AGENDA

St. Clair County Board of Commissioners
Ways and Means Committee

MEETING WILL BE HELD REMOTELY VIA WEBEX

May 6, 2021 at 6:00 PM

The meeting will be held virtually due to the COVID-19 pandemic. Any citizen who wishes to address the Board can send their request to citizens@stclaircounty.org or leave a voicemail at 810-989-6900 prior to 4:00 p.m. the day of the meeting.

Event Address: https://stclaircounty.webex.com/stclaircounty/onstage/g.php?MTID=ebef5b2bab3b141e3af3bff997584e2f4
Event Password:0000

Audio Conference: To receive a call back, provide your phone number when you join the event;
OR
Call 1-408-418-9388 and Enter Access code: 132 816 2225

1. **Roll Call/Opening**
2. **Additions/Deletions/Changes to the Agenda**
   A. Addition: Information Technology Manning Table Change
3. **Citizens to be Heard**
4. **Updates**
5. **Conceptual Initiatives**
6. **Old Business**
7. **New Business**
   A. Health Department Manning Table Change
   B. 2021 Budget Adjustments
   C. St. Clair County Policies
   D. Manning Table Reclassification - Equalization Appraiser III to Senior Assessor

8. Other Ways and Means Matters

9. Information Only

10. Receive and File Packets

11. Adjournment

Committee Chair: David Rushing
Note: The County complies with the "Americans with Disabilities Act" and if auxiliary aids or services are required at the meeting for individuals with disabilities, please contact Administrator/Controller's Office, Suite 203, 200 Grand River Avenue, Port Huron, MI 48060, (810) 989-6900 three days prior to said meeting.

Addition: Information Technology Manning Table Change

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Manning Table Change_IT	5/3/2021	Cover Memo
🗋	Information Technology Manning Table change 5-3-21	5/3/2021	Cover Memo
🗋	DBarbour Memo to Board Reclassification of IT Network Analyst to Network Coordinator May 2021	5/3/2021	Cover Memo

COUNTY OF ST. CLAIR

INFORMATION TECHNOLOGY DEPARTMENT

TIFFANY FOURNIER
Director
tfournier@stclaircounty.org

OFFICE ADDRESS:
200 Grand River Avenue
Suite 203
Port Huron, MI 48060
Phone: 810-985-2262
Fax: 810-985-3913
www.stclaircounty.org

MEMORANDUM

TO: Board of Commissioners

FROM: Tiffany Fournier, IT Director

DATE: 5/3/2021

SUBJECT: IT Manning Table Change

With the recent retirement of the Assistant Director of the IT Department, I have taken the opportunity to review the IT Department's workloads and look for opportunities to improve. As part of this review I have determined that transitioning away from an Assistant Director and instead having two Network Coordinators to perform day to day task assignment and mentor team members as well as perform advanced technical system administration duties of the department is the best approach for our current operations. As such, I am requesting the following changes to my manning table:

Remove:
Assistant Director
1 Network Analyst (reduce from 2 positions)

Add:
2 Network Coordinator

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Dena S. Alderdyce, Finance Director

Date: May 3, 2021

Subject: Information Technology Manning Table Change

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ FINANCIAL REVIEW

Background:
The Information Technology department recently had their assistant director retire in early 2021. With that retirement, the IT Director decided to reorganize the department and remove the Assistant Director position as well as one (1) Network Analyst position. In place of those two positions they are proposing to add two (2) Network Coordinator positions. The Human Resources department is recommending that these positions be placed on the CANUE wage scale at II-J with a maximum salary of $76,616.

Financial Consideration:
The above requested reorganization is expected to save $9,743 annually. No additional funds will be needed from the General Fund. Administration recommends the approval of this request.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: May 3, 2021

Subject: Information Technology Reclassification Request

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

Background:

The Information Technology Director, Tiffany Fournier, is requesting a reclassification for two Network Analyst positions in the IT department. For the past 6-8 months, this position has been on a trial basis as a Team Lead with the added responsibility of coordination, leadership, mentoring and oversight of the Network Technicians and Help Desk. Since the trial was successful, the permanent reclassification to a Network Coordinator is warranted. Additionally, the Network Coordinator will have advanced access to servers, programs and confidential information.

I exhausted the external comparables to find similar positions. Unfortunately, I could not find the minimum number of external comparables needed to determine the proper wage. The process then leads me to at internal comparables.

Internal Comparables		Job Group	Wage Range	Max Salary
Planning	Senior Planner	II	I	$70,928
Information Technology	Systems Administrator	II	JJ	$79,785
Circuit Court	Programs Manager	II	J	$76,716
Administration	Accounting Manager	III	G	$76,616
			Average	$76,011

Proposed:	Title	Job Group	WR	Salary Range
CANUE	**Network Coordinator**	**II**	**J**	**$ 76,616**

The Network Analyst classification is and will remain an AFSCME 1089 position. Similar to the advanced access required for other IT positions within the department, I recommend that the Network Coordinator be a CANUE position.

HR recommendation:
Therefore, I fully support the reclassification of the position from Network Analyst to Network Coordinator as requested at a wage range of II-J (maximum of $76,616) as requested.

Health Department Manning Table Change

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Memo	4/21/2021	Cover Memo
🗋	Health Department Manning Table Change	4/22/2021	Cover Memo

ST. CLAIR COUNTY
HEALTH DEPARTMENT

Our Community. Our Environment.

3415 28th Street Port Huron MI 48060

Divisions

ADMINISTRATION
P 810.987.5300
F 810.985.2150

DENTAL CLINIC
P 810.984.5197
F 810.984.0747

EMERGENCY PREPAREDNESS
P 810.987.5300
F 810.987.0630

ENVIRONMENTAL HEALTH
P 810.987.5306
F 910.985.5533

HEALTH EDUCATION
P 810.987.5300
F 810.986.2150

NURSING DIVISION
P 810.987.5300
F 810.985.4487

TEEN HEALTH
P 810.987.1311
F 810.966.2898

WIC PROGRAM
P 810.987.8222
F 810.966.2898

www.scchealth.co
/scchdmi | @scchdmi

MEMORANDUM

TO: St. Clair County Board of Commissioners

FROM: Greg Brown, Health Department Administrator

SUBJECT: Health Department Manning Table Change

DATED: April 15, 2021

In 2016 we implemented a service model where we manned our front reception area with Outreach Clerks to greet clients and complete MI Bridges, Medicaid applications, and community referrals.

We recently applied and were granted MI Bridges Referral Status in March 2021. This will support improved collaboration with not only other agencies serving those in need, but also allow us to provide more comprehensive, streamlined services for our clients. We anticipate that referrals will be more appropriate, smoother in transition and result in increased client compliance; thus increased health and wellbeing. We also estimate a 25% increase in the number of Outreach clients, MI Bridges applicants, referrals and requests from community members and partner agencies. This increase will make it difficult to service Outreach clients and simultaneously serve other clients at our front reception. This leaves the need for a full time Clerk II for front reception coverage.

I am respectfully requesting to eliminate a part-time Clerk II position, and replace it with a full-time Clerk II position in order to adequately serve our clients at the reception area. The Health Department budget is able to absorb the annual cost of $30,904.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Dena S. Alderdyce, Finance Director

Date: April 22, 2021

Subject: Health Department Manning Table Change

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ FINANCIAL REVIEW

Background:
The Health Department is asking the Board to approve a manning table change that would reclassify a part time Clerk II position to a full time Clerk II. They were granted MI Bridges Referral Status in March 2021 and with that change, they are anticipating an increase in the number of Outreach clients coming into their facility and will have a need for the Clerk II to be at the reception area on a full time basis.

Financial Consideration:
The above request is expected to cost the Health Department Fund an additional $30,904 annually and can be absorbed in their current budget. No funds will be needed from the General Fund. Administration recommends the approval of this request.

2021 Budget Adjustments

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Budget Adjustment Memo	4/28/2021	Cover Memo
🗋	Budget Adjustment Detail	4/28/2021	Cover Memo

MEMO

To: Board of Commissioners

From: Dena Alderdyce, Finance Director

Date: April 28, 2021

Re: 2021 Budget Adjustments

Attached are proposed amendments to the 2021 General Fund budget.

General Fund

The General Fund amendments represent adjustments to update the budget for:

- Adjustments to grant revenues and expenditures
- Previously approved board actions including:
    - Circuit court manning table changes proposed in November 2020
    - Elections/Clerk manning table changes proposed in November 2020
    - Medical Examiner contract approved in 2021
- Reduce federal inmate revenues for reductions to date
- An increase in property tax revenue based on current 2021 taxable values
- Dive Team truck on order from 2020 not received until 2021 paid from Federal Surplus Asset sales

The full financial impact of COVID-19 is not reflected in the above budget adjustments as it is quite early yet to know what impact it may have on the 2021 General Fund budget.

The General Fund remains balanced and includes a contingency of $105,758.

ST. CLAIR COUNTY
2021 BUDGET ADJUSTMENTS DETAIL
May 20, 2021

Acct. No.	Details	Revenues Increase/(Decrease)	Expenditures Increase/(Decrease)
	General Fund		
	Proposed to BOC on May 20, 2021		
101131	Circuit Court - Salaries, Wages and fringes - due to Nov. 2020 Proposal		(5,092)
101138	Court Security- fringes		778
101149	Circuit Court Family Div - State and Federal Grants	(28,261)	(23,477)
101191	Elections - Salaries, Wages and fringes- due to Dec. 2020 proposal		12,316
101215	Clerk - Salaries, Wages and fringes - due to Dec. 2020 proposal		(12,316)
101253	Treasurer - increase in property tax revenue	187,000	
101331	Marine Division - Increase in Federal/State grant funds	10,816	
101351	Corrections/Jail - Reduction in federal inmate counts	(200,000)	
101648	Medical Examiner - internet expense and operating expense for County oper		6,535
910019	MI Drive Safely Task Force grant	39,028	39,028
910023	Safe Communities grant	(35,000)	(35,000)
910029	Federal Surplus Property- truck purchase from 2020 not received & refund donation		75,640
910030	Coronavirus Emergency Supplemental Fund Grant	28,469	28,469
910071	2018 Port Security Grant-Dive Team	1,200	1,200
910097	2017 Homeland Security Grant	(50,000)	(50,000)
910098	2018 Homeland Security Grant - Deferred Revenue and Expenditures	9,884	9,379
910099	2019 Homeland Security Grant	75,000	75,000
910149	Recovery High School Grant	150,000	150,000
101890	Contingency		(84,324)
	Total General Fund Budget Adjustments	188,136	188,136

ST. CLAIR COUNTY
2021 GENERAL FUND BUDGET

REVENUES

DEPT.#	DEPARTMENT	2021 ADOPTED	5/20/2021 Proposed Amendments	2021 AMENDED
100 Legislative				
103	Other Legislative Activities	900,000	-	900,000
130 Judicial				
131	Circuit Court	139,672		139,672
136	District Court	1,716,192		1,716,192
	Drug/Sobriety Court	52,000		52,000
138	Courthouse Security	25,000		25,000
141	Friend of Court	2,237,397		2,237,397
	Incentive Payments	413,821		413,821
148	Probate Court	270,026		270,026
	Mental Health Court	155,000		155,000
149	Family Division-Circuit Court	293,171	(28,261)	264,910
	Recovery High School Grant	-	150,000	150,000
153	District Court - Probation	186,000		186,000
		5,488,279	121,739	5,610,018
170 General Government				
191	Elections	50,000		50,000
215	Clerk	574,500		574,500
225	Equalization	199,304		199,304
229	Prosecuting Attorney	570,336		570,336
	Child Protective Investigations - Title IV-E	42,000		42,000
231	Victims Rights	175,010		175,010
233	Purchasing	15,000		15,000
236	Register of Deeds	1,502,500		1,502,500
253	County Treasurer	43,348,029	187,000	43,535,029
257	Cooperative Extension	-		-
	Co-op. Ext. - 21st Century Grant	-		-
	Co-op. Ext. - 4-H Programming	7,500		7,500
259	Information Technology	35,000		35,000
275	Drain Commissioner	138,500		138,500
289	Motor Pool	260,000		260,000
		46,917,679	187,000	47,104,679
300 Public Safety				
301	Sheriff	3,211,111		3,211,111
	Secondary Road Patrol Grant	120,000		120,000
	Motor Carrier Enforcement Grant	250,000		250,000
	Michigan Drive Safely Grant	35,000	4,028	39,028
	Edward Byrne Grant	15,582		15,582
	Federal Surplus Program	-		-

ST. CLAIR COUNTY
2021 GENERAL FUND BUDGET

DEPT.#	**REVENUES** DEPARTMENT	2021 ADOPTED	5/20/2021 Proposed Amendments	2021 AMENDED
	Coronavirus Emergency Supplemental Grant	-	28,469	28,469
	Operation Stone garden	100,000		100,000
320	Criminal Justice Training Grant	15,000		15,000
325	Communications/Radio	1,265,300		1,265,300
	Communications Training Grant	20,000		20,000
331	Marine Law Enforcement	174,050	10,816	184,866
	Port Security Grant	-	1,200	1,200
351	Corrections/Jail	2,887,700	(200,000)	2,687,700
	Inmate Billing	155,000		155,000
362	Other Correction Activities	-		-
	Substance Abuse Treatment Grant	161,000		161,000
426	Emergency Preparedness	42,000		42,000
	Annual Breakfast	14,850		14,850
	Solution Area Planners	150,000		150,000
	2017 Homeland Security Grant	50,000	(50,000)	-
	2018 Homeland Security Grant	100,000	9,884	109,884
	2019 Homeland Security Grant	-	75,000	75,000
	Port Security Grant	-		-
	COVID 19- Resonse	-		-
428	Hazardous Materials Handling	20,000		20,000
430	Animal Shelter	484,500		484,500
		9,271,093	(120,603)	9,150,490
440 Public Works				
445	Drain - Public Benefit	16,455	-	16,455
		16,455	-	16,455
600 Health and Welfare				
648	Medical Examiner	25,000		25,000
661	Public Guardian	241,952		241,952
		266,952	-	266,952
690 Community and Economic Development				
400	Planning	175,000		175,000
		175,000	-	175,000
	Totals	63,035,458	188,136	63,223,594

ST. CLAIR COUNTY
2021 GENERAL FUND BUDGET

EXPENDITURES

DEPT.#	DEPARTMENT	2021 PROPOSED	5/20/2021 Proposed Amendments	2021 AMENDED
100 Legislative				
101	Board of Commissioners	230,493		230,493
103	Other Legislative Activities	1,082,500		1,082,500
	Appropriations to other Funds:			
	Health Department	1,724,688		1,724,688
	Child Care - Probate	2,787,008		2,787,008
	Child Care - Welfare	330,000		330,000
	Department of Human Services	29,001		29,001
	Public Improvement	700,000		700,000
	Road Commission	900,000		900,000
	Convention Center Operations	100,000		100,000
	Administrative Building Debt Fund	-		-
	Communications Tower Debt Service	-		-
	Mi Indigent Defense Fund	579,439		579,439
		8,463,129	-	8,463,129
130 Judicial				
131	Circuit Court	1,303,750	(5,092)	1,298,658
136	District Court	2,426,575		2,426,575
	Drug/Sobriety Court	52,000		52,000
138	Courthouse Security	637,842	778	638,620
141	Friend of Court	3,318,694		3,318,694
148	Probate Court	1,092,410		1,092,410
	Mental Health Court	154,998		154,998
149	Family Division-Circuit Court	1,641,409	(23,477)	1,617,932
	Recovery High School grant	-	150,000	150,000
151	Adult Probation	7,300		7,300
153	District Court Probation	871,161		871,161
		11,506,139	122,209	11,628,348
170 General Government				
172	Administrator/Controller	596,298		596,298
	Census Grant	-		-
191	Elections	96,801	12,316	109,117
201	Accounting	323,977		323,977
215	Clerk	843,893	(12,316)	831,577
225	Equalization	827,965		827,965
226	Human Resources	422,479		422,479
229	Prosecuting Attorney	3,193,323		3,193,323
	Child Protective Investigations - Title IV-E	10,000		10,000
231	Victims Rights	10,800		10,800
233	Purchasing	99,357		99,357

ST. CLAIR COUNTY
2021 GENERAL FUND BUDGET

DEPT.#	EXPENDITURES DEPARTMENT	2021 PROPOSED	5/20/2021 Proposed Amendments	2021 AMENDED
236	Register of Deeds	128,195		128,195
253	County Treasurer	584,971		584,971
257	Cooperative Extension	188,933		188,933
	Co-op. Ext. - 4-H Programming	7,500		7,500
259	Information Technology	2,468,115		2,468,115
265	Buildings and Grounds	1,221,900		1,221,900
	FIA Building Lease Maintenance	779,591		779,591
	Jail/Juvenile Facility Maintenance	424,986		424,986
275	Drain Commissioner	572,659		572,659
289	Motor Pool	169,500		169,500
		12,971,243	-	12,971,243
300 Public Safety				
301	Sheriff	8,836,228		8,836,228
	Secondary Road Patrol Grant	120,000		120,000
	Motor Carrier Enforcement Grant	250,000		250,000
	Edward Byrne Grant	15,582		15,582
	Michigan Drive Safely Grant	35,000	4,028	39,028
	Federal Surplus Asset Program	25,000	75,640	100,640
	Coronavirus Emergency Supplemental Grant	-	28,469	28,469
	Operation Stonegarden	100,000		100,000
320	Criminal Justice Training Grant	15,000		15,000
325	Communications/Radio	1,954,012		1,954,012
	Communications Training Grant	20,000		20,000
331	Marine Law Enforcement	289,209		289,209
	Port Security Grant	-	1,200	1,200
334	Dive Team	31,606		31,606
351	Corrections/Jail	13,253,256		13,253,256
	Inmate Billing	80,965		80,965
362	Other Correctional Activities	100,000		100,000
	Substance Abuse Treatment Grant	161,000		161,000
426	Emergency Preparedness	304,205		304,205
	Annual Breakfast	14,850		14,850
	Port Security Grant	-		-
	Solution Area Planners	150,000		150,000
	2017 Homeland Security Grant	50,000	(50,000)	-
	2018 Homeland Security Grant	100,000	9,379	109,379
	2019 Homeland Security Grant	-	75,000	75,000
	COVID-19 Response	-		-
428	Hazardous Materials Handling	39,800		39,800
430	Animal Shelter	490,022		490,022
		26,435,735	143,716	26,579,451

ST. CLAIR COUNTY
2021 GENERAL FUND BUDGET

	EXPENDITURES		5/20/2021	
		2021	Proposed	2021
DEPT.#	DEPARTMENT	PROPOSED	Amendments	AMENDED
440 Public Works				
445	Drains - Public Benefit	751,915	-	751,915
600 Health and Welfare				
648	Medical Examiner	541,731	6,535	548,266
649	Mental Health	955,672		955,672
661	Public Guardian	507,016		507,016
681	Veteran's Burial	15,000		15,000
		2,019,419	6,535	2,025,954
690 Community and Economic Development				
400	Planning	689,446		689,446
401	Transportation Planning	8,350		8,350
		697,796	-	697,796
850 Other Functions				
890	Contingencies	190,082	(84,324)	105,758
	Totals	63,035,458	188,136	63,223,594

St. Clair County Policies

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Memo - St. Clair County Policies	4/29/2021	Cover Memo
🗋	Policy 303 Management Rights and Responsibilibities May 2021 BOC Draft	4/29/2021	Cover Memo
🗋	Policy 344- Healthcare, Dental Care and Life Insurance	4/29/2021	Cover Memo
🗋	Policy 349- Verification of Employment	4/29/2021	Cover Memo
🗋	Policy 338- Work Hours, Seniority, Overtime, Lunch Periods and Breaks	4/29/2021	Cover Memo
🗋	Policy 327- County Property, Personal Property and Personal Business:	4/29/2021	Cover Memo
🗋	Policy 333- Layoff and Recall	4/29/2021	Cover Memo
🗋	Policy 305-At Will Employment	4/29/2021	Cover Memo
🗋	Policy 326- Social Media Policy	4/29/2021	Cover Memo

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: April 28, 2021

Subject: St. Clair County Policies

To continue the process of converting the Employee Handbook, I would like to present the latest policies in this process. Below is a list of policies and a general summary of the proposed changes.

Policy 303- Management Rights and Responsibilities: This policy originated from the handbook. It is designed to update language in accordance with existing practice, define managers' rights and provide references to useful policies as guidance.

Policy 344- Healthcare, Dental Care and Life Insurance: This is a current County policy. Changes include an update to the vision carrier, removal of the annual illustrative rates, an update to general language and to address a spouse or dependent who may also work for the County.

Policy 349- Verification of Employment: This is a new policy, not previously included in the handbook. Its purpose is to inform employees of the procedure for financial institutions, prospective employers and property management to obtain employment information.

Policy 338- Work Hours, Seniority, Overtime, Lunch Periods and Breaks: This policy originated from the handbook. General language corrections and clarifications have been addressed here.

Policy 327- County Property, Personal Property and Personal Business: This policy originated from the handbook. The changes include an update to the procedure to lost or stolen equipment and some general language corrections.

Policy 333- Layoff and Recall: This policy originated from the handbook. Changes include the definition of who the policy applies to, updates to the procedure, the removal of recall rights and removal of the retirement credit information which is addressed in the Retirement Ordinance.

Policy 305-At Will Employment: This policy originated from the handbook. The language was reduced to the definition and direct language relevant to being an at-will employee.

Policy 326- Social Media Policy: This policy is a new policy to the County. As the use of social media grows within the County, the need to set guidelines and define the appropriate use of it increases.

Please let me know if you have any questions.

Regards,
Diane Barbour
dbarbour@stclaircounty.org

Category: 300

Number: 303

Policy: **MANAGEMENT RIGHTS AND RESPONSIBILITIES**

Purpose: The purpose of this policy is to define and serve as primary document for management rights and responsibilities.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies primarily to County Officials and Confidential and Non-Union Employees (CANUE). This policy does not apply to elected co-employers. Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

MANAGEMENT RIGHTS AND RESPONSIBILITY

Michigan Law and/or County Resolution shall provide the basis for the operational authority of each County department. Failure by the County or department to exercise its authority shall not negate the authority, nor prohibit exercise of the authority at some future time.

The St. Clair County Board of Commissioners reserves exclusively to itself the right to:

- Establish the overall operational policy and procedure of the County.
- Appoint personnel to positions within its statutory purview.
- Discipline up to and including termination of its direct appointees or County employees concerning which the Board is legally required to decide disciplinary matters
- Determine the methods, means and shifts and hours of the County's operation.
- Determine the number of employees by classification and by department.
- Determine employee compensation and fringe benefit.
- Determine and designate collective bargaining representatives.
- Exercise authority where not otherwise abridged by statute.

DEPARTMENT HEADS:

The St. Clair County Board of Commissioners delegates to its appointed department heads and/or supervisors shall have the following authority and rights, which shall in no way conflict with the authority and rights reserved to the County Board of Commissioners. Be it also provided, elected County officials shall exercise the following rights in addition to any and all other statutory rights and privileges granted them.

- Establish departmental operational policy and procedure consistent with the overall policy and procedure established by the Board of Commissioners or by State and Federal law and/or regulation.
- Appoint departmental staff to positions in accordance with applicable statutes and the County Policy 312 Recruitment and Hiring Policy established by the Board of Commissioners.
- Apply employee discipline consistent with County Policy 341 Discipline and Discharge.
- Employment is at-will, consistent with applicable law, policy or collective bargaining agreement.

- Determine the methods and means of conducting the daily activity of the department.
- Determine placement within the compensation plan approved by the Board of Commissioners.
- Determine the assignment(s) of departmental employees.
- Exercise authority where not otherwise abridged by County policies or a collective bargaining agreement.

The Human Resources Director is designated by the St. Clair County Board of Commissioners to have the authority and right subject to the direction of the Administrator/Controller to limit, modify, and interpret any employment policy or procedure which may conflict with any law, ordinance, resolution or regulation imposed upon the County, any County department, County employee or County operation, provided that any such action will be reported in writing within three (3) days to the County Administrator/Controller who shall notify the Board of Commissioners. The Human Resources Director, upon the concurrence of the County Administrator/Controller, shall recommend new, revised or amended employment policy and procedure to the St. Clair County Board of Commissioners.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: 300

Number: 344

Subject: **HEALTH, DENTAL CARE AND LIFE INSURANCE PLAN**

Purpose: The purpose of this policy is to:

Establish and communicate the fringe benefits of all County elected, non-elected and confidential and non-union employees.

Authority: The St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion.

Application: This policy speaks primarily to exempt (non-union) employees. Employees who are members of unions should consult the applicable collective bargaining agreement for the prevailing policy and procedure. Where a collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

Policy: To acquire and maintain health and/or dental benefits, the employee must enroll and register subsequent changes and modifications as they occur and in accordance with the governing regulations established by the County and/or the plan provider.

Human Resources shall notify employees of all insurance benefits upon hire and advise employees of open enrollment periods and procedures to apply for and modify insurance benefits. An employee who fails to provide timely notice of a status change may be required to reimburse the County for the difference in plan costs.

An employee of the County that has a spouse and/or dependent(s) employed by or retired from the County or County agency shall not be eligible for dual County health insurance or other insurance coverages as both a sponsor and a dependent for any insurance coverage provided by this policy. The County shall not be required to provide dual coverage. Should an employee have a qualifying event and lose coverage, he or she would become eligible to re-enroll in the active or retiree health insurance plan.

An employee of the County that has a spouse and/or dependent(s) employed by or retired from the County or County agency shall not be eligible to participate in the Opt Out plan option as both a dependent for any insurance coverage provided by this policy as an Opt Out participant.

HEALTH CARE

Each regularly scheduled full-time employee shall be eligible to participate in the health care plan offered by the County. The core plan is equivalent to the

Community Blue PPO Option 8 with the following features that are not inclusive of all benefits:

Annual Deductible:
    $500 – Employee
    $1,000 – Family

Annual Co-Pays:
    80% - Plan Approved Charges
    20% - Employee

Out-Of-Pocket Maximum (Including Deductible):
    $3,000 – Employee
    $6,000 - Family

$20 Office Visit Co-Pay

$20 Chiropractic Co-Pay

Prescription Drugs:
    $15.00 – Generic Prescription Drugs
    $30.00 – Brand Name Prescription Drugs
    $45.00 – Non-Preferred Prescription Drugs

MOPD – Mail Order Prescription Drugs

Heritage Vision Plan- Vision Care

HCA – Hearing Care

All participating regularly scheduled full-time employees shall pay an employee premium cost coshare amount equal to 20% of the County's illustrated rate (adjusted annually).

All employee plan costs shall be paid by way of payroll deduction in advance of the effective date of coverage. The plan cost(s) shall be paid in equal biweekly installments over the 26 annual pay periods.

On an approved leave of absence without pay, an employee must continue to pay the Employee Premium Co-share payments or repay required contributions retroactively upon return to work or forfeit plan eligibility and coverage.

The County shall have authority to select the health care provider provided such coverage is substantially equivalent.

OPT-OUT OPTION

Each regularly scheduled full-time employee eligible to participate in the plan but who elect not to participate shall be entitled to annual compensation as follows:

$ 650 - One Person subscriber
$1100 - Two Person subscriber
$1350 - Family Plan subscriber

Payment shall be made in equal or near equal bi-weekly installments.

DENTAL CARE

The County shall provide regularly scheduled full-time employees with the opportunity to select 100/50/50 dental coverage, with the inclusion of orthodontia coverage, as a freestanding rider. When services are provided in network this plan provides 100% of the cost of preventative or routine services, while the employee and the carrier each pay 50% of restorative (i.e., fillings and caps) charges. The carrier's portion is always subject to payment limitations that are reasonable, usual and customary for the area in which the dentist practices but are maximized when services are in network. In the event the carrier pays less than the 100% or 50%, the employee is responsible for the difference.

A. CORE PLAN
   a. Plan 100/50/50 to an annual maximum of $1,000 per individual.
   b. Orthodontia Plan 50/50 to a lifetime maximum of $1500 per individual.

B. OPTION I
   $200 to a flexible reimbursement account.
   In lieu of participating in the plan the employee may elect to have $200 credited to his or her flexible reimbursement account for uninsured health care or dependent care. This credit is provided in twenty-six (26) equal or near equal installments throughout the calendar year commencing with the first payday of a calendar year. A newly hired or newly eligible employee is provided the installments in equal or near equal amounts based on a proration of 1/26 of the credit amount and the remainder of pay periods in the calendar year.

C. OPTION II

In lieu of participating in the plan the employee may elect to have $150 as a cash rebate paid to him or her in twenty-six (26) equal or near equal installments throughout the calendar year commencing with the first payday of a calendar year. A newly hired or newly eligible employee is provided the installments in equal or near equal amounts based on a proration of 1/26 of the cash amount and the remainder of pay periods in the calendar year.

The dental coverage, including orthodontia benefit, may be elected as a freestanding rider (i.e. without electing to participate in health care coverage).

LIFE INSURANCE

The County shall provide full-time regular employees with group life insurance in accordance with the following schedule:

A. CORE PLAN

Annual Salary	Benefit
$24,999 or less	$20,000
$25,000 to $30,999	$30,000
$31,000 to $39,999	$40,000
$40,000 or more	$50,000

B. OPTION I

The eligible employee may purchase an additional amount equal to the core at the employer's group rate. The employee shall be subject to and responsible for all taxes on the premium amount as determined by the IRS.

C. <u>OPTION II</u>
The eligible employee may purchase an amount equal to twice the core at the employer's group rate. The employee shall be subject to and responsible for all taxes on the premium amount as determined by the IRS.

Administrative Procedures: Any exceptions or unusual circumstances that are not provided for in this policy must have specific prior approval from the Administrator/Controller.

Periodic Review: The Administrator/Controller 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. Corporation Counsel has determined that this policy as submitted contains content that appears to be legal activities of the St. Clair County Board of Commissioners.

Adopted:

Category: **300**

Number: **349**

Policy: **VERIFICATION OF EMPLOYMENT**

Purpose: The purpose of this policy is to define and serve as primary document for verification of employment.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

Prospective employers, financial institutions and residential property managers routinely contact employers, including St. Clair County for information regarding a former or current employee's work history and salary. All such requests of this type must be in writing and should be referred to and handled by the Human Resource (HR) department only. Responses to written requests for verification of employment will be made on the form provided only when the request is accompanied by a former or current employee's signed authorization to release such information.

A written verification of employment form that has been completed by the Human Resource department will be returned directly to the requesting party. The Human Resource department will only provide factual information, such as position, dates of employment and wage. Telephone requests for verification of employment by prospective employers, financial institutions and residential property managers will be declined.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: **300**

Number: **338**

Policy: **Work Hours, Seniority, Overtime, Lunch Periods and Breaks**

Purpose: The purpose of this policy is to define and serve as primary document for work hours, seniority, overtime, lunch periods and breaks.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

TRADITIONAL WORK HOURS AND SENIORITY A full-time regular employee shall accrue seniority from their date of hire as a full-time regular employee. The majority of County and Court offices provide public services between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday. A full-time employee shall mean an employee regularly scheduled to work 37.5 hours a week or 40 hours a week contingent upon the operation of the department. A regular classification is identified in the department's budget as regular. The department head and/or supervisor schedules the hours of work of employees in his or her department.

A full-time regular employee who becomes part-time will accrue working hours to be attributed to seniority. In the event the employee becomes full-time again, he or she shall be entitled to previously accrued seniority provided that there has been no break in employment.

A part-time regular employee shall mean an employee regularly scheduled to work 28 hours or less in a calendar week. Regularly scheduled part-time employees shall accrue seniority as hours.

A part-time employee hired on or before ADOPTION DATE who becomes full time shall have their seniority prorated. Prorated seniority shall be calculated as follows:

1. The total number of hours worked by a part-time employee shall be divided by either 1950 or 2080 annual full-time hours contingent upon the operation of the department to establish years of full-time service.
2. The remaining hours shall be divided by 7.5 or 8 hours in a workday to establish the number of work days.
3. The work days shall be divided by 21.67 the average number of work days in a month.
4. The remaining workdays shall be multiplied by 1.4 to establish calendar days.
5. The number of years, months and calendar days shall be subtracted from the employee's date of full time hire to establish his or her full time seniority date.

The employee shall be placed on the accrual schedule for vacation days in accordance with their prorated seniority. The employee shall be entitled to enroll for the various insurance programs upon full-time hire and shall become eligible for coverage within the normal period to affect such coverage.

A part-time employee hired to a full-time position on or after ADOPTION DATE shall accrue seniority and be entitled to fringe benefits based on his or her most recent full-time hire date. A part-time and/or temporary employee shall not be entitled to fringe benefits. An employee must be a full-time regular employee to be eligible for fringe benefits.

Seniority shall cease and the employee's employment shall terminate for the following reasons:

- The employee resigns or quits.
- The employee retires.
- The employee is discharged.
- The employee fails to return from layoff.
- The employee fails to return to work from an approved leave of absence.
- The employee is absent without a call-in for two (2) consecutive working days unless the department head and/or supervisor determine there to be extenuating circumstances that prohibited notification.
- The employee fails to return to work from a disciplinary suspension.

OVERTIME

Overtime shall be compensated according to State and Federal law. All actual work performed by a nonexempt employee in excess of 37.5 or 40 hours in the established workweek or as established by the collective bargaining agreement shall be paid overtime at a rate of time and one-half.

APPROVAL AUTHORITY:

The department head and/or supervisor shall have exclusive authority to determine when overtime is necessary. No overtime will be worked without advanced approval from the employee's department head and/or supervisor and must be in accordance with the departmental budget.

COMPUTATION METHOD:

- When overtime is necessary, it shall be compensated at time and one-half the base rate for: All work performed beyond the normal full-time workday or workweek.
- Reporting early or returning later to work, within the same twenty-four (24) hour day worked but only for such hour(s) that exceeds the normal daily hours.
- Overtime will not be paid for less than fifteen (15) minutes in any one day.
- When reporting back to work the employee shall be entitled to a minimum of two (2) hours of compensation.
- Work performed on a holiday shall be at double time or two (2) times the employee's base hourly rate.

FLEXIBLE WORK SCHEDULES

An employee will be considered for alternative work scheduling on a case-by-case basis when eligible. The department head and/or supervisor is responsible for identifying and approving flexible work schedules for each individual position by assessing the impact and the outcome in terms of productivity, quality of work, absenteeism and impact to the department.

LUNCH PERIODS AND BREAKS

ELIGIBILITY:

An employee who works six (6) or more consecutive hours in a workday shall be eligible for an unpaid lunch period, to be scheduled at the discretion of the department head and/or supervisor. The lunch shall be thirty (30) minutes or sixty (60) minutes based on the customary practice of the department. The employee shall also be eligible for two (2) fifteen (15) minute breaks to be scheduled at the discretion of the department head and/or supervisor.

REDUCED HOURS:
An employee who works less than six (6) hours in a workday but three (3) or more consecutive hours shall be eligible for one fifteen (15) minute break to be scheduled at the discretion of the department head and/or supervisor.

MISSED BREAKS:
A scheduled break that is not taken shall not be compensated for at a later time, unless due to an operational constraint and the department head and/or supervisor has provided prior consent. The accumulated break time shall not exceed thirty (30) minutes and shall be compensated with equal paid time off within the same pay period in which it is earned. Breaks may not be used to leave a work shift early or arrive late without prior consent of the department head and/or supervisor.

MISSED LUNCH:
An employee who is not permitted a full lunch period due to operational constraints shall be allowed equal time off at a time determined by the department head and/or supervisor. Such time shall be provided in the same pay period in which it is earned. A missed lunch period may not be used to leave a work shift early or arrive late without prior consent of the department head and/or supervisor.

OPERATIONAL CONSTRAINT:
The department head and/or supervisor shall determine an operational constraint.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: **300**

Number: **327**

Policy: **COUNTY PROPERTY, PERSONAL PROPERTY AND PERSONAL BUSINESS**

Purpose: The purpose of this policy is to define and serve as primary document for County property, personal property and personal business.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy speaks primarily to County Officials, Appointed, Elected and Confidential and Non-Union Employees (CANUE). Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

COUNTY PROPERTY

County property shall not be removed from or taken from the premises without the knowledge and approval of a supervisor. This policy does not extend to tools or equipment required to perform tasks away from the departmental location such as tools necessary for the repair and maintenance of a County owned or leased facility.

An employee must report lost or stolen property at his/her earliest opportunity to a supervisor as well as the Risk Manager in the Administrator/Controller's office. An employee who fails to report lost or stolen property in a timely manner and/or is negligent in properly safe guarding the property is subject to discipline and may be responsible for the replacement value of the property.

Property, such as tools and equipment, damaged as a result of an employee's negligence may be subject to discipline. The employee may be responsible for the replacement value of the property.

PERSONAL PROPERTY

Employees are advised not to maintain personal property items at their workstations. The County is not responsible for personal property items, which may become broken, damaged or stolen. Additionally, the County is not responsible for clothing that becomes soiled or damaged during the course of duties.

PERSONAL BUSINESS

County employees shall do as little personal business on work time as possible. County employees should not use equipment or materials to conduct personal business whether during regularly scheduled work hours or on personal time.

County employees, including department heads and/or supervisors, should use common sense in complying with this policy. It is the intent of this policy to guard against excesses that adversely affect employee performance and/or represent a misuse of the resources designed to further the business of the County.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: 300

Number: 333

Policy: LAYOFF AND RECALL

Purpose: The purpose of this policy is to define and serve as primary document for layoff and recall for Non-Union Employees.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies primarily to County Officials, Appointed, Confidential and Non-Union Employees (CANUE). This policy shall not apply to elected co-employers. Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

If St. Clair County determines that it must reduce the workforce because of adverse economic or other conditions, layoffs and recall from layoffs will be conducted in a manner that is consistent with the procedures described below.

The County will communicate information about an impending layoff as soon as possible considering the County's interests and compliance with state and federal notice requirements.

LAYOFF ORDER

When a layoff is determined to be necessary, primary consideration in determining who is laid off and who remains actively employed shall be given to the following:

1. Better ability to perform the essential functions.
2. Better qualification(s) to perform all required remaining tasks.
3. Demonstrated acceptable work habits.

Where 1, 2, 3 are equal, seniority shall prevail.

Temporary and newly hired employees on shall be laid off first, if within the classification affected by layoff.

RECALL ORDER

When a recall is necessary, the employee who is best qualified to perform the desired functions and tasks shall be recalled. Recall notice shall be made via phone and by written notice sent by standard mail.

FAILURE TO REPORT

Failure to report to work on the day scheduled to return from layoff shall be considered voluntary job abandonment and result in employment termination.

REFUSAL TO REPORT

A refusal to accept an offer to return to work may result in employment termination.

SENIORITY

Seniority shall not accrue during a period of layoff.

FRINGE BENEFITS AND COBRA

A laid off full-time regular employee shall not be eligible for, nor receive, any fringe benefits except through C.O.B.R.A.at the employee's expense. For more information, refer to Policy 382 C.O.B.R.A.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: **300**

Number: **305**

Policy: **Employment At-Will**

Purpose: The purpose of this policy is to define and serve as primary document for employment at-will.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees except those employed by the Courts or other co-employer departments. Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy will apply.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

EMPLOYMENT-AT-WILL

Employment with the County is "at will" except where clearly articulated as "just cause" by a collective bargaining agreement. Employment "at will" means that the County reserves the right, except where abridged by the expressed terms of an applicable collective bargaining agreement or statute, to terminate an employee's employment at any time for any reason or no reason. An employee also has the right to voluntarily terminate his or her employment with or without reason.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Category: 300

Number: 326

Policy: **SOCIAL MEDIA AND ETIQUETTE**

Purpose: The purpose of this policy is to define and serve as primary document for the proper and respectful use of social media.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies to all County employees, regardless of position.

Responsibility: The Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

Overview:

This policy establishes the County of St. Clair's position on the use of social media and provides guidelines on its management, administration and oversight. This policy is not meant to address one particular form of social media but rather social media in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use. Common current examples of social media are Facebook, Twitter, Instagram, LinkedIn, Snapchat, blogs, message boards, etc.

Social media has become some of our most powerful tools in communicating with residents and other interested parties. Social media can be utilized to provide information in written form or via photograph, video or audio of subjects such as road closures, events, weather emergencies, and similar communications. The County of St. Clair endeavors to use social media to speak with a consistent voice that is representative of the County and puts our efforts and events in the best light possible.

Not only does the County of St. Clair endorse the secure use of social media by its employees in a County-related capacity but also in a personal capacity. County employees have the same rights of free speech as other U.S. citizens however there are some additional obligations that come with working in the public sector.

The following guidelines are meant to provide precautionary guidance as well as restrictions and prohibitions on the use of social media by County employees on and off the clock.

Guidelines:

<u>County Sanctioned Use of Social Media</u>

1. All County and departmental social media sites or pages shall be approved by the Administrator or appropriate elected official and shall be administered by designee(s). Each site or page shall have multiple administrators and shall include Information Technology as an administrator, when available.
2. Social media pages shall clearly indicate they are maintained by the County or a department and shall have contact information prominently displayed.
3. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the County.
4. Employees representing the County via County social media outlets shall do the following
    a) Conduct themselves at all times as representatives of the County and, accordingly, shall adhere to all County standards of conduct and observe conventionally accepted protocols and proper decorum;

b) Identify themselves as an employee of the County;
c) Avoid posting, transmitting, or otherwise disseminating confidential information, including photographs or videos, related to County training, activities, or work-related assignments without express permission; and
d) Shall not conduct political activities or private business.

5. All content included on a site or page that is deactivated must be stored as required by Michigan Law or regulations.

Personal Use of Social Media by Employees

1. County employees are free to express themselves as private citizens on their personal social media sites on matters of public concern to the degree that their speech does not meaningfully impair or impede the performance of duties, impair discipline by superiors, create disharmony among coworkers, or undermine the County's mission. Employees are encouraged in their social media bios to display 'Opinions are my own.'
2. County or department social media sites shall not be used by employees for personal social media purposes.
3. As public employees, personnel are cautioned that their speech either on or off duty, and in the course of their official duties, that has a link to the employee's professional duties and responsibilities or which brings disrespect on themselves or the County, will not be protected under the First Amendment.
   a) Such conduct may form the basis for discipline if deemed detrimental to the County.
   b) County employees should assume that their speech and related activity on social media sites will reflect upon their position within the County.
4. County employees shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Administrator/Controller or designee.
   5. County employees shall not use County e-mail addresses to register on social networks, blogs or other online tools utilized for personal use.
6. Adherence to the County's code of conduct is required in the personal use of social media. In particular, County employees are prohibited from the following:
   a) Speech containing obscene or sexually explicit language, images or acts and statements or other forms of speech that is discriminatory, harassing, threatening, defamatory, or invasive of another individual's privacy.
   b) County employees may not divulge information gained by reason of their authority, make any statements, speeches, appearances, and endorsements or publish materials that could reasonably be considered to represent the views or positions of the County without express authorization;
   c) County employees should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group or organization, otherwise known as defamation, to include:
      i. Publishing or posting private facts and personal information about someone without his or her permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
      ii. Using someone else's name, likeness or other personal attributes without that person's permission for an exploitative purpose; or
      iii. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
7. County employees should be aware that privacy settings and social media sites are constantly in flux. They should never assume that personal information posted on such sites is protected and should take care to understand a site's terms of service.

8. County employees should expect that any information created, transmitted, downloaded, exchanged or discussed in a public online forum may be accessed by the County at any time without prior notice; and
9. County employees are cautioned that a violation of this policy may result in discipline up to and including discharge. Each employee is expected to exercise sound judgment when using social media and to adhere to this policy in all respects.

When using social media, County employees shall be mindful that their speech becomes part of the World Wide Web. Whatever is published may be in the public domain permanently.

Reporting Violations

Any employee becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

Public Comment Policy on County Sanctioned Social Media Accounts

As a public entity the County of St. Clair must abide by certain standards to serve all its constituents in a civil and unbiased manner. Comments or content containing any of the following inappropriate forms of content shall not be permitted on our social media sites and are subject to removal and/or restriction by the County:

1. Comments not related to the business of the County (or specific department if department-specific site), or not relevant to the original topic;
2. Violent, profane, obscene or pornographic content and/or language;
3. Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, sexual orientation, gender, or national origin;
4. Content that threatens or defames any person or organization;
5. Content that is hateful or incites violence;
6. Solicitation of commerce, including but not limited to, advertising of any non-government related event, or business or product for sale;
7. Conduct in violation of any federal, state or local law;
8. Encouragement of any illegal activity;
9. Information that may tend to compromise the safety or security of the public or public systems; and
10. Content that violates a legal ownership interest, such as a copyright, of any party.

A comment posted by a member of the public on any County of St. Clair social media site is the opinion of the commentator or poster only, and publication of a comment does not imply endorsement of, or agreement by, the County, nor do such comments necessarily reflect the opinions or policies of the County of St. Clair.

The County reserves the right to deny access to County of St. Clair's social media sites for any individual, who violates the County's social media policy, at any time and without prior notice.

Appeals regarding the decision to remove a comment or individual may be submitted via email citizens@stclaircounty.org ; appeals will be responded to within two business days.

Departments shall monitor their social media sites for comments requesting responses from the County and for comments in violation of this policy.

All comments posted to any County of St. Clair site are bound by the social media platforms' Statement of Rights and Responsibilities and/or other governing documents. The County reserves the right to report any violation of a Statement of Rights and Responsibilities and/or other governing documents to the appropriate site with the intent of appropriate and reasonable responsive action being taken.

Reporting/Removal of Unauthorized Comments

The County requires that department-designated social media administrators document any posted material that may be inappropriate, that violates this policy, or any County policy, is illegal, or that potentially infringes the copyrights or other rights of any persons. The Administrator/Controller's office will investigate and respond to all reports of potential violations of this policy.

Any content removed based on these guidelines must be retained by the sponsoring department as required by Michigan law or regulations., including the time, date and identity of the poster, when available. Upon removal of content, the social media administrator shall notify the commenter that his or her response has been deemed inappropriate and removed due to inconsistency with the County's content requirements.

The County reserves the right, at any time and without prior notice, to deny access to the social media site to any individual who violates this policy.

Terms of Use for Constituents

The County of St. Clair's social media pages maintain a "Terms of Use" agreement for its constituents. A link to the terms of use should be identified on all social media sites or pages. All comments posted to any County social media site are bound by these Terms of Use and the County reserves the right to report any user violation. Terms of Use can be found at on the County of St. Clair's website at https://www.stclaircounty.org/ and visitors to the County's sites are expected to follow these guidelines.

County Website

The County of St. Clair's website at https://www.stclaircounty.org/ will remain the County's primary and predominant Internet presence.

For further information, an employee may contact the Human Resources department by telephone at (810) 989-6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted:

Manning Table Reclassification - Equalization Appraiser III to Senior Assessor

Summary:

ATTACHMENTS:

	Description	Upload Date	Type
🗋	Memo To Board of Commissioners - Equalization Job Reclassification	4/30/2021	Cover Memo
🗋	Equalization Manning Table change 4-30-21	4/30/2021	Cover Memo
🗋	Reclassification of Equalization Appraiser III to Senior Assessor	4/30/2021	Cover Memo

COUNTY OF ST. CLAIR

Equalization Department
JUSTIN SEARS, Director

Memorandum

Date: April 30, 2021

To: Board of Commissioners

From: Justin Sears, Director of Equalization

Subject: Equalization Job Reclassification Request

Board of Commissioners,

I am requesting a job reclassification for a position in my department. It is currently classified as an Appraiser III/Assessor and I would like to reclassify it to a Senior Assessor. For over a year now, this position has been responsible for task that fall under the Senior Assessor position. Some of these task are, supervising and leading staff, overseeing and coordinating work activities associated with the assessing contracts, training employees, preparing and defending Michigan Tax Tribunals and assisting and providing oversight of preparations and obligations for all assessment roll contracts.

If this reclassification were approved, it would cost an additional $3,412 per year. The additional expense will be covered by Equalization's budget incentive funds for this year and reducing operating costs will absorb the expense in future years.

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COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Dena S. Alderdyce, Finance Director

Date: April 30, 2021

Subject: Equalization Manning Table Change

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ FINANCIAL REVIEW

Background:
The Equalization Department is asking the Board to approve a manning table change that would reclassify an Appraiser III position to a Senior Appraiser. The reclass has been reviewed by the Human Resources department as well.

Financial Consideration:
The above request is expected to cost an additional $3,412 annually and will be paid for with the department's budget incentive funds and a reduction in operating expenditures. No additional funds will be needed from the General Fund. Administration recommends the approval of this request.

COUNTY OF ST. CLAIR

MEMO

To: Board of Commissioners

From: Diane Barbour, Director of Human Resources

Date: April 19, 2021

Subject: Equalization Reclassification Request

☒ COMPLIANCE WITH HUMAN RESOURCE POLICIES

☒ COMPLIANCE WITH COLLECTIVE BARGAINING AGREEMENT(S)

Background:

The Equalization Director, Justin Sears, is requesting a reclassification for one of the Appraiser III-Assessor in the Equalization department to a Senior Assessor. Positions often evolve and responsibilities increase and change which warrant the consideration for reclassification. I believe this is the case with this position. The Appraiser III-Assessor position has incorporated additional duties that are more closely in line with a Senior Assessor role. These advanced responsibilities include assist in management, mentoring and leading of staff; oversee and coordinate the work activities associated with assessing contracts; training employees in work procedures; assist in the oversight of assessment roll preparation and obligations; day-to-day supervision of field staff; preparing appraisals for Michigan Tax Tribunal; and providing support and back up to all operation functions within the department.

I compared the Appraiser III-Assessor and Senior Assessor role and determined that the additional job responsibilities warranted a reclassification of this role.

Both classifications are AFSCME 1089 positions. Article 18.3 of the AFSCME 1089 contract states that if a reclassified position is currently occupied by an employee it shall not be posted. Therefore, the request is in compliance with the contract.

HR recommendation:
Therefore, I fully support the reclassification of the position from an Appraiser III-Assessor to Senior Assessor as requested.