the County would put money in an existing 401(a) account up to 2%. Match is only available to those employees who qualify for a 401(a) plan.
13. Healthcare:
 - Amend the healthcare and retiree healthcare language currently in the contract.
 - Continue the high deductible health plan for the 2025 plan year.
 - Healthcare will be implemented as approved by the Union Management Committee and the Board of Commissioners.
14. Wages:
 - 4% base wage increase for the first year of the contract, 3% base wage increase for the second year of the contract, and 2.0% base wage increase for the third year of the contract.
 - A discretionary bonus in the amount of \$365.
 - On-call stipends as follows: \$25 weekday; \$40 – weekend; \$60 – standard holiday; and \$75 – Christmas Eve/day, New Years Eve/day, Thanksgiving, July 4, and Easter.
15. Various miscellaneous changes in the contract to include Administrator in place of Controller, and permanent to the category for the County to pay insurance for permanent disability and death claims.
16. Amend the contract to have flex-time and non-standard work hours if mutually beneficial to the employer and employee.
17. Update the references in the contract to reflect the new Wellness Reimbursement, PTO and Disability Leave policies.
18. Section 16 and 17 of Article 24 will be deleted, which are the me too clauses.
19. Delete the language in the contract requiring the County to opt out of PA 152, so the County has the option to make the election annually.

Respectfully Submitted,
COMMITTEE ON LABOR RELATIONS

s/ _____
Gerald D. Little, Chair

s/ _____
Denny M. Harris

s/ _____
Jack B. Tany

s/ _____
Sheldon Matthews, Vice-Chair

s/ _____
Mark S. Piotrowski