

OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
TUESDAY, NOVEMBER 2, 2021 at 4:00 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:
Randy Richardville, Chairman
Mark Brant, George Jondro, Greg Moore, Jr. and David Swartout

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES (10/19/2021)
- VI. COMMITTEE BUSINESS
 - 1. Letter dated October 28, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting four (4) updated policies for consideration and approval.
 - a. Policy #701 Employee and Visitor Solicitations
 - b. Policy #702 County Facilities Closing Due to Inclement Weather and Emergencies
 - c. Policy #704 General Liability Insurance
 - d. Policy #203 County Resolutions, Special Tributes and Certificates
- VII. NEW BUSINESS
- VIII. OLD BUSINESS
- IX. CITIZENS TIME
- X. INFORMATION
- XI. COMMISSIONERS TIME
- XII. ADJOURNMENT

MONROE COUNTY BOARD OF COMMISSIONERS
OPERATIONS COMMITTEE MEETING MINUTES
OCTOBER 19, 2021 AT 5:00 P.M.

- I. The Meeting of the Operations Committee of the Monroe County Board of Commissioners was held in the Board Chambers in the City of Monroe on Tuesday, October 19, 2021. Chairman Richardville called the meeting to order at 5:00 p.m. Roll call by Clerk as follows:

PRESENT: Mark Brant, George Jondro, Greg Moore, Jr., Randy Richardville and David Swartout

ABSENT: None

A quorum being present, the Operations Committee was able to conduct business.

- II. Commissioner Richardville led the Pledge of Allegiance.

- III. APPROVAL OF AGENDA (10/19/2021)

Motion by Commissioner Jondro, seconded by Commissioner Swartout to approve the October 19, 2021 Agenda as presented.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

- IV. APPROVAL OF MINUTES (05/13/2021)

Motion by Commissioner Swartout, seconded by Commissioner Jondro to approve the May 13, 2021 minutes of the Operations Committee as presented and waive the reading thereof.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

V. COMMITTEE BUSINESS

1. Letter dated September 22, 2021 from Sheriff Troy Goodnough, Monroe County Sheriff's Office requesting the addition of one (1) full-time cook position and the elimination of two (2) part-time cook positions for the County Jail. No additional appropriation is necessary as funds are available in the 2021 Sheriff's Office budget.

Sheriff Goodnough explained the request.

Motion by Commissioner Swartout, seconded by Commissioner Jondro to recommend to the full Board to approve the addition of one (1) full-time cook position and the elimination of two (2) part-time cook positions for the County Jail, with no additional appropriation necessary as funds are available in the 2021 Sheriff's Office budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

2. Letter dated September 22, 2021 from Ms. Laura Papenhagen, Fairview Superintendent, requesting to add one (1) additional full-time Relief Resident Care Worker position (Grade 4) and eliminate full-time equivalent hours from the part-time pool. No General Fund appropriation is required. Fund 291 has sufficient revenues to absorb the projected cost of the staffing proposal.

Ms. Papenhagen explained the request and answered questions from the Commissioners.

Motion by Commissioner Jondro, seconded by Commissioner Brant to recommend to the full board to approve the request to add one (1) additional full-time Relief Resident Care Worker position (Grade 4) and eliminate full-time equivalent hours from the part-time pool with no General Fund appropriation required, as Fund 291 has sufficient revenues to absorb the projected cost of the staffing proposal.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		

Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

3. Letter dated October 19, 2021 from Mr. Michael Bosanac, County Administrator/Chief Financial Officer, requesting to add one (1) additional full-time Accountant position and eliminate a full-time Maintenance Worker position in the Central Office. There is no additional appropriation necessary, as the cost of the position is included in the 2021 budget.

Mr. Bosanac explained the request and answered questions from Commissioners.

Motion by Commissioner Brant, seconded by Commissioner Swartout to recommend to the full Board to approve the request to add one (1) additional full-time Accountant position and eliminate a full-time Maintenance Worker position in the Central Office with no additional appropriation necessary, as the cost of the position is included in the 2021 budget.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

4. Letter dated October 19, 2021, from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting one (1) new policy, six (6) updated policies and two (2) policies recommended to delete, for consideration and approval.

Mr. Bosanac discussed each policy below.

Motion by Commissioner Moore, seconded by Commissioner Brant to recommend to the full board to approve the following County policies as presented or with any suggested edits:

- a. Policy #301, Fund Balance Policy-GASB 54 (Updated)
- b. Policy #306, Investment Policy (Updated)
- c. Policy #312, Debt Management Policy (New policy)
- d. Policy #421, Retiree Life Insurance Benefit (Updated)

- e. Policy #439, Electronic Communication (Recommend deleting- Combined with Policy#801)
- f. Policy #446, Employee Service Awards (Recommend deleting)
- g. Policy #700, Courthouse Security (Updated)
- h. Policy #705, Smoke and Vape Free Workplace (Updated)
- i. Policy #801, Acceptable Use (Updated)

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
Mark Brant		
George Jondro		
Greg Moore, Jr.		
Randy Richardville		
David Swartout		

Motion carried.

- VI. NEW BUSINESS –
Chairman Richardville announced that he wants an Operations Committee meeting on November 2, 2021 at 4:00 p.m. to discuss/review policy # 203, “County Resolutions, Special Tributes and Certificates”.
- VI. OLD BUSINESS –None
- VIII. CITIZENS TIME – None
- IX. INFORMATION–None
- X. COMMISSIONERS TIME –
No Commissioners made any comments.
- XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 5:31 p.m.



MONROE COUNTY

FINANCE DEPARTMENT

125 East Second Street · Monroe, Michigan 48161-2197
Telephone: (734) 240-7250 · Fax (734) 240-7266

October 28, 2021

Mr. Randy Richardville, Chairman
Board of Commissioners Operations Committee
125 East Second Street
Monroe, MI 48161

Re: Recommended Policies for Update

Dear Chairman Richardville and Committee Members:

Enclosed are four (4) policies for consideration by the Committee and subsequently action including a recommendation to the full Board of Commissioners. The policies submitted for consideration are as follows:

- Policy #701 Employee and Visitor Solicitation
- Policy #702 County Facilities Closing Due to Inclement Weather and Emergencies
- Policy #704 General Liability Insurance
- Policy #203 County Resolutions, Special Tributes and Certificates

Please find a summary tracking document that outlines the above policies and what is changing or being amended in each policy. For this meeting, we have provided you with the original or current policy, a marked up copy with the changes noted and then a clean copy. The above policies are all existing policies that are being updated. We will briefly review each policy with the committee, respond to questions and look for your support and approval pending further input from committee members.

We also include a summary of the status of the policy manual and the progress in updating County policies. We can discuss this document and information contained within it at your meeting at your discretion.

Sincerely,

A handwritten signature in cursive script, reading "Michael Bosanac".

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING NOVEMBER 2, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Buildings & Prpoerty	701	701	Employee and Visitor Solicitation	Updates to policy, clarifies allowable times for interaction with the workforce specifically involving third party business partners of the County, and provides for passive solicitation in some circumstances as defined.	Updates other text in the policy and generally does not allow any outside solicitation on County property. Changed policy name to include and visitors.
Buildings & Prpoerty	702	702	County Facilities Closing Due to Inclement Weather and Emergencies	Reinforces County policy statement to be open in all weather conditions and clarifies employee leave time if employee determines he/she cannot attend work that day. Also further clarifies building emergencies including threat assessments and potential to close when necessary.	N/A
Buildings & Prpoerty	704	704	General Liability Insurance	Updates language in the policy, clarifies coverage for employees acting within scope of duties including members of boards and commissions.	Draft policy edits include input from county legal advisor.

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2021
OPERATIONS COMMITTEE MEETING NOVEMBER 2, 2021

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Employee Relations	203	203	County Resolutions, Special Tributes and Certificates	Intent of the Policy updates from February 2021 was to designate levels of recognition and when a resolution was a Board action item meaning the highest level of recognition. From Board discussions the policy is revised to separate into three (3) categories the application or types of resolutions; 1). For recognition/honor; 2). For formal business action of the Board with associated authority for staff to act; 3). For the Board to speak on public policy matters in unified voice.	Provide further clarification and designations regarding types of resolutions and when each is applicable.

Section Name: Employee Relations Effective Date: March 23, 1999
Section Number: 700 Revision Date:
Policy Number: 701
Page: 1 of 2

Subject: Employee Solicitations

1. Purpose: The purpose of this policy is to define the guidelines for soliciting County employees on County property, during working hours.
2. Statement of Policy: It is the policy of the County to prohibit the solicitation on its premises by non-employees and to permit solicitation by employees only as outlined below:
 - 2.1 The County limits solicitation and distribution on its premises because those activities can interfere with its normal operations, reduce employee efficiency, annoy customers, and pose a threat to security.
 - 2.2 Employees will be subject to disciplinary action for violating this policy, unless pre-approved by the Department Head.
 - 2.3 Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services for personal or non-business use (except by representatives of suppliers properly identified to the Department Head), or engaging in any other solicitation, distribution, or similar activity on County premises.
 - 2.4 The County may authorize a limited number of fund drives by employees on behalf of charitable organizations. Employees are encouraged to volunteer to assist in these drives, but their participation is entirely voluntary.
 - 2.5 The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations:
 - (a) The sale of merchandise or services is prohibited on County premises.
 - (b) Soliciting and distributing literature during the working time of the employee doing the soliciting or the employee being solicited is prohibited. The term "working time" does not include and employee's authorized lunch or rest periods or other time when the employee is not required to be working.

- (c) Distribution of literature is prohibited in work areas at all times.
- (d) Distributing literature in a way that causes litter on County property is prohibited.

- 3. Definitions: None
- 4. Application: This policy shall apply to all departments and administrative units of Monroe County government.
- 5. Responsibility: The County Administrator/Chief Financial Officer and the Human Resources Supervisor will have the responsibility of implementing and overseeing this policy and enforcing its provisions.
- 6. Administrative Procedure: None
- 7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners,
dated _____, ____.

Section Name: Employee Relations Effective Date: March 23, 1999
 Section Number: 700 Revision Date: **November 2, 2021**
 Policy Number: 701
 Page: ~~1 of 2~~
 Subject: Employee **and Visitor** Solicitation

Purpose:

The purpose of this policy is to define the **allowable occurrences** ~~guidelines for~~ **to soliciting or engage with** County employees on County property, during working hours.

Scope:

This policy applies to all employees and officials who are employed by the County of Monroe in the course of the County's mission and public services of a local county government.

Statement of Policy:

- A. It is the **general** policy of the County to prohibit the solicitation **of employees and other persons** on its premises by non-employees and to permit solicitation by employees only as outlined below:
- B. The County limits **non-business or County mission related** solicitation and distribution **of information** on its premises because those activities can interfere with ~~its~~ normal operations **of the County and the Courts**, reduce employee efficiency, ~~annoy~~ **disrupt** customer **services**, **distract from business operations and potentially negatively impact the image of the organization** and pose a threat to security.
- C. Employees will be subject to disciplinary action for violating this policy, unless **actions/activities are** pre-approved by the Department Head **through the Human Resources Director**.
- D. Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services for personal or non- business use (except by representatives of **County business partners properly authorized and suppliers properly identified to conduct permitted activities** ~~the Department Head~~), or engaging in any other solicitation, distribution, or similar activity on County premises.
- E. The County may authorize a limited number of fund drives by employees on behalf of **recognized** charitable organizations **that provide resources in the geographic area of Monroe County**. Employees ~~may be encouraged to~~ volunteer to assist in these drives, but their participation is entirely voluntary **and may not impact normal work duties**.
- F. The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations **and schools**:
 1. The **passive** sale of merchandise or services **or fund raising efforts** is **allowed for fundraising drives by employees directly benefiting a child for a sports or educational program the child participates in or directly benefits colleagues or**

immediate family members in need. **Examples are candy sales for sports related activities,** community food drives, fundraising to help pay for medical bills. ~~prohibited on County premises.~~

2. Soliciting and distributing literature during the working time of the employee doing the soliciting or the employee being solicited is prohibited. The term "working time" does not include ~~an~~ employee's authorized lunch or rest periods or other time when the employee is not required to be working.
3. Distribution of literature is prohibited in work areas at all times.
4. Distributing literature in a way that causes litter on County property is prohibited.

Definitions: ~~None~~

- A. **Premises:** Premises shall be defined as any County facility or property including employee parking lots and County networks including telephone and data/information systems.
- B. **Passive Sale:** Passive sale shall be defined as a static display or customer self-serve purchase of merchandise, i.e., candy sale. Employees are prohibited from engaging in direct sales by going from office to office or work area to work area soliciting sales.
- C. **Working Time:** Working time shall be defined as time during which an employee is expected to carry out their job duties. This definition excludes authorized lunch or rest periods.

Application: ~~This policy shall apply to all departments and administrative units of Monroe County government.~~ **Moved to scope**

Policy Compliance:

- A. **Responsibility:**
 1. **Employee:** Shall be responsible to follow the policy as outlined.
 2. **Elected Official/Judges/Department Head or their designee(s):** Shall be responsible for the enforcement of this policy for employees and the public.
 3. **Administration:** The County Administrator/Chief Financial Officer and the Human Resources ~~Director~~**Supervisor** will have the responsibility of implementing and overseeing this policy and enforcing its provisions.

Administrative Procedure: ~~None~~

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 2, 2021.

Section Name: Employee Relations
Section Number: 700
Policy Number: 701

Effective Date: March 23, 1999
Revision Date: November 2, 2021

Subject: Employee and Visitor Solicitation

Purpose:

The purpose of this policy is to define the allowable occurrences to solicit or engage with County employees on County property, during working hours.

Scope:

This policy applies to all employees and officials who are employed by the County of Monroe in the course of the County's mission and public services of a local county government.

Statement of Policy:

- A. It is the general policy of the County to prohibit the solicitation of employees and other persons on its premises by non-employees and to permit solicitation by employees only as outlined below:
- B. The County limits non-business or County mission related solicitation and distribution of information on its premises because those activities can interfere with normal operations of the County and the Courts, reduce employee efficiency, disrupt customer service, distract from business operations and potentially negatively impact the image of the organization and pose a threat to security.
- C. Employees will be subject to disciplinary action for violating this policy, unless actions/activities are pre-approved by the Department Head through the Human Resources Director.
- D. Individuals not employed by the County are prohibited from soliciting funds or signatures, conducting membership drives, distributing literature or gifts, offering to sell merchandise or services for personal or non-business use (except by representatives of County business partners properly authorized and identified to conduct permitted activities), or engaging in any other solicitation, distribution, or similar activity on County premises.
- E. The County may authorize a limited number of fund drives by employees on behalf of recognized charitable organizations that provide resources in the geographic area of Monroe County. Employees may volunteer to assist in these drives, but their participation is entirely voluntary and may not impact normal work duties.
- F. The following restrictions apply when employees engage in permitted solicitation or distribution of literature for any group or organization, including charitable organizations and schools:
 - 1. The passive sale of merchandise or services or fund raising efforts is allowed for fundraising drives by employees directly benefiting a child for a sports or educational program the child participates in or directly benefits colleagues or immediate family members in need. Examples are candy sales for sports related activities, community food drives, fundraising to help pay for medical bills.

2. Soliciting and distributing literature during the working time of the employee doing the soliciting or the employee being solicited is prohibited. The term "working time" does not include an employee's authorized lunch or rest periods or other time when the employee is not required to be working.
3. Distribution of literature is prohibited in work areas at all times.
4. Distributing literature in a way that causes litter on County property is prohibited.

Definitions:

- A. Premises: Premises shall be defined as any County facility or property including employee parking lots and County networks including telephone and data/information systems.
- B. Passive Sale: Passive sale shall be defined as a static display or customer self-serve purchase of merchandise, i.e., candy sale. Employees are prohibited from engaging in direct sales by going from office to office or work area to work area soliciting sales.
- C. Working Time: Working time shall be defined as time during which an employee is expected to carry out their job duties. This definition excludes authorized lunch or rest periods.

Policy Compliance:

- A. Responsibility:
 1. Employee: Shall be responsible to follow the policy as outlined.
 2. Elected Official/Judges/Department Head or their designee(s): Shall be responsible for the enforcement of this policy for employees and the public.
 3. Administration: The County Administrator/Chief Financial Officer and the Human Resources Director will have the responsibility of implementing and overseeing this policy and enforcing its provisions.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 2, 2021.

Section Name: Buildings and Property Effective Date: December 20, 1994
Date of Revision: March 23, 1999

Section Number: 700
Policy Number: 702
Page: 1 of 2

Subject: County Facilities Closing Due to Inclement Weather and Emergencies

1. Purpose. The purpose of this policy is to clarify those times that the County Facilities will be closed due to inclement weather, disasters, and building emergencies.
2. Policy.
 - 2.1 Monroe County governmental facilities shall not close due to inclement weather during periods when those facilities are scheduled to be open for business. Should an employee determine that he or she is unable to report for work due to weather conditions, the employee shall immediately contact his or her supervisor to report the absence. This section does not apply to twenty-four per day operations.
 - 2.2 In the event of a disaster, the County Administrator/Chief Financial Officer shall determine if County services to the public should be suspended. All County employees shall report to work unless the County Administrator/Chief Financial Officer determines that employees should not report to work.
 - 2.3 In the event of a building emergency that renders a building inoperable due to damage to the facility or equipment, including heating, electrical or structural damage, the County Administrator/Chief Financial Officer shall determine if service to the public should be suspended. Employees shall report to work unless the County Administrator/Chief Financial Officer determines that the building emergency causes the facility to be inoperable.
3. Definitions.
 - 3.1 Inclement Weather: Inclement weather is defined as weather conditions that make travel on public highways difficult or impossible.
 - 3.2 Disaster: A disaster is defined as conditions that threatens the life and safety of persons and property, and requires emergency action to remove persons from the threat of injury.
 - 3.3 Building Emergencies: Building emergencies are defined as a situation that requires immediate action to repair damage to the structure or equipment, and that render the facilities to be inopenable.

4. Application. This policy applies to all employees of the County of Monroe
5. Responsibility. The County Administrator/Chief Financial Officer or in his absence the Board Chairperson will have the responsibility for overseeing and implementing this policy.
6. Administrative Procedures: If it has been determined that facilities should be closed, employees will be notified by the Human Resource Department with the telephone fan out system. Notice will also be provided on WJR (760 AM or WTWR (98.3 FM) radio.
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated December 20, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners,
dated March 9, 1999.

Section Name: Buildings and Property

Effective Date: December 20, 1994

Date of Revision: **November 2, 2021** ~~March 23, 1999~~

Section Number: 700

Policy Number: 702

Page: ~~1~~ of 2

Subject: County Facilities Closing Due to Inclement Weather and Emergencies

Purpose.

The purpose of this policy is to clarify ~~those times~~ **occurrences and resulting outcomes** ~~that the~~ **when** County Facilities ~~will be closed due to inclement weather, disaster eventss, and~~ **and other types of** building emergencies.

Scope:

This policy applies to all employees of the County of Monroe.

Statement of Policy.

- A. Monroe County governmental facilities shall not close due to inclement weather during periods when those facilities are scheduled to be open for business. Should an employee determine that he or she is unable to report for work due to weather conditions, **including impacts to transportation systems**, the employee shall immediately contact ~~his or her~~ **supervisory personnel** to report the absence **and receive any further direction**. ~~This section does not apply to twenty-four per day operations. The employee shall be required to use available personal, vacation or PLT time as applicable. Under this section, the County will not provide additional paid leave time beyond what the employee has earned for this specific absence.~~
- B. In the event of a disaster, the County Administrator/Chief Financial Officer shall determine if County services to the public should be suspended. All County employees shall report to work unless the County Administrator/Chief Financial Officer determines that employees should not report to work. **Under his section of the policy, employees who are not able to occupy a building due to the emergency will not be charged employee earned leave time.**
- C. In the event of a building emergency that renders a building inoperable **or unsafe to occupy** due to damage to the facility or equipment, including heating, electrical or structural damage, the County Administrator/Chief Financial Officer shall determine if service to the public should be suspended. Employees shall report to work unless the County Administrator/Chief Financial Officer determines that the building emergency causes the facility to be inoperable. **A portion or area of a building may be vacated without the need to vacate the entire building. Employees may be temporarily removed from the impacted building and assigned to a different building or area(s) within the building. Under this section of the policy, employees who are not able to occupy a building due to the emergency will not be charged employee earned leave time.**

Definitions.

- A. Inclement Weather: Inclement weather is defined as weather conditions that make travel on public ~~road~~^{highways} **and other transportation systems** difficult **to travel upon and extreme caution is required to safety travel.** ~~or impossible.~~
- B. Disaster: A disaster is defined as conditions that threatens the life and safety of persons and property, and requires emergency action to remove persons from the threat of injury.
- C. Building Emergencies: Building emergencies are defined as a situation that requires immediate action to repair damage to the structure, **and building systems including life safety** ~~or equipment, and~~ that rendered ~~the~~ facilities ~~to be inoperable~~ **or other safety threats when occupying a facility with a known and credible threat to the safety of occupants has been determined.**

Application. ~~This policy applies to all employees of the County of Monroe.~~ **Moved to Scope**

Policy Compliance:

- A. Responsibility. The County Administrator/Chief Financial Officer or in his absence the Board Chairperson will have the responsibility for overseeing and implementing this policy. **Other officials may be included to provide input and recommended actions under any of the circumstances contemplated in this policy.**

Administrative Procedures: If it has been determined that facilities should be closed, employees will be notified by **their immediate supervisor,** the Human Resource Department, ~~with~~ **through** ~~the~~ telephone fan out system, **email notice, and other communication methods.** Notice ~~may~~^{will} also be provided on WJR (760 AM or WTWR (98.3 FM) radio **depending on the severity of the incident and available communication methods. Updates may also be posted to simultaneously on the County's website to inform the public and employees of the event and actions to be taken.**

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 20, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated **November 2, 2021**~~March 9, 1999.~~

Section Name: Buildings and Property
Section Number: 700
Policy Number: 702

Effective Date: December 20, 1994
Date of Revision: November 2, 2021

Subject: County Facilities Closing Due to Inclement Weather and Emergencies

Purpose.

The purpose of this policy is to clarify occurrences and resulting outcomes when County Facilities will be closed due to inclement weather, disaster events, and other types of building emergencies.

Scope:

This policy applies to all employees of the County of Monroe.

Statement of Policy.

- A. Monroe County governmental facilities shall not close due to inclement weather during periods when those facilities are scheduled to be open for business. Should an employee determine that he or she is unable to report for work due to weather conditions, including impacts to transportation systems, the employee shall immediately contact supervisory personnel to report the absence and receive any further direction. The employee shall be required to use available personal, vacation or PLT time as applicable. Under this section, the County will not provide additional paid leave time beyond what the employee has earned for this specific absence.
- B. In the event of a disaster, the County Administrator/Chief Financial Officer shall determine if County services to the public should be suspended. All County employees shall report to work unless the County Administrator/Chief Financial Officer determines that employees should not report to work. Under this section of the policy, employees who are not able to occupy a building due to the emergency will not be charged employee earned leave time.
- C. In the event of a building emergency that renders a building inoperable or unsafe to occupy due to damage to the facility or equipment, including heating, electrical or structural damage, the County Administrator/Chief Financial Officer shall determine if service to the public should be suspended. Employees shall report to work unless the County Administrator/Chief Financial Officer determines that the building emergency causes the facility to be inoperable. A portion or area of a building may be vacated without the need to vacate the entire building. Employees may be temporarily removed from the impacted building and assigned to a different building or area(s) within the building. Under this section of the policy, employees who are not able to occupy a building due to the emergency will not be charged employee earned leave time.

Definitions.

- A. Inclement Weather: Inclement weather is defined as weather conditions that make travel on public roadways and other transportation systems difficult to travel upon and extreme caution is required to safety travel.

- B. Disaster: A disaster is defined as conditions that threatens the life and safety of persons and property, and requires emergency action to remove persons from the threat of injury.
- C. Building Emergencies: Building emergencies are defined as a situation that requires immediate action to repair damage to the structure, and building systems including life safety equipment that rendered facilities inoperable or other safety threats when occupying a facility with a known and credible threat to the safety of occupants has been determined.

Policy Compliance:

- A. Responsibility. The County Administrator/Chief Financial Officer or in his absence the Board Chairperson will have the responsibility for overseeing and implementing this policy. Other officials may be included to provide input and recommended actions under any of the circumstances contemplated in this policy.

Administrative Procedures: If it has been determined that facilities should be closed, employees will be notified by their immediate supervisor, the Human Resource Department, through a telephone fan out system, email notice, and other communication methods. Notice may also be provided on WJR (760 AM or WTWR (98.3 FM) radio depending on the severity of the incident and available communication methods. Updates may also be posted simultaneously on the County's website to inform the public and employees of the event and actions to be taken.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated December 20, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 2, 2021.

Section Name: Buildings and Property Effective Date: March 23, 1999
Section Number: 700 Date of Revision:
Policy Number: 704
Page: 1 of 1

Subject: General Liability Insurance Benefits

1. Purpose: The purpose of this policy is to designate the general liability insurance benefits that will be made available for all full-time employees of Monroe County.
2. Statement of Policy: Employees shall be covered under the provisions of the County's General Liability Insurance Plan, subject to the terms, conditions, exclusions, and limitations provided in said plan.
3. Definitions: None
4. Application: This policy shall apply to all departments and administrative units of Monroe County government.
5. Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy
6. Administrative Procedure: None
7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners,
dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners,
dated _____, ____.

Section Name: Buildings and Property
 Section Number: 700
 Policy Number: 704
 Page: 1 of 1

Effective Date: March 23, 1999
 Date of Revision: November 2, 2021

Subject: General Liability Insurance ~~Benefits~~

Purpose:

The purpose of this policy is to **provide** ~~that designate the~~ **the continual and uninterrupted maintenance of** general liability insurance ~~benefits that will be made available for all full-time employees of Monroe County shall be maintained to provide for financial safeguard to protect the County and its assets against with adequate limits of liability. for the protection.~~ **General liability insurance is provided to help protect of the County and its assets against claims, losses and adverse judicial outcomes requiring payments on behalf of the County and its employees, officers and other officials resulting from carrying out the official functions of the County and Courts.**

Scope:

This policy shall apply to all departments, courts and administrative units of Monroe County government. Employees and officials are expected to follow rules, policies and sound risk management practices to protect the County from liability claims resulting from official functions. All employees, including those who are named defendants in litigation or claims against the County or Courts shall immediately notify the County Administrator/CFO of any such claim and/or litigation and thereafter fully cooperate and support efforts of attorneys and other agents assigned to defend the litigation or claim. The County recognizes in policy its initial duty to defend claims and litigation brought against it and employees, but reserves the right to seek indemnification from employees and officials otherwise covered under the County's general liability insurance if it is discovered the act or occurrence is outside of the employee's official duties or operations of the County.

Statement of Policy:

All full time and part time eEmployees, including members of boards and commissions appointed by the Board of Commissioners shall be **afforded coverage and a defense of liability claims (subject to reservation of rights) made against them when acting within the scope of their official duties or official operations of the County.** ~~covered under the provisions of the County's General Liability Insurance Plan.~~ **Coverage is** subject to the terms, conditions, exclusions, **reservation of rights,** and limitations provided in **liability coverage documents from insurers, including liability limits and indemnification limits**~~said plan.~~

Definitions: None

~~1. Application: This policy shall apply to all departments and administrative units of Monroe County government.~~ **See Scope.**

Policy Compliance:

Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy. **Responsibilities are securing appropriate limits of casualty and property coverage including the financing structure for self-insured retention limits of the County. It shall also include securing other insurance related products and coverage to protect the County financially from adverse occurrences and resulting claims and**

losses across all functional areas of operation. This person shall serve as the County's lead representative in coordinating programs for risk management, loss control and claims/litigation administration and resolution outcomes.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 2, 2021

Section Name: Buildings and Property
Section Number: 700
Policy Number: 704

Effective Date: March 23, 1999
Date of Revision: November 2, 2021

Subject: General Liability Insurance

Purpose:

The purpose of this policy is to provide the continual and uninterrupted maintenance of general liability insurance with adequate limits of liability.. General liability insurance is provided to help protect the County and its assets against claims, losses and adverse judicial outcomes requiring payments on behalf of the County and its employees, officers and other officials resulting from carrying out the official functions of the County and Courts.

Scope:

This policy shall apply to all departments, courts and administrative units of Monroe County government. Employees and officials are expected to follow rules, policies and sound risk management practices to protect the County from liability claims resulting from official functions. All employees, including those who are named defendants in litigation or claims against the County or Courts shall immediately notify the County Administrator/CFO of any such claim and/or litigation and thereafter fully cooperate and support efforts of attorneys and other agents assigned to defend the litigation or claim. The County recognizes in policy its initial duty to defend claims and litigation brought against it and employees, but reserves the right to seek indemnification from employees and officials otherwise covered under the County's general liability insurance if it is discovered the act or occurrence is outside of the employee's official duties or operations of the County.

Statement of Policy:

All full time and part time employees, including members of boards and commissions appointed by the Board of Commissioners shall be afforded coverage and a defense of liability claims (subject to reservation of rights) made against them when acting within the scope of their official duties or official operations of the County. Coverage is subject to the terms, conditions, exclusions, reservation of rights, and limitations provided in liability coverage documents from insurers, including liability limits and indemnification limits.

Definitions: None

Policy Compliance:

Responsibility: The County Administrator/Chief Financial Officer shall be responsible for implementing and overseeing this policy. Responsibilities are securing appropriate limits of casualty and property coverage including the financing structure for self-insured retention limits of the County. It shall also include securing other insurance related products and coverage to protect the County financially from adverse occurrences and resulting claims and losses across all functional areas of operation. This person shall serve as the County's lead representative in coordinating programs for risk management, loss control and claims/litigation administration and resolution outcomes.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated November 2, 2021

Section Name: Governance
Section Number: 200
Policy Number: 203

Effective Date: September 1977
Date of Revision: February 16, 2021

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.

Scope:

This policy applies to all County Commissioners who may request a resolution, special tribute or certificate. All requests shall be approved by the Chairperson of the Board of Commissioners prior to staff preparing a document of recognition.

Statement of Policy:

It is the policy of the Board of Commissioners to recognize individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates of acknowledgment. The recognition shall be for the highest and not ordinary achievements in, but not limited to, education, athletics, public service, art and humanities and other similar achievements benefiting the public.

A. Definitions:

1. Resolution: A County Resolution is a form of Recognition of individuals or organizations that have accomplished a type of high achievement that has overall County-wide significance. Resolutions may also be used to promote a position or support for an issue of significant importance to the community and used to formally communicate the position of the governing board to state and federal officials. Individuals or groups receiving a Resolution may be invited to a Board of Commissioner's meeting to receive the Resolution.
2. Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has local or community significance. The Special Tribute may be presented by individual Commissioners at local events on behalf of the Board.
3. Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has organization-wide or local community significance. The Certificate may be presented by individual Commissioners at local events on behalf of the Board or issued in another manner determined by the Chairman of the Board.

Policy Compliance:

- A. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chairperson of the Board of Commissioners shall be responsible for implementing and overseeing this policy.

Administrative Procedures:

- A. All requests for Resolutions, Special Tributes and Certificates must be made to the Chairperson through the Administrative Assistant/Deputy County Clerk.
- B. Requests shall be honored from the first requesting Commissioner. The County Board Chairperson shall resolve any disputes between Commission members.
- C. Commissioners requesting Resolutions, Special Tributes and Certificates shall assist staff in collecting and gathering factual and background information to be used in the drafting of Resolutions, Special Tributes and Certificates. Sources of information include but are not limited to media articles, statements from organizations and interviews.

1. Resolutions:

- a. A Resolution may be offered by the presiding District Commissioner and supported by any other Commissioner, when a Commissioner is requested by a person or organization from outside his or her district to offer a resolution. In such circumstances, the Commissioner who has been requested to make the resolution shall notify the presiding Commissioner of said district of the request. The resolution shall be offered jointly by the presiding and requested Commissioner(s) and supported by any other Commissioner.
- b. Resolutions may be offered by not more than one (1) Commissioners and supported by one Commissioner.
- c. Resolutions may be read into the record at a Regular County Board meeting.
- d. Resolutions shall be approved by a majority roll call vote.
- e. Commissioners that have approved the resolution shall have their signatures affixed on the resolution.
- f. Resolutions may be printed on letter size paper and framed.

2. Special Tributes:

- a. Any one or more Commissioners may request to offer special Tributes.
- b. The offering Commissioners and the County Board Chairperson shall sign special Tributes.

- c. Special Tributes shall be printed on letter size paper and may be framed as requested by the offering Commissioners.

3. Certificates:

- a. Any one or more Commissioners may request to offer certificates.
- b. The offering Commissioner(s) and the County Board Chairperson shall sign certificates.
- c. Certificates shall be framed in a decorative frame.

D. Presentation of Resolutions, Special Tributes and Certificates

- 1. The requesting Commissioner shall coordinate with the Administrative Assistant/ Deputy Clerk for the recipient(s) to be notified in advance of the meeting and confirm attendance at the meeting to receive a Resolution of recognition. Special Tributes and Certificates for presentation shall be coordinated with the Administrative Assistant/Deputy Clerk for presentation at a scheduled event or as prescribed by the requesting Commissioner.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999 and February 16, 2021.

Section Name: Governance
 Section Number: 200

Effective Date: September 1977
 Date of Revision: ~~November~~ 2021
 February 16, 2021

Policy Number: 203

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

The purpose of this policy is to provide for the recognition of individuals and organizations for significant, personal and professional achievements.

Scope:

This policy applies to all County Commissioners who may request a resolution, special tribute or certificate. All requests shall be approved by the Chairperson of the Board of Commissioners prior to staff preparing a document of recognition.

Statement of Policy:

It is the policy of the Board of Commissioners to recognize individual and group accomplishments of benefit to our community, state and country through appropriate resolutions, special tributes and certificates of acknowledgment. The recognition shall be for the highest and not ordinary achievements in, but not limited to, education, athletics, public service, art and humanities and other similar achievements benefiting the public.

A. Definitions:

1. Resolutions:

- a. Resolution of Recognition: A County Resolution ~~tois a form of r~~Recognition of individuals or organizations that have accomplished a type of high achievement that has overall County-wide significance. ~~Resolutions may also be used to promote a position or support for an issue of significant importance to the community and used to formally communicate the position of the governing board to state and federal officials.~~ Individuals or groups receiving a Resolution may be invited to a Board of Commissioner's meeting to receive the Resolution.
- b. Resolution of Formal Board Action: A County Resolution to authorize action in a more formal manner that documents the decision of the governing board. Examples include but are not limited to adopting plans, authorizing issuance of debt and Budget Act resolutions.
- ~~1.~~c. Resolution of Public Policy: A County Resolution to express the governing board's unified position on matters of public policy related to existing statutes, laws, executive orders or any proposed legislation in the United States Congress or Michigan legislature. The resolution shall promote a position or support for an issue of significant importance or impact to the County's financial or operational capabilities, the health safety and wellbeing of the community and the resolution used to formally communicate the position of the governing board to state and federal officials. This type of Resolution may also

serve to inform regulatory agencies when public comment is invited and provide an opportunity for the governing board to express its support or position on matters of public health and safety before the regulatory agency.

2. Special Tribute: A Special Tribute is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has local or community significance. The Special Tribute may be presented by individual Commissioners at local events on behalf of the Board.
3. Certificate: A Certificate is a form of Recognition of individuals or organizations that have accomplished some type of achievement that has organization-wide or local community significance. The Certificate may be presented by individual Commissioners at local events on behalf of the Board or issued in another manner determined by the Chairman of the Board.

Policy Compliance:

- A. Responsibility. The Administrative Assistant/Deputy County Clerk of the Board of Commissioners and the Chairperson of the Board of Commissioners shall be responsible for implementing and overseeing this policy.

Administrative Procedures:

- A. All requests for Resolutions, Special Tributes and Certificates must be made to the Chairperson through the Administrative Assistant/Deputy County Clerk.
- B. Requests shall be honored from the first requesting Commissioner. The County Board Chairperson shall resolve any disputes between Commission members.
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- b. Resolutions may be offered by not more than one (1) Commissioner^s and supported by one Commissioner.
 - c. Resolutions may be read into the record **at the discretion of the Chairman** at a Regular County Board meeting.
 - d. Resolutions shall be approved by a majority roll call vote.
 - e. Commissioners that have approved the resolution shall have their signatures affixed on the resolution.
 - f. Resolutions may be printed on letter size paper and framed.
2. Special Tributes:
- a. Any one or more Commissioners may request to offer special Tributes.
 - b. The offering Commissioners and the County Board Chairperson shall sign special Tributes.
 - c. Special Tributes shall be printed on letter size paper and may be framed as requested by the offering Commissioners.
3. Certificates:
- a. Any one or more Commissioners may request to offer certificates.
 - b. The offering Commissioner(s) and the County Board Chairperson shall sign certificates.
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D. Presentation of Resolutions, Special Tributes and Certificates

- 1. The requesting Commissioner shall coordinate with the Administrative Assistant/ Deputy Clerk for the recipient(s) to be notified in advance of the meeting and confirm attendance at the meeting to receive a Resolution of recognition. Special Tributes and Certificates for presentation shall be coordinated with the Administrative Assistant/Deputy Clerk for presentation at a scheduled event or as prescribed by the requesting Commissioner.
- ±2. **Resolutions shall be provided to the respective recipient(s) either through email, U.S. Postal Service or hand delivered as determined by the Administrator/Chief Financial Officer to ensure the resolution is transmitted to the head of the respective organization the resolution is intended to inform.**

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September, 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999 and February 16, 2021.

Section Name: Governance
Section Number: 200
Policy Number: 203

Effective Date: September 1977
Date of Revision: November 2, 2021

Subject: County Resolutions, Special Tributes and Certificates

Purpose:

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Scope:

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Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 1997.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 23, 1999, February 16, 2021 and November 2, 2021.

Monroe County Policy Manual Status 2021

Policy Number	Policy Name	Status	
101	Organization & Structure of County Policies	Updated 2/16/2021	
200	Board Evaluation Procedure for County Administrator/Chief Financial Officer	4/7/2015	
201	Preparation of Agendas for Board of Commissioners' Meetings	Updated 2/16/2021	
202.1	Monroe County Legal Advisor	2003	
202	Preparation and Distribution of Agendas for County Boards and Commissions	Updated 2/16/2021	
203	County Resolutions, Special Tributes and Certificates	Updated 2/16/2021	
204	Conflicts of Interest	Updated 2/16/2021	
204.1	Freedom of Information Act (FOIA) Procedures & Guidelines	6/15/2015	
301	Fund Balance Policy-GASB 54	Updated 10/19/2021	
302	Approval of Claims Against the County of Monroe	Updated 2/16/2021	
303	Credit Card Authorization	Updated 4/6/2021	
303.1	Credit Card Authorization Form	Updated 4/6/2021	
304	Budgeting Procedures	No Date	
305	Purchasing Policy	2/27/2001	
306	Investment Policy	Updated 10/19/2021	
307	Employee Expense Reimbursement	Updated 2/16/2021	
307.1	Travel Expense Reimbursement-Retirement System Board of Trustees	2/16/2016	
308	Contracting for Law Enforcement with Townships, Villages and Cities	No Date	
310	Equipment Leasing	Updated 4/6/2021	
311	Administration of Delinquent Tax Revolving Fund	Updated 10/6/2020	
312	Debt Management Policy	Updated 10/19/2021	
401	Compensation	Updated 11/17/2020	
402	Complaint Procedure	3/23/1999	
404	Dental Care Benefits	2013	
405	Disability Benefits	1995	
407	Employee Assistance Program	2006	
408	Employment Physicals	1999	
409	Employment Status	3/19/2019	
410	Exit Interview	1999	
411	Health Care Benefits	10/25/2011	
412	Hiring	1999	
413	Holidays	6/21/1995	
414	Hours of Work	5/4/1999	
415	Job Duties/Responsibilities	5/13/2003	
416	Leaves of Absence	Updated 3/19/2019	
418	Personal Appearance	6/21/1995	

Monroe County Policy Manual Status 2021

Policy Number	Policy Name	Status	
419	Personnel Records	6/21/1995	
420	Enhanced Access to Public Records	No Date	
421	Retiree Life Insurance Benefit	Updated 10/19/2021	
422	Retirement	Updated 11/17/2020	
423	Separation of Employment	9/9/2008	
424	Ant-Harassment and Discrimination	Updated 3/19/2019	
	Complaint Form	Updated 3/19/2019	
425	Term Life and Accidental Death and Dismemberment	1/1/1992	
426	Transfers	1999	
427	Vacations	Updated 9/3/2019	
428	Violence in the Workplace	1997	
429	Vision Care Benefits	11/5/2013	
430	Voluntary Smoking Cessation Incentive Program	8/23/2006	
431	Co-Op Employees	1999	
432	Accident-Injury Reporting	1999	
433	On the Job Injuries	1999	
434	Monroe County Bloodborne Pathogens Exposure Control Policy	1999	
	Monroe County Bloodborne Pathogens Exposre Control Plan		
435	Department Head Performance Evaluations	1999	
436	Employee Safety	2000	
437	Michigan Occupational Safety and Health Act Compliance	2000	
438	Nepotism	2000	
440	Weapons in the Workplace	1997	
442	Retiree Health Care Plan	Updated 10/25/2011	
	Retiree Health Care Voluntary Waiver of RHC Benefits Form	Updated 10/25/2011	
	Retiree Health Care Plan Document	Updated 6/7/2016	
	Retiree Health Care Trust Agreement	Updated 12/4/2018	
	Retiree Health Care Trust Resolution	Updated 6/7/2016	
	Retiree Health Care Investment Policy	Updated 11/3/2020	
	HIPAA Privacy Policies & Procedures	4/24/2012	
443	Involuntary Full-Time Military Leave	12/11/2001	

Monroe County Policy Manual Status 2021

Policy Number	Policy Name	Status	
444	County Employee Identification Badge	Updated 6/20/2017	
445	Safety Program	12/18/2001	
447	Educational Reimbursement	9/10/2002	
449	Social Security Number Privacy Policy	12/6/2005	
450	Processing Employees	3/28/2000	
451	Volunteer Recruiting, Selection and Retention	3/15/2013	
452	Paid Sick Leave	3/19/2019	
453	MERS Defined Contribution Retirement Plan	Updated 11/17/2020	
454	Employer-Sponsored Retiree Health Care Savings Program	Updated 11/17/2020	
601	Equal Employment Opportunity	Updated 5/18/2021	
608	Drugs, Narcotics & Alcohol	Updated 2/16/2021	
700	Courthouse Security	Updated 10/19/2021	
701	Employee Solicitations	3/23/1999	Draft Submitted
702	County Facilities Closing Due to Inclement Weather and Emergencies	3/23/1999	Draft Submitted
703	County Property	12/17/1985	
704	General Liability Insurance Benefits	3/23/1999	Draft Submitted
705	Smoke and Vape Free Workplace	Updated 10/19/2021	
800	Information Security Policy Statement	3/6/2018	
801	Acceptable Use	Updated 10/19/2021	
802	System Authentication	Updated 4/2/2019	
803	Media Sanitization and Destruction	Updated 4/2/2019	
804	Minimum Security Standards for Network Devices	Updated 4/2/2019	
805	Access Management	Updated 9/3/2019	
806	Risk Assessment	Updated 9/3/2019	
807	Vulnerability Scanning	Updated 9/3/2019	
808	Patch Management	Updated 9/3/2019	
809	Information Security Awareness and Training	Updated 9/3/2019	
Color Key:			
	Policy Complete and no additional work required		
	Policy in draft or still to be updated		