OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
THURSDAY, SEPTEMBER 8, 2022 at 3:00 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 (12/07/2021)

VI. COMMITTEE BUSINESS

1. Letter dated August 30, 2022 from Mr. Andrew Clark, Monroe County Museum System Director, requesting approval to transition a part-time Registrar position to a full-time position in the Monroe County Museum System.

2. Letter dated August 10, 2022 from Mr. James Risinger, Monroe County Youth Center Director, requesting approval for the Youth Center Reorganization Plan.

3. Letter dated September 2, 2022 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting the following new and updated policies for consideration and approval.

   a. Policy #315 Capital Planning (New)
   b. Policy #447 Educational Reimbursement (Updated)
   c. Policy #307 Employee Expense Reimbursement (Updated)
   d. Policy #431 Intern and Co-op Employees (Updated)
   e. Policy #206 Legal Advisor/General Counsel (Replaces Policy# 202)

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
DECEMBER 7, 2021 AT 4:00 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, December 7, 2021. Chairman Richardville called the meeting to order at 4:00 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. APPROVAL OF AGENDA (12/07/2021)
Motion by Commissioner Moore, supported by Commissioner Jondro to approve the December 7, 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.

III. APPROVAL OF MINUTES (11/02/2021)
Motion by Commissioner Moore, seconded by Commissioner Swartout to approve the November 2, 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.

IV. COMMITTEE BUSINESS

1. Letter dated December 1, 2021, from Hon. Jack Vitale, Chief Judge, 1st District Court requesting approval for the 1st District Court Reorganization plan.

   Chairman Richardville read the request into the record. Mr. Michael Bosanac, Administrator/Chief Financial Officer and Ms. Jessica Chaffin, 1st District Court Administrator explained the 1st District Court Reorganization plan and answered questions from Commissioners.

   Highlights of the Reorganization are as follows:

   - Treatment Court Probation Officer – The two (2) Problem Solving Court grants, Monroe County Mental Health and Recovery Court and Monroe County Veterans' Treatment Court require a probation officer to effectively monitor and manage those caseloads.
   - Senior Probation Officer – This position will carry the most difficult caseload and will serve as a backup for the Director of Probation Services.
   - Collections Coordinator/Systems Administrator – The Court is moving to a paperless and technology dependent OnBase System for electronic filing. The OnBase platform requires a systems administrator to actively manage the workflow and support the users of the system.
   - Part-Time Attorney Magistrate – An Attorney Magistrate will be able to carry the same workload as the recently retired part-time non-attorney magistrate and carry the Court's Small Claims Docket.

   Motion by Commissioner Brant, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the 1st District Court Reorganization request.

   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 December 3, 2021 from Ms. Donna Kuti, Director, Central Dispatch requesting approval to create a Quality Improvement Coordinator position in Central Dispatch.

Chairman Richardville read the request into the record and Ms. Kuti explained the request and answered questions from Commissioners.

The Quality Improvement Coordinator would oversee the Quality Assurance and Quality Improvement Program. The Coordinator would ensure Central Dispatch meets best practice guidelines as appropriate for dispatch standards extending beyond ProQA to include non-emergency phone and radio customer service.

Motion by Commissioner Jondro, supported by Commissioner Swartout to accept the communication, place it on file and recommend to the full Board to approve the Quality Improvement Coordinator position at Central Dispatch.

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 December 2, 2021 from Mr. Michael Bosanac, Administrator/Chief Financial Officer submitting the following updated policy for consideration and approval.

    a. Policy #205 Freedom of Information Act (FOIA) Procedures & Guidelines (Revises Policy 204.1)

Chairman Richardville read the request into the record. Mr. Bosanac explained the changes to the policy.

Motion by Commissioner Jondro, supported by Commissioner Brant to accept the communication, place it on file and recommend to the full Board to approve County Policy 205 as presented or with any suggested edits.

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 –None

V. OLD BUSINESS –None

VIII. CITIZENS TIME – None

IX. INFORMATION–None

X. COMMISSIONERS TIME –
No comments by Commissioners.

XI. ADJOURNMENT – With no further business, Commissioner Richardville adjourned the meeting at 4:24 p.m.

August 30, 2022

Mr. Randy Richardville, Chairman
Operations Committee
Monroe County Board of Commissioners
125 E. Second Street
Monroe, Michigan 48161

Re: Request to transition part-time position to a full-time position

Chairman Richardville and Committee Members:

SUMMARY

In order to maintain continuity and obligations across our multiple sites and to aid in the care and maintenance of our historical collections, I am requesting that our part-time Registrar (Tier 2, Grade 7, Step 2) be converted to a full-time position.

REASONING

The Registrar works in our Local History Division, which is responsible for the intake, processing, and long-term care of the MCMS's growing collection of artifacts and archival materials distributed across our five sites (County Museum, County Archives, Territorial Park, Vietnam Veterans Museum and Memorial, and Third Street Storage Facility). The Registrar is considered an integral position and is responsible for ensuring the proper stewardship of historical assets and the maintenance of our PastPerfect database. Additionally, they play a crucial role in assisting our visitors with research inquiries, are involved in all phases of the exhibit development process, and support the general operational and programmatic efforts of the MCMS. As we maintain a collection of nearly 30,000 artifacts, approximately 40,300 photographs, nearly 2,100 linear feet of archival materials, 400 linear feet of obituaries, and 1,440 cubic feet of bound and unbound newspapers, there is a large amount to manage and requires an investment in staff that is typically disproportionate to other positions in the museum. By adding a second full-time staffer in the Local History Division, we better insulate ourselves against the loss of institutional knowledge that generally accompanies the departure of collections staff. Besides their standard duties enumerated above, converting the position to full-time will also aid in digital collections initiatives which will ultimately make our holdings more accessible to the public.

IMPLEMENTATION TIMELINE
If approved, the Registrar position would be filled as soon as possible following the county's hiring protocols.

CLOSING
Thank you for your time and the consideration of my request. If it is approved, it will be the first wholly new full-time staff positons at the MCMS in over a decade and increase our current full-time positions from three to four and reduce our overall dependency on part-time staff. If you have any questions or concerns, please do not hesitate to contact me at 734.240.7781 or andy_clark@monroemi.org.

Regards,

Andrew Clark
Monroe County Museum System
Director

HIRING REVIEW FORM

Department: Monroe County Museum System

Vacancy Job Title: Registrar (convert part-time position to full-time)

Brief Job Description:

Part of our Local History Division, the Registrar is principally responsible for all accession and de-accession paperwork; incoming donation paperwork; incoming and outgoing loans; loan renewals; and for obtaining insurance for loans when required. Maintains on and off-site backups of the PastPerfect database. Processes incoming collections. Helps researchers with requests.

Budgeted Position: [ ] YES

If **YES**, are Funds Available? [✔] YES * Must be verified by Finance/HR

[ ] NO *Must provide Funding Plan, verified by

[✔] NO

If **NO,** please provide the following:

Job Description (Must have with New Position, Reclassification)
Point Factoring (Must have with New Position, Reclassification)
Reorganization Plan (When applicable)
Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

Perhaps more than other divisions within the museum, the local history staff have the greatest amount of institutional knowledge as they are the caretakers of the museum system's collections. Due to the quantity of our growing collection of artifacts and archival holdings and to have a divisional succession plan, the transition from a part-time to full-time registrar would be very beneficial to the MCMS. In the museum field, the registrar is considered a core position for access and care of a museum's collections.

Completed By: Andrew Clark, Director DATE: 7.27.2022

Human Resources/ Finance Use:

Conclusion:

Finance: No additional cost to the 2022 budget. Museum fund has sufficient fund balance to absorb the anticipated cost.
HR: Aligns staffing to meet the changing needs of the community and the vision of the Museum. Transition will be completed in compliance with CBA and County policy.

Finance Reviewer: Sue Maier DATE: 09/01/2022
HR Reviewer: Aundrea Armstrong DATE: 09/01/2022

APPROVED BY THE OPERATIONS COMMITTEE ____________
APPROVED BY THE FULL BOARD ____________

ITEM	DATE	Department	Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2022	80300	Union_04G	RYE07	2	PART TIME REGISTRAR	$ 23,631	$ 2,248	$ 25,879
ACTUAL COST	THROUGH 9/11/22	80300	Union_04G	RYE07	2	PART TIME REGISTRAR	$ 17,204	$ 1,637	$ 18,841
						REMAINING BUDGET	$ 6,427	$ 611	$ 7,038
PROPOSED	FULL TIME-EFF. 9/12/22	80300	Union_04G	RYE07	2	REGISTRAR	$ 11,174	$ 3,271	$ 14,445
						TOTAL COST/(SAVINGS)	$ 4,747	$ 2,660	$ 7,407
FINANCE CONCLUSION:									
FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST.									
ANNUAL PROPOSED	2022	80300	Union_04G	RYE07	2	REGISTRAR	$ 37,318	$ 22,578	$ 59,896

MONROE COUNTY YOUTH CENTER

LEARN. GROW. LIVE

August 10, 2022

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

Re: Monroe County Youth Center Reorganization Proposal

Dear Chairman Richardville and Committee Members:

In June of 2021, we created a new community based program called Enhancing Strengths and Supports (ESS). This program allows the Probate Court, through the Youth Center, to provide extensive services to juveniles who are in danger of becoming involved in the juvenile court or are at the early stages of involvement with the court. This program was fully funded through the Youth Center's 2021 budget through restructuring personnel and program resources previously approved by the Board.

In that restructuring, four (4) line staff positions and 1 (one) supervisor position were reassigned to staff the ESS program. The creation of this new program allows the county to focus on juveniles and their families at the "front end" rather than waiting for crimes to be committed in order to offer support and services at the "back end". This program has met our initial goals as demonstrated through our assessments measured on program participants at the start and end of the program. Further example of the initial success of the program is that we needed a "waiting list" due to the high demand from referral sources.

The reassignment of staff at initiation of the program, along with specific challenges of staffing a 24-hour facility (per licensing requirements), has identified a need to adjust some of our staffing. We are incurring a high level of overtime that is exceeding our 2022 budget. In order to meet our staffing schedule while limiting staff working excessive hours that can lead to burnout and poor judgment, we propose creating two (2) new positions.

We propose to reclassify a Secretary position (Grade 6), that is vacant and will be eliminated, into a Group Leader position (Grade 9). Additionally, we would create an additional Shift Supervisor position (Grade 12) to restore our four (4) supervisors assigned to the 24-hour facility. These two (2) new positions will help us create a sustainable workforce that mitigates excessive overtime while providing resources to operate a successful community based program that supports at-risk juveniles.

In the current year, the elimination of the secretarial position into the Group Leader position, and the additional Shift Supervisor are funded within the 2022 budget. A portion of the savings from vacant positions will be used to offset the additional overtime costs incurred year to date.The estimated cost of the restructuring in 2023 of $81,836 will be funded 50/50 between the General Fund and the Child Care Fund minus the prior noted expected overtime that will be avoided by the creation of the additional Supervisor position.

In summary, we are continuing to strive to better align our resources and staffing to meet the changing needs of the community. This includes our objectives to provide effective, evidence-based programming to youth and their families involved with the court or who are at great risk of becoming involved with the Court. In order to accomplish our goals, we request the Committee recommend to the Full Board the approval of the changes outlined above.

I will be in attendance at the committee meeting to outline our proposal and answer any questions you or the committee members may have.

Sincerely,

Jim Risinger
Director, Monroe County Youth Center

HIRING REVIEW FORM

Department: Youth Center

Vacancy Job Title: 2022 Reorganization/ Shift Supervisor and Group Leader

Brief Job Description:

Shift Supv:Responsible for ensuring the safety, welfare and security of youth center staff, residents, visitors, and grounds. Ensure compliance of all policies, procedures, programming goals and treatment objectives. Group Leader:

Budgeted Position: ☐ YES

If **YES**, are Funds Available? ☐ YES * Must be verified by Finance/HR

☐ NO *Must provide Funding Plan, verified by

☑ NO

If **NO,** please provide the following:

- Job Description (Must have with New Position, Reclassification)
- Point Factoring (Must have with New Position, Reclassification)
- Reorganization Plan (When applicable)
- Funding Plan Required, Verified by Finance (Include Finance Worksheet)

Department Summary: (Importance of filling vacancy, risks, timing, etc.)

We propose to reclassify a Secretary position (Grade 6), that is vacant and will be eliminated, into a Group Leader position (Grade 9). Additionally, we would create an additional Shift Supervisor position (Grade 12) to restore our (4) supervisors assigned to the 24- hours facility. These two (2) new positions will help us create a sustainable workforce that mitigates excessive overtime while providing resources to operate a successful community-based program that supports at-risk juveniles.

Completed By: Jim Risinger DATE: 08/15/2022

Human Resources/ Finance Use:

Conclusion:

Finance: No additional cost to the 2022 budget. Additional cost in 2023 budget will be split 50/50 between general fund and child care fund. Cost further finance by expected reduction in overtime that has been occurring due to limited staffing.
HR: Reorganization better aligns staffing to meet the changing needs of the community.

Finance Reviewer: Sue Maier DATE: 08/15/2022
HR Reviewer: Aundrea Armstrong DATE: 08/15/2022

APPROVED BY THE OPERATIONS COMMITTEE ____________

APPROVED BY THE FULL BOARD ____________

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2022	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 42,742	$ 14,378	$ 57,120
ANNUAL BUDGET	2022	14821	Union_08	RYE09	PROGRAM DEVELOPMENT LEADER	$ 45,125	$ 9,841	$ 54,966
ANNUAL BUDGET	2022	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 37,232	$ 8,155	$ 45,387
ANNUAL BUDGET	2022	35610	Union_08	RYE06	SECRETARY	$ 34,043	$ 21,357	$ 55,400
					TOTAL BUDGET	$ 159,142	$ 53,731	$ 212,872
ACTUAL COST	THROUGH 091122	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 27,743	$ 9,478	$ 37,220
ACTUAL COST	THROUGH 091122	14821	Union_08	RYE09	PROGRAM DEVELOPMENT LEADER	$ 29,581	$ 5,833	$ 35,414
ACTUAL COST	THROUGH 091122	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 23,978	$ 4,726	$ 28,704
					TOTAL ACTUAL	$ 81,302	$ 20,037	$ 101,338
					REMAINING BUDGET	$ 77,840	$ 33,694	$ 111,534
PROPOSED	PROMO DATE: 091222	35610	Union_08	RYE09	GROUP LEADER-YC	$ 13,356	$ 3,561	$ 16,918
PROPOSED	DOH: 091222	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 10,857	$ 4,637	$ 15,494
PROPOSED	PROMO DATE: 091222	14821	Union_08	RYE09	PROGRAM DEVELOPMENT LEADER	$ 12,615	$ 2,643	$ 15,258
PROPOSED	DOH: 091222	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 10,857	$ 4,637	$ 15,494
PROPOSED	PROMO DATE: 091222	35610	Union_13	RYE12	SHIFT SUPERVISOR	$ 15,864	$ 3,280	$ 19,144
					TOTAL PROPOSED	$ 63,549	$ 18,757	$ 82,307
					REORG COST/(SAVINGS)	$ (14,291)	$ (14,937)	$ (29,227)
					2022 OVERTIME BUDGET OVERAGE			$ 29,227
					TOTAL COST/(SAVINGS)			$ (0)
FINANCE CONCLUSION:								
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF POSITIONS INCLUDED IN BUDGET IN 2022. ESTIMATED COST IN 2023 OF $81,836								
SPLIT 50/50 BETWEEN GENERAL FUND AND CHILD CARE FUND. COST FURTHER FINANCED BY EXPECTED REDUCTION IN OVERTIME THAT HAD BEEN INCURRED DUE TO LIMITED STAFF POSITIONS.								
ANNUAL PROPOSED	2022	35610	Union_08	RYE09	GROUP LEADER-YC	$ 44,965	$ 14,815	$ 59,780
ANNUAL PROPOSED	2022	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 36,551	$ 22,801	$ 59,352
ANNUAL PROPOSED	2022	14821	Union_08	RYE09	PROGRAM DEVELOPMENT LEADER	$ 42,468	$ 9,335	$ 51,803
ANNUAL PROPOSED	2022	14821	Union_08	RYE07	YOUTH DEVELOPMENT SPECIALIST	$ 36,551	$ 22,801	$ 59,352
ANNUAL PROPOSED	2022	35610	Union_13	RYE12	SHIFT SUPERVISOR	$ 52,982	$ 11,440	$ 64,422
					TOTAL ANNUAL PROPOSED COST	$ 213,518	$ 81,191	$ 294,709

MONROE COUNTY

FINANCE DEPARTMENT

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

September 2, 2022

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 five (5) policies for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners. The policies are as follows:

- Capital Planning (New)
- Educational Reimbursement (Updated)
- Employee Expense Reimbursement (Updated)
- Intern and Coop Employees (Updated)
- Legal Advisor/General Counsel (Updated)

The policy manual update work continues our efforts to meet compliance with external entities where applicable, align operations with policies and address new and emerging opportunities/challenges within our policies.

We attach is a matrix of the policies that are included for this meeting providing a summary overview of each policy for consideration, the type or area of operation, its number, name, specific content that was reviewed and subsequently amended and any other supplemental comments for further understanding.

We will briefly review each policy with the committee, respond to questions and look for your support and approval.

Sincerely,

Michael Bosanac
Administrator/Chief Financial Officer

Enclosures

COUNTY OF MONROE
PROGRESS TRACKING OF UPDATED POLICIES
POLICY ORGANIZATION AND GOVERNANCE-2022
OPERATIONS COMMITTEE MEETING SEPTEMBER 8, 2022

Section	Old Policy #	New Policy #	Policy Name	Content Review	Supplemental Comments
Financial Management	N/A	315	Capital Planning	New policy addresses a need as part of credit rating process to include clarity on County 2 year budget and 5 year plans for facility and IT capital projects	Drafted policy includes input from Public Financial Management who has served as financial advisor to County on debt issues and financing matters.
Employee Relations	447	447	Educational Reimbursement	Extensive update of policy. Provides clearer objectives and value of policy and goals of enhancing formal education of workforce where retention, promotion and succession planning are important outcomes.	Includes new details on procedure and forms and applications for initial approval and upon completion of course for qualifying reimbursement.
Employee Relations	307	307	Employee Expense Reimbursement	Policy was updated in February 2021 and since then we have identified need to make further clarifications to policy. Changes also include increasing standard lodging rates as costs have increased and costs are more the norm and avoids regular policy exception approval.	Clarifies in better language eligible items for reimbursement and guidelines.
Employee Relations	431	431	Intern and Coop Employees	Update provides for clarity of policy, application and use and procedure.	Includes stronger policy statement on outcomes, adds compliance for minimum wage law and expands definitions used in policy.
Governance	202	206	Legal Advisor/General Counsel	Changes policy number and order in policy manual and expands policy name.	Updates overall policy and procedure along with responsibility to administer and act within policy. Policy review and draft includes input from Legal Advisor(s)

Section Name: Financial Management Effective Date: September 20, 2022
Section Number: 300
Policy Number: 315

Subject: Capital Planning Policy

Purpose:
To establish policies and procedures for planning for, appropriating funds and criteria to consider when prioritizing capital projects over multiple years for the County of Monroe. This policy is a tool to plan for the investment and expenditure of funds appropriated over a multi-year period of time and linked to the County's short term and long term financial planning and management including its two-year budget and overall organizational goals.

Scope:
This policy applies to all departments, co-employer, elected offices, and administrative units of the Monroe County Government.

Statement of Policy:

A. The County will annually develop five-year plans to fund and implement facility and grounds capital projects and technology capital projects. The County will engage with all offices and departments as part of the annual budgeting process to develop and update its capital planning program.

B. For all facility and grounds capital funding requests, offices and departments will provided detailed plans and requests for these categories of projects that exceed $40,000 in value and are requested to be funded in the immediately ensuing budget and the next following year. These projects and the dollar amounts will be prioritized for consideration to fund in the ensuing budget and all project amounts identified for the 2nd year will be included in the 2nd year budget.

C. For all technology capital project funding requests, offices and departments will provided detailed plans and requests for these categories of projects that exceed $20,000 in value and are requested to be funded in the immediately ensuing budget and the next following year. These projects and the dollar amounts will be prioritized for consideration to fund in the ensuing budget and all project amounts identified for the 2nd year will be included in the 2nd year budget.

D. Each project requested shall include required information identifying the source(s) of funding for the project. Funding sources may include in full or in part grants, private funds such as foundations or other sources, millage funds if allowable, funding from special revenue funds if allowable, other programs providing funding including federal and state sources, County financing through public debt and the General Fund.

E. All requests for project funding must be submitted on forms issued by the Finance Office. Supporting documents on the project and related information is encouraged to provide a complete submission and full understanding of the scope, need and benefits of the investment in the specific capital expenditure.

F. Project requests should be supported with information outlining return on investment, operational enhancements and how the project will improve direct services to citizens and/or the business community will be helpful in evaluating and prioritizing projects. Project requests under the facility and grounds category may involve capital funding to replace or upgrade building systems or components. Project requests under the information technology category may include applications software, hardware including storage systems and office systems for desktops and equipment that provides for remote work and support. In addition to the above general criteria, additional criteria for funding will be based in part on the following items and should be part of the supporting documents with funding applications:

1. Maintenance history of the equipment along with general condition of the equipment.

2. Current age of the equipment.

3. Current use of the equipment.

4. Estimated current trade-in value of the equipment (if any).

5. Estimated repair and maintenance expenses necessary to keep the equipment in service for the next period v. the replacement cost if replaced in the specified budget year.

G. Projects submitted for funding will be prioritized for award of funding and overall need to construct/implement as part of the capital planning program. The prioritization of funding, after determination of need, shall be based on the following hierarchy of priority:

1. Health and Safety-Priority should be given to high-risk safety issues that require a capital project to correct or ensure continued operations.

2. Asset Preservation - Capital assets that require renewal or replacement based on capital asset life cycle and that deferring would result in high probability of negative impact to operations and/or additional costs due to extended high cost maintenance including staff time dedicated to ensuring continued operations.

3. Service/Asset Expansion/Addition - Infrastructure improvements needed to support government's policies, plans, and studies.

H. The County will make decisions on funding award with specific consideration given to:

1. Coordination with impacted offices/departments internally and with outside community partners when applicable.

2. Allow submitting agencies to provide an initial prioritization of project and when multiple projects are submitted with limited appropriations to prioritize all projects from the agency.

3. Incorporate input and participation from major stakeholders and the general public when projects are for community related services like new facilities, community centers, etc.

4. The impact on operating budgets resulting from capital projects, i.e., cost avoidance of future maintenance expenses.

5. Apply analytical techniques, as appropriate, for evaluating potential projects (e.g., net present value, payback period, cost-benefit analysis, life cycle costing, cash flow modeling).

6. Use a rating system as applicable to facilitate decision-making

I. As part of the preliminary budget developed each year, the Administrator/Chief Financial Officer will provide an amount included in the preliminary budget for funding capital facility and grounds projects and capital technology projects from the General Fund. This information will be included in the Budget Guidelines for the ensuing budget and transmitted with initial budget worksheets distributed to all offices and departments.

J. A summary of the two-year and five-year requests will be developed along with the final summary of all projects and associated funding for each year. The final listing of projects for the ensuing year's budget will be incorporated into the Recommended Budget developed by the Administrator/Chief Financial Officer. The 2nd year listing of approved capital projects will be included in the 2nd year budget to support good budgeting and financial management practices along with promoting understanding of future budget impacts for the County. The 3rd year through 5th year projects will be included along with all 5 years in the County's long term financial forecast model.

<u>Definitions</u>:

A. <u>Capital Facility and Grounds Project:</u> A project specifically defined as a facility project will make improvement(s) to a County owned facility including but not limited to a facility's HVAC system, roof, windows, elevator system, fire protection and/or fire alarm system, building control system including security, lighting systems and emergency building power systems. A project specifically defined as a grounds project will make improvements to but not limited to parking lots, parking lot lighting, sidewalks, entryways and plazas, landscape areas including security lighting and exterior security systems.

B. <u>Capital Technology Project:</u> A project specifically defined as a technology project that will make improvement(s) to a County owned technology infrastructure including application software, hardware components, wiring including projects to upgrade connectivity for inside and outside networks including building to building fiber.

Policy Compliance:

A. Responsibility:

1. Administrator/Chief Financial Officer: Shall have responsibility for overseeing and implementing this policy.

2. Director of Planning and Community Engagement: Shall provide support for collecting, coordinating and summarizing the requests for capital projects.

3. Final Listing of Projects: Input on the final listing of projects will include the above-mentioned along with the Director of Information Technology, Director of Fiscal Services, and others as designated by the Administrator/Chief Financial Officer.

Administrative Procedures:

A. All projects for facility and grounds capital projects shall be submitted on forms provided by the Finance Office. The forms used may be updated, revised or otherwise amended and changed to meet the needs of the County and support the program of planning for capital expenditures.

B. Nothing in this policy precludes the County from making supplemental appropriations to fund other capital projects that may be required to best meet the needs of the County and meet unforeseen needs or projects outside of the capital planning process. Any supplemental projects would be recommended by the Administrator/ Chief Financial Officer to ensure coordination of project planning with other projects proposed, overall financial management and impact to day to day operations of the County.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 20, 2022.

Current Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 447

Effective Date: September 10, 2002
Date of Revision:

Subject: Educational Reimbursement

1. Purpose: To establish policies and procedures for educational reimbursement to its employees.

2. Statement of Policy:

2.1 The County recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education reimbursement program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the County.

2.2 To be eligible for educational reimbursement, employees must be employed in a regular full-time position and have completed at least one (1) year of service with the County.

2.3 Eligible employees may be reimbursed only for courses of study, which the County determines, are directly related to the employee's present job or which will enhance the employee's potential for advancement to a position within the County and to which the individual has a reasonable expectation of advancing. In addition, to qualify for educational reimbursement, courses must be taken at an accredited institution.

2.4 Employees who want educational reimbursement must obtain approval from the County Administrator/CFO before enrollment. Such approval will not be granted without a positive recommendation by the employee's supervisor. Supervisors must obtain funding for the reimbursement before making a positive recommendation.

2.5 The County Administrator/CFO will consider the following factors in evaluating requests for educational reimbursement:
a) The nature and purpose of the course of study;
b) The benefits to be derived by the employee and the County;
c) The employee's level of responsibility and length of service;
d) The estimated cost; and
e) Any potential lost time while the employee participates in the program.

2.6 Employee reimbursement for eligible educational reimbursement will normally be based upon the grade received for the course, as follows:
a) For a grade of "A", 100% of reimbursable costs;
b) For a grade of "B", 75% of reimbursable costs; or
c) For a grade of "C", 50% of reimbursable costs.

2.7 Employees seeking reimbursement for educational expenses must submit to the Human Resources Department a certified transcript of their grades and receipts for the expenses incurred within sixty (60) days after completion of the course. The County will then reimburse to the employee the applicable percentage of the cost of tuition, textbooks, registration, laboratory and library fees. However, employees who take courses at the specific request or direction of their supervisor may be reimbursed for all costs in advance.

2.8 Employees who, prior to completing an approved course, voluntarily leave the County or are terminated will not be reimbursed for the expenses associated with the course.

2.9 Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily or are terminated within three (3) years from the date of reimbursement.

2.10 Employees are expected under normal circumstances to schedule class attendance and the completion of study assignment outside of their regular working hours.

2.11 The Human Resources Department will maintain all records of the educational programs completed by each employee. In addition, the County Board will be provided a listing of those employees seeking reimbursement on a quarterly basis.

3. Definitions: None.

4. Application: This policy shall apply to all departments and administrative units of Monroe County Government.

5. Responsibility: The requisite Department Head and the County Administrator/CFO.

6. Administrative Procedure:

6.1 Application. Employees will submit their request in writing to their Department Head thirty (30) calendar days prior to registration for each course requested. The Department Head will submit the employee’s request to the Human Resources Director in a timely manner.

6.2 Conduct as Students. Employees shall conduct themselves at all times so as to reflect the standards of Monroe County Government. The people of Monroe County are paying for student’s education and the student should obtain the maximum amount of training and education so as to improve and maximize services provided by the County of Monroe.

6.3 Exceptions. In cases of unusual circumstances or conditions, the County Board upon recommendation may consider exceptions to this policy from the County Administrator/CFO.

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 10, 2002.

Revised pursuant to action of the Monroe County Board of Commissioners,
Dated ________________,___.

EDUCATIONAL REIMBURSEMENT APPLICATION

Name:_________________________

Department:___________________

County Seniority Date:_________________

Educational Institution Attending:_____________________________

Course or courses to be taken (include title, course number and days and hours of attendance):_________________________________

____

____

Brief Description of the content of the course(s) (include projected cost of tuition and books):

____

____

____

____

PLEASE ATTACH PROOF OF SATISFACTORY COMPLETION OF THE COURSE(S) AND AND THE AMOUNT ACTUALLY EXPENDED FOR TUITION AND BOOKS.

I, ,fully understand that I must continue employment with the County of Monroe for three (3) years after completion of the course or courses. If my employment with the County of Monroe is terminated for any reason (voluntarily or otherwise), I will reimburse the County for all amounts expended.

____

Employee Signature Date

Approval _______ Disapproved _______

____
County Administrator/Financial Off.

Marked-up Copy

Section Name: Employee Relations Effective Date: September 10, 2002
Section Number: 400 Date of Revision:
Policy Number: 447
~~Page: 1 of~~ 3

Subject: Educational Reimbursement

Overview:

The County recognizes the skills and knowledge of its employees are critical to the success of the organization and enhancing services to the community. Educational reimbursement encourages personal employee development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the County.

Purpose:

To establish policies and procedures for educational reimbursement to ~~its~~ employees **of the County of Monroe**.

Scope:

This policy applies to all departments, co-employer, elected offices, and administrative units of the Monroe County Government.

Statement of Policy:

~~The County recognizes that the skills and knowledge of its employees are critical to the success of the organization. The education reimbursement program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the County.~~ **Move to Overview**

A. The County of Monroe determines it valuable to promote from within as an incentive for employee retention and continuous improvement and development of employee skills. The County is dedicated to investing in workforce skills and education to meet the mission of the County and to prepare employees for opportunities to grow and promote within the County government.

B. The policy is also a tool to recruit and attract employees to the organization and demonstrate a commitment to the value of a skilled, educated and trained workforce. The outcome of this approach and investment in employees is intended to enhance services to the community in efficient and effective operation across all offices and departments.

~~E.~~**C.** To be eligible for educational reimbursement, **an** employee~~s~~ must be employed in a regular full-time position and have completed at least one (1) year of **continuous** service with the County. **Employees on medical or administrative leave are not eligible.**

D. Eligible employees may be reimbursed **for the following qualifying expenses:**

1. Course of study pre-approved by the County upon determination the course of study

~~only for courses of study, which the County determines, are~~ **is** directly related to the employee's present job or ~~which~~ will enhance the employee's potential for advancement to a position within the County and ~~to which~~ the individual has a reasonable expectation of advancing **to**.

2. **Books and workbooks for either the cost of purchase or rental fee to rent books for course study.**
3. **Lab fees and expenses related to the educational institution's approved fee schedule.**
4. **Registration fees assessed by the educational institution for the enrolled coursework.**
5. **Travel, meals or other incidental expenses not specifically outlined in 1-4 are not eligible costs for reimbursement from the County.**

~~F.~~ In addition, to qualify for educational reimbursement, courses must be taken at an accredited institution.

~~G.~~**E.** Employees ~~who want~~ **seeking**educational reimbursement must obtain approval from the County Administrator/C**hief** ~~F~~**Financial** O**fficer** before enrollment **in any class or program (Employee Education Reimbursement Application)**. Such approval will not be granted without a positive recommendation **and supporting statement of the correlation to the employee's employment with the County** by the employee's supervisor. Supervisors must **identify,** obtain funding **or develop a plan** for the reimbursement before making a positive recommendation.

~~H.~~**F.** The County Administrator/C**hief** F**inacial** O**fficer in consultation with the Human Resources Director** will consider the following factors in evaluating requests for educational reimbursement:

1. The nature and purpose of the course of study~~;~~
2. The benefits to be derived by the employee and the County~~;~~
3. The employee's level of responsibility and length of service~~;~~
4. The estimated cost~~;~~**including a review and proposal statement by the department head/supervisor outlining the resources to fund the estimated cost of educational reimbursement;** and
5. **In addition, to qualify for educational reimbursement, courses must be taken at an accredited institution with classes taken in-person or on-line through virtual classrooms.**~~Any potential lost time while the employee participates in the program.~~

~~I.~~**G.** Employee reimbursement for eligible educational reimbursement will ~~normally~~ be based upon the grade received for the course, as follows:

1. For a grade of "A", 100% of reimbursable costs~~;~~
2. For a grade of "B", 75% of reimbursable costs~~; or~~
3. For a grade of "C", 50% of reimbursable costs~~.~~

~~J.~~**H.** Employees seeking reimbursement for educational expenses must submit to the Human Resources **Director an Employee Education Reimbursement Request for Payment Form,** ~~Department~~ a ~~certified~~ transcript of their grades and receipts for the expenses incurred within sixty (60) days after completion of the course**(s)**~~.~~ The County will then reimburse ~~to~~ the employee the applicable percentage of the cost of tuition, textbooks, **workbooks,** registration **fees**, **and** lab **fees, based on Section G above.** ~~oratory and library fees~~. **All supporting documents must be submitted with the request for payment.** However, employees who take courses at the specific request or direction of their supervisor may be reimbursed for all costs in advance.

~~K.~~**I.** Employees who, prior to completing an approved course, voluntarily leave the County or are terminated will not be reimbursed for the expenses associated with the course**/program**.

~~L.~~ Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily or are terminated within three (3) years from the date of reimbursement.

~~M.~~**J.** Employees are expected under normal circumstances to schedule class attendance and the completion of study assignment**s** outside of their regular working hours. **If this is not possible, the employee and department head shall develop an alternative or flexible work schedule to the extent possible while not impacting service to the public. Employees may also use available paid leave time or may request unpaid leave to attend class instruction. Further, employees may use County owned computer equipment and connectivity to conduct online classes subject to the approved schedule of the department head.**

~~N.~~ The Human Resources Department will maintain all records of the educational programs completed by each employee. ~~In addition, the County Board will be provided a listing of those employees seeking reimbursement on a quarterly basis.~~
~~I.~~**K.**

Definitions: ~~None.~~

~~O.~~**A. Employee: An individual who is employed full-time by the County of Monroe in the course of the County's mission and public service of local county government.**

~~P. Application: This policy shall apply to all departments and administrative units of Monroe County Government.~~ **Move to Scope**

Policy Compliance:

A. Conduct as Students. Employees shall conduct themselves at all times so as to reflect the t the standards of Monroe County Government. The County of Monroe is paying for student's education and the student should obtain the maximum amount of training and education so as to improve and maximize services provided by the County of Monroe.

B. Exceptions. In cases of unusual circumstances or conditions, the County Administrator/CFO may waive a section or requirement of this policy in consultation with the employee/student, Department Official/Head and Human Resources Director.

C. Responsibility: ~~The requisite Department Head and the County Administrator/CFO.~~

~~Q.~~

1. **Employee:** **It is the responsibility of the employee comply with the policy and to complete all forms as instructed.**
2. **Elected Officials/Judges/Department Heads or their designee(s):** **Complete the Department Recommendation section of the Employee Educational Reimbursement Application and to ensure compliance with this policy.**
3. **County Administrator/Chief Financial Officer:** **Approve or deny employees' requests and management of funds expends for educational reimbursement.**
4. **Human Resources:** **The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer**

~~R.~~ Administrative Procedure:

A. Application. Employees will submit **the Employee Education Reimbursement Application** ~~their request in writing~~ to their Department Head ~~thirty (30)~~ **forty-five (45)** calendar days prior to **the** registration **deadline** for **class or program** ~~each course~~ requested. The Department Head will submit the employee's request to the **County Administrator/Chief Financial Officer** ~~Human Resources Director~~ in a timely manner **but not less than twenty-five (25) days prior to the registration deadline**. **All supporting documents must be submitted with the application.**

~~S.~~**B.** **Request for Reimbursement. Employees seeking reimbursement for educational expenses must submit to the Human Resources Director an Employee Education Reimbursement Request for Payment Form, a certified transcript of their grades and receipts for the expenses incurred within sixty (60) days after completion of the course(s). All supporting documents must be submitted with the request for payment.**

~~T. Conduct as Students. Employees shall conduct themselves at all times so as to reflect the standards of Monroe County Government. The people of Monroe County are paying for student's education and the student should obtain the maximum amount of training and education so as to improve and maximize services provided by the County of Monroe.~~ **Moved to Policy Compliance**

~~U. Exceptions. In cases of unusual circumstances or conditions, the County Board upon recommendation may consider exceptions to this policy from the County Administrator/CFO.~~ **Moved to Policy Compliance**

~~V.~~**2.** Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 10, 2002.

Revised pursuant to action of the Monroe County Board of Commissioners,
Dated ~~____________________, ____.~~**2022**

~~EDUCATIONAL REIMBURSEMENT APPLICATION~~

~~Name:~~ ______________________________

~~Department:~~ _______________________

~~County Seniority Date:~~ ____________________

~~Educational Institution Attending:~~ ___________________________________

~~Course or courses to be taken (include title, course number and days and hours of attendance):~~ _______________________________________

____

____

~~Brief Description of the content of the course(s) (include projected cost of tuition and books):~~

____

____

____

____

~~PLEASE ATTACH PROOF OF SATISFACTORY COMPLETION OF THE COURSE(S) AND AND THE AMOUNT ACTUALLY EXPENDED FOR TUITION AND BOOKS.~~

~~I, ________________________________, fully understand that I must continue employment with the County of Monroe for three (3) years after completion of the course or courses. If my employment with the County of Monroe is terminated for any reason (voluntarily or otherwise), I will reimburse the County for all amounts expended.~~

____

~~Employee Signature~~ ~~Date~~

~~Approval~~ ________ ~~Disapproved~~ ________

____

~~County Administrator/Financial Off~~.

Updated Copy

Section Name: Employee Relations Effective Date: September 10, 2002
Section Number: 400 Date of Revision: September 20, 2022
Policy Number: 447

Subject: Educational Reimbursement

Overview:
The County recognizes the skills and knowledge of its employees are critical to the success of the organization and enhancing services to the community. Educational reimbursement encourages personal employee development through formal education so that employees can maintain and improve job-related skills or enhance their ability to compete for reasonably attainable jobs within the County.

Purpose:
To establish policies and procedures for educational reimbursement to employees of the County of Monroe.

Scope:
This policy applies to all departments, co-employer, elected offices, and administrative units of the Monroe County Government.

Statement of Policy:

A. The County of Monroe determines it valuable to promote from within as an incentive for employee retention and continuous improvement and development of employee skills. The County is dedicated to investing in workforce skills and education to meet the mission of the County and to prepare employees for opportunities to grow and promote within the County government.

B. The policy is also a tool to recruit and attract employees to the organization and demonstrate a commitment to the value of a skilled, educated and trained workforce. The outcome of this approach and investment in employees is intended to enhance services to the community in efficient and effective operation across all offices and departments.

C. To be eligible for educational reimbursement, an employee must be employed in a regular full-time position and have completed at least one (1) year of continuous service with the County. Employees on medical, or administrative leave are not eligible.

D. Eligible employees may be reimbursed for the following qualifying expenses:

1. Course of study pre-approved by the County upon determination the course of study is directly related to the employee’s present job or will enhance the employee’s potential for advancement to a position within the County and the individual has a reasonable expectation of advancing to.
2. Books and workbooks for either the cost of purchase or rental fee to rent books for

course study.

3. Lab fees and expenses related to the educational institution's approved fee schedule.
4. Registration fees assessed by the educational institution for the enrolled coursework.
5. Travel, meals or other incidental expenses not specifically outlined in 1-4 are not eligible costs for reimbursement from the County.
6. In addition, to qualify for educational reimbursement, courses must be taken at an accredited institution.

E. Employees seeking educational reimbursement must obtain approval from the County Administrator/Chief Financial Officer before enrollment in any class or program (**Employee Education Reimbursement Application**). Such approval will not be granted without a positive recommendation and supporting statement of the correlation to the employee's employment with the County by the employee's supervisor. Supervisors must identify, obtain funding or develop a plan for reimbursement before making a positive recommendation.

F. The County Administrator/Chief Financial Officer in consultation with the Human Resources Director will consider the following factors in evaluating requests for educational reimbursement:

1. The nature and purpose of the course of study
2. The benefits to be derived by the employee and the County
3. The employee's level of responsibility and length of service
4. The estimated cost including a review and proposal statement by the department head/supervisor outlining the resources to fund the estimated cost of educational reimbursement; and
5. In addition, to qualify for educational reimbursement, courses must be taken at an accredited institution with classes taken in-person or on-line through virtual classrooms.

G. Employee reimbursement for eligible educational reimbursement will be based upon the grade received for the course, as follows:

1. For a grade of "A", 100% of reimbursable costs
2. For a grade of "B", 75% of reimbursable costs
3. For a grade of "C", 50% of reimbursable costs

H. Employees seeking reimbursement for educational expenses must submit to the Human Resources Director an **Employee Education Reimbursement Request for Payment Form**, a transcript of their grades, and receipts for the expenses incurred within sixty (60) days after completion of the course(s). The County will then reimburse the employee the applicable percentage of the cost of tuition, textbooks, workbooks, registration fees, and lab fees, based on Section G above. All supporting documents must be submitted with the request for payment However, employees who take courses at the specific request or direction of their supervisor may be reimbursed for all costs in advance.

I. Employees who, prior to completing an approved course, voluntarily leave the County or are terminated will not be reimbursed for the expenses associated with the course/program. Employees seeking reimbursement for educational expenses must agree in writing to repay the County in full if they leave the County voluntarily or are terminated within three (3) years from the date of reimbursement.

J. Employees are expected under normal circumstances to schedule class attendance and the completion of study assignments outside of their regular working hours. If this is not possible, the employee and department head shall develop an alternative or flexible work schedule to the extent possible while not impacting service to the public. Employees may also use available paid leave time or may request unpaid leave to attend class instruction. Further, employees may use County owned computer equipment and connectivity to conduct online classes subject to the approved schedule of the department head.

K. The Human Resources Department will maintain all records of the educational programs completed by each employee.

Definitions:

A. Employee: An individual who is employed full-time by the County of Monroe in the course of the County's mission and public service of local county government.

Policy Compliance:

A. Conduct as Students. Employees shall conduct themselves at all times so as to reflect the standards of Monroe County Government. The County of Monroe is paying for students' education and the student should obtain the maximum amount of training and education so as to improve and maximize services provided by the County of Monroe.

B. Exceptions. In cases of unusual circumstances or conditions, the County Administrator/CFO may waive a section or requirement of this policy in consultation with the employee/student, Department Official/Head and Human Resources Director.

C. Responsibility:

1. Employee: It is the responsibility of the employee comply with the policy and to complete all forms as instructed.

2. Elected Officials/Judges/Department Heads or their designee(s): Complete the Department Recommendation section of the Employee Educational Reimbursement Application and to ensure compliance with this policy.

3. County Administrator/Chief Financial Officer: Final approval or denial of employees' requests and management of funds expensed for educational reimbursement.

4. Human Resources: The Human Resources Director shall have the responsibility for overseeing and implementing this policy under the guidance and direction of the County Administrator/Chief Financial Officer.

Administrative Procedure:

A. Application. Employees will submit the **Employee Education Reimbursement Application** to their Department Head forty-five (45) calendar days prior to the registration deadline for class or program requested. The Department Head will submit the employee's request to the County Administrator/Chief Financial Officer in a timely manner but not less than twenty-five (25) days prior to the registration deadline. All supporting documents must be submitted with the application.

B. Request for Reimbursement. Employees seeking reimbursement for educational expenses must submit to the Human Resources Director an **Employee Education Reimbursement Request for Payment Form,** a certified transcript of their grades and receipts for the expenses incurred within sixty (60) days after completion of the course(s). All supporting documents must be submitted with the request for payment.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated September 10, 2002.

Revised pursuant to action of the Monroe County Board of Commissioners, dated September 20, 2022.

EMPLOYEE EDUCATION
REIMBURSEMENT APPLICATION

Employee Information:		School/Program Attending Information:
Employee Last Name, First, MI	Department/Office	Name of School/Program
Current Job Title	Date of FT Hire	Street Address City, State, Zip
Email Address		Website

Program Dates:	Type of Course:	Toward Degree of:
Start Date:	☐ In class	☐ Associate - Major:
	☐ On-Line	☐ Bachelor - Major:
Anticipated End Date:		☐ Masters - Major:
		☐ Other (non-degree Certificate):

Give a degree/program description and how it is related to your current position and/or future advancement opportunities(attach an official course/program description from the school's website):

Estimated total cost of tuition, books, lab fees, or other eligible costs (verification of tuition cost must be attached):

I, ____wish to enroll in the above course/program. I have read the policy and procedure regarding education reimbursement and agree to the terms outlined. I understand that grades or other evidence of satisfactory completion must be provided.

Employee Signature: ____ Date: _________________

I, ______________________________________, fully understand that I must continue employment with the County of Monroe for three (3) years after completion of the last course/courses taken. If my employment with the County of Monroe is terminated for any reason (voluntarily or otherwise), I will reimburse the County for all amounts expanded.

Employee Signature: ____ Date: _________________

Department Recommendation

_______ Approved **_______Not approved**

Department Head/Supervisor Statement: Provide a statement on the position of the department in support or non-support of the employee's request for seeking educational reimbursement. Explain how the employee is positioned for advancement within the department or County and how the coursework/program will enhance the employee's skill set or education to strengthen the department's ability to deliver public services.

Funding Plan: Describe the department's plan or outline to be able to support the employee's education reimbursement including whether the expenses are an allowable cost under any funding formula the department receives funding to operate (include multiple years if applicable and account number(s) to be charged):

Department Head / Supervisor Name: ______________________________________

Department Head/ Supervisor Signature: ____ Date: ________________

County Administrator/Chief Financial Officer Approval

_______ Approved **_______ Not Approved**

Comments: ____

____

County Administrator/Chief Financial Officer: ____Date: ________________

Account # to be charged: ____

EMPLOYEE EDUCATION REIMBURSEMENT REQUEST FOR PAYMENT

Employee Name:	
Employee Vendor #:	
Department:	
Approval Date of Education Reimbursement Application:	
Educational Institution Attending:	
Degree/ Certificate:	
Semester Requesting Reimbursement:	
Date Submitted:	

Course Title	Grade Received	Reimbursement %	Tuition Cost	Book/Fee Cost	Total Cost	Eligible Reimbursement
	A	100%	$ -	$ -	$ -	$ -
	B	75%	$ -	$ -	$ -	$ -
	C	50%	$ -	$ -	$ -	$ -

Course Title	Grade Received	Reimbursement %	Tuition Cost	Book/Fee Cost	Total Cost	Eligible Reimbursement
	A	100%	$ -	$ -	$ -	$ -
	B	75%	$ -	$ -	$ -	$ -
	C	50%	$ -	$ -	$ -	$ -

Request for Payment Amount $ -

Request must include the following documents:

- Transcipt Grades
- Verification of Tuition Payment
- Verification of Book/Fee Payment

In accordance with Policy #447, Educational Reimbursement, I certify that this statement of my costs is complete and accurate to the best of my knowledge.

Employee Signature: ______________________ Date: __________

CENTRAL OFFICE USE ONLY

Authorization of Payment:

Vendor # ______________________

Account # ______________________

Amount: ______________________

Memo: ______________________

Approved By: ______________________

Title: ______________________

Date: ______________________

Current Copy

Section Name:	Employee Relations	Effective Date: May 10, 1994
Section Number:	300	Date of Revision: February16, 2021
Policy Number:	307	

Subject: Employee Expense Reimbursement

Purpose:
The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized expenses while conducting official business of the County.

Scope:
This policy shall apply to all departments and administrative units of Monroe County government

Statement of Policy:

A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.

B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.

C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:

1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.

2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

Meals:	
Breakfast	$ 8.00
Lunch	$12.00
Dinner	$22.00

Gratuity shall not exceed 20%

a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast will only be paid when travel starts prior to 6:00 a.m. Lunch is reimbursable only when travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m. Dinner will only be paid when travel extends beyond 7:00 p.m. Meal allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence.

b. If meals are included with registration, corresponding meals are not reimbursable. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:

- Was not sufficient as a meal
- Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
- Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
- Other relevant factors the employee may present

D. Overnight Lodging: *Generally*, reimbursement may be made for actual expenditures for overnight accomodations, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum	$130.00
Double, per day, per person,	$ 75.00 maximum
* Tax included	

2. If the destination is more than 120 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.

3. If official business terminates after 6:00 p.m. and the location is more than 120 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

4. If the temporary work location is more than 120 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

5. These are *general rules;* there may be traffic, construction, inclement weather or other relevant factors which the employee may present if an employee's

circumstance does not meet the general rules. The employee must request approval prior to booking the hotel room.

6. Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

7. Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.

8. Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.

E. <u>Special Cases</u>. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.

F. <u>Emergency Lodging</u>. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.

G. <u>Conventions, Conferences, or Group Functions</u>. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:

1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.

2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals

are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.

H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.

I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.

K. Alcoholic Beverages. No alcoholic beverages will be paid for by the County.

L. Map Mileage, Coach, or special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.

1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.

2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

<u>Definitions</u>:

A. <u>The reasonably prudent person-</u> The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

<u>Policy Compliance:</u>

A. <u>Responsibility</u>:

1. <u>Employee</u>- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.

2. <u>Elected Official/Judges/Department Head/Authorized Representative</u>- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.

3. <u>County Administrator/Chief Financial Officer</u>- The County Administrator /CFO shall be responsible for administrating this policy.

<u>Administrative Procedure</u>:

All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

A. All travel expense claims shall be prepared and submitted on the standard Employee Expense Reimbursement Form, and must be itemized. All travel related expenses shall be reported on the standard Employee Expense Reimbursement Form. Forms are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms.

B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.

C. Expense reimbursement forms shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.

D. Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy. Meal costs shall not include gum, candy, or breath mints.

E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the policy administrator.

F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.

G. All expense items contained on the Employee Expense Reimbursement form must appear in chronological order and all expenses for the period must be included.

H. Dates of travel must be shown on the Employee Expense Reimbursement form must include the places between which travel was incurred.

I. The description column of the travel voucher must include the places between which travel was incurred.

J. For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee's place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.

K. Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.

L. The certification on each Employee Expense Reimbursement form shall be attested to by the signature of both the employee and the elected official/department head, or the authorized representative shall be authorized to sign said form.

M. The nature of the official business must also be shown in the space provided. Blanket statements such as "on official business" or "as directed", are not acceptable.

N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 10, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999, February 27, 2001 and February 16, 2021.

Michigan Department of Treasury guidelines on unlawful expenditures

Copied from:
http://www.mi.gov/documents/treasury/Audit_Manual_for_LUG_in_Michigan_383593_7.pdf

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether an expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.

2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).

3. Public Celebrations and Events: MCL 123.851 specifically allows cities, villages and townships to expend money for observances of Armistice (Veterans), Independence and Memorial Days and Diamond Jubilee or Centennial celebrations. MCL 46.11a specifically

allows counties to appropriate money for the celebration of Armistice (Veterans) Day. It is improper for a unit of government to expend public money for an annual picnic or other celebration that is not specifically authorized by law and does not serve a public purpose. The Michigan Supreme Court in Wayne County v Hathcock, 471 Mich 445, 462; 684 NW2d 765 (2004), defined “public purpose” as having “for its objective the promotion of the public health, safety, morals, general welfare, security, prosperity, and contentment of all the inhabitants or residents within the municipal corporation, the sovereign powers of which are used to promote such public purpose.”

4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose. Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of “public purpose” in item 3 above.

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of “public purpose” in item 3 above.

6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.

7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.

8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.

9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization

must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.

10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).

12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

13. Mileage Reimbursements: Local units should follow the IRS guidelines for determining which travel is considered a "business purpose." Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.)This means that commuting from home to work and back is not to be reimbursed.

14. Private Roads: Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)

15. Per Diem Payments to Township Supervisor, Clerk or Treasurer: When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.

16. Flowers to the Sick or Departed: Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Marked-up Copy

Section Name:	Employee Relations	Effective Date: May 10, 1994
Section Number:	300	Date of Revision: **September ___2022**~~February16, 2021~~
Policy Number:	307	
Subject:	Employee Expense Reimbursement	

Purpose:
The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized **and eligible** expenses while conducting official business of the County.

Scope:
This policy shall apply to all departments**, co-employer, elected offices** and administrative units of Monroe County government

Statement of Policy:

A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.

B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.

C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:

1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.

2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

Meals:

Breakfast $ 8.00

Lunch $12.00
Dinner $22.00
Gratuity shall not exceed 20%

a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast **is reimbursable** ~~will only be paid~~ when travel starts prior to 6:00 a.m. **and breakfast is purchased prior to 10:00 a.m.** ~~–~~Lunch is reimbursable ~~only~~ when travel commences prior to 11:30 a.m. and **lunch is purchased prior to**~~extends beyond~~ 2:00 p.m. Dinner **is reimbursable** ~~will only be paid~~ when travel extends beyond 7:00 p.m. **Meals include prepared meals at dine-in establishments, packaged meals or food products, buffet style or fast food meals.** Meal allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence **as outlined above**. **If any meal is purchased outside of the time windows, note the exception and short explanation for qualifying reimbursement.**

b. Any consumable food product or drink is eligible for reimbursement up to the maximum amount, for breakfast, lunch and dinner provided it is not one of the following items that are not eligible reimbursement:

~~a.~~ **Alcoholic beverages, candy bars, gum, mints, and jerky products-are not eligible for reimbursement.**

~~b.~~**c.** If meals are included with registration **costs of the event**, corresponding meals are not reimbursable **nor are meals purchased separately when included as part of the event registration**. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:

- Was not sufficient as a meal
- Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
- Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
- Other relevant factors the employee may present

D. Overnight Lodging: *Generally*, reimbursement may be made for actual expenditures for overnight ~~accomodations~~**accommodations**, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum $~~130.00~~ **160.00**

Double, per day, per person, **maximum** ~~——————~~ $ ~~75.00~~ **100.00**~~maximum~~
* Tax included

2. If the destination is more than 1**0**~~2~~0 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.

3. If official business terminates after **7**~~6~~:00 p.m. and the location is more than 1**0**~~2~~0 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

~~4.~~ If the temporary work location is more than 1**0**~~2~~0 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

~~5.~~**4.** These are *general rules;* there may be traffic, construction, inclement weather or other relevant factors~~ which~~ the employee may present if an employee's circumstance does not meet the general rules. **It may include the employee's presentation as part of the seminar, conference, etc., and involve preparation with other panelists/presenters prior to the actual presentation and require additional housing.** The employee must request approval prior to booking the hotel room.

~~6.~~**5.** Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

~~7.~~**6.** Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.

~~8.~~**7.** Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.

E. Special Cases. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.

F. Emergency Lodging. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.

G. Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:

1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.

2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.

H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.

I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.

~~K. Alcoholic Beverages. No alcoholic beverages will be paid for by the County.~~

~~L.~~**K.** Map Mileage, Coach, or special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.

1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.

2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

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A. Responsibility:

1. Employee- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.

2. Elected Official/Judges/Department Head/Authorized Representative- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.

3. County Administrator/Chief Financial Officer- The County Administrator /C**hief Financial Officer**~~FO~~ shall be responsible for administrating this policy.

Administrative Procedure:

All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

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B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.

C. Reimbursement requests shall be **for** a minimum of $15.00~~. If~~ **un**less **the employee is submitting for a single expenditure reimbursement and not part of regular monthly reimbursement requests.** ~~than $15.00, the reimbursement should be held until the request meets the minimum threshold unless there is a compelling reason to provide reimbursement more immediately (such as at the end of the fiscal year or grant period).~~ When requesting less than $15.00 for reimbursement, the reason must be provided at the time of the reimbursement request **(examples: single purchase, at the end of the fiscal year or grant period).**~~.~~ Expense reimbursement forms which meet the minimum threshold shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator. ~~Expense reimbursement forms shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.~~

~~D.~~ Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy. ~~Meal costs shall not include gum, candy, or breath mints.~~

D.

E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the **County** ~~policy~~ **A**~~a~~dministrator**/Chief Financial Officer** .

F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.

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N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

Only employees who are on regular duty may attend a conference, seminar or educational program and be eligible for reimbursement or County paid costs of attending. Employees or officials who are on medical leave, disability leave or otherwise not performing regular duties are not eligible to attend. Employees may be on vacation status while attending a conference, seminar or education program and be eligible for reimbursement or County paid costs of attendance.

~~N.~~ **Further, employees and officials who have announced or have plans in place to leave employment or retire or will not be eligible for continued employment within six (6) months of the conference, seminar or education program are not eligible for reimbursement or County paid costs of attendance. This applies except for occurrences where the employee or official is a presenter as part of the event. Prior approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation that the employee or official is part of the program presentation prior to incurring costs.**

Legislative History of Authority for Creation or Revision:

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Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999, February 27, 2001, ~~and~~ February 16, 2021 **and August ___2022**.

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4. Providing Coffee, Food, etc.: The purchase of coffee, food, etc., must be for a public, not an individual or private group or purpose. These expenditures for use at a regular or special meeting where the public is also participating in the coffee, food, etc., for fire fighters, volunteer or full-time employees, when working an extended period of time or when dedicating public buildings are normally considered expenditures for a public purpose. Coffee, food, etc., for employees use during normal working hours is considered personal, not for a public purpose, and improper unless specifically provided for in a collective bargaining agreement or duly adopted employment policy of the governmental unit (fringe benefit). See the definition of "public purpose" in item 3 above.

5. Retirement/Recognition Functions and Employee and Retiree Gifts: Retirement functions, gifts or plaques for employees or officials, recognition dinners for volunteer fire fighters or ambulance staff are usually not for a public purpose, therefore, not an allowable expense. Travel and meals as part of the cost of training volunteers to perform emergency services within the local unit are deemed a public purpose, payable as an expense when properly budgeted, authorized and approved. See the definition of "public purpose" in item 3 above.

6. Historical Activities: MCL 399.161 allows a township to appropriate money that the township board believes advances and fosters historical interests of the township. MCL 399.171 and 399.172 allow a city, county, township or village to individually appropriate money or jointly create a commission to advance the historical interests of the unit or units. MCL 399.201-399.215 allow a city, county, township or village to establish historical districts and a commission to preserve and refurbish historical structures.

7. Juvenile Delinquency--Youth Centers: MCL 123.461 allows a county, city, township or village to operate centers open exclusively to youths under 21 years of age and aimed at curbing juvenile delinquency within the community.

8. Economic Development: MCL 125.1601-125.1636 allows a county, city, village or township to incorporate an economic development corporation, file articles of incorporation and fund projects of said EDC, which are for a public benefit. MCL 125.1231 - 125.1237 allows county commissioners to create a county commission to promote economic development and provide in the county budget for the expenses of the commission.

9. Senior Citizens, Older Persons: MCL 400.571 - 400.577 allows a county, township, city or village to provide services to persons 60 years or older. Appropriations to a private organization must be specified in a contract. The terms of the contract must be published within 10 days of its approval in a local newspaper specifying the contract terms and services to be performed.

10. Legal Expenses: A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).

12. Training and Education: Registration fees, lodging, travel, and meals while in attendance at useful public informational or educational workshops and seminars are appropriate.

13. Mileage Reimbursements: Local units should follow the IRS guidelines for determining which travel is considered a "business purpose." Mileage of officials (except county finance committee and board of commissioners. See MCL 46.52 and 46.62) and employees to and from their residence to the city, township or village hall, county building or meeting rooms is not to be reimbursed. (Mileage paid to county commissioners must be included on their W-2 forms as taxable income.)This means that commuting from home to work and back is not to be reimbursed.

14. Private Roads: Expenses for private roads are the responsibility of the private owners of the road and it is inappropriate to use public funds for such purpose. However, this does not prohibit a local unit from assisting the private road owners by levying a special assessment for improving or maintaining a private road, as long as the special assessment is designed to cover 100% of the costs associated with the private road. (Public Act 188 of 1954, as amended, being MCL sections 41.721 - 41.738)

15. Per Diem Payments to Township Supervisor, Clerk or Treasurer: When the supervisor, clerk or treasurer is paid on a salary basis, it is inappropriate to pay extra or a per diem for attendance at meetings (MCL 41.95). (Check city and village charters for their compensation procedures or restrictions.) Extra compensation for summer tax collections is inappropriate, unless part of the initial salary resolution or is authorized within statutory procedures for an increase in salary.

16. Flowers to the Sick or Departed: Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Updated Copy

Section Name:	Employee Relations	Effective Date: May 10, 1994
Section Number:	300	Date of Revision: September 20, 2022
Policy Number:	307	

Subject: Employee Expense Reimbursement

Purpose:
The purpose of this policy is to establish guidelines, procedures and allowed amounts for reimbursement of authorized and eligible expenses while conducting official business of the County.

Scope:
This policy shall apply to all departments, co-employer, elected offices and administrative units of Monroe County government

Statement of Policy:

A. Expenses Incurred. Expenses incurred by employees for out of pocket costs or travel expenses are the ordinary and necessary expenses for a bona fide business purpose. All officers and employees conducting or traveling on official business are expected to exercise the same care in incurring expenses that a reasonably prudent person would exercise if traveling on personal business. Travel must be planned using the most practical cost-effective means. Employees should carpool whenever practical. Travelers incurring expenses based on personal preferences are responsible for paying any additional costs. If the training is available through a webinar/teleconference option rather than in person attendance, employees and department heads should consider the value of this option as opposed to travel.

B. Reimbursements for Travel. Reimbursements for travel related expenses shall not exceed amounts budgeted by the Monroe County Board of Commissioners. Departments submitting requests in excess of budget amounts must obtain supplemental appropriations prior to incurring additional expenses or expenses beyond the amount budgeted.

C. General Reimbursement Rates. The following rates will be used to reimburse employees for expenses incurred while on approved official business of the County:

1. Mileage: The rate of vehicle mileage reimbursement shall be as established and adjusted in accordance with the Internal Revenue Service (IRS) published rates and guidelines.

2. The below amounts are the maximum amounts of reimbursement or allowed expense per employee:

Meals:	
Breakfast	$ 8.00
Lunch	$12.00
Dinner	$22.00

Gratuity shall not exceed 20%

a. Itemized meal receipts are required and must show date, time, location and items purchased. Breakfast is reimbursable when travel starts prior to 6:00 a.m. and breakfast is purchased prior to 10:00 a.m. Lunch is reimbursable when travel commences prior to 11:30 a.m. and lunch is purchased prior to 2:00 p.m. Dinner is reimbursable when travel extends beyond 7:00 p.m. Meals include prepared meals at dine-in establishments, packaged meals or food products, buffet style or fast food meals. Meal allowances cannot be aggregated into a single daily allowance. Each meal allowance and reimbursement is a separate occurrence as outlined above. If any meal is purchased outside of the time windows, note the exception and short explanation for qualifying reimbursement.

b. Any consumable food product or drink is eligible for reimbursement up to the maximum amount, for breakfast, lunch and dinner provided it is not one of the following items that are not eligible reimbursement:

   Alcoholic beverages, candy bars, gum, mints, and jerky products are not eligible for reimbursement.

c. If meals are included with registration costs of the event, corresponding meals are not reimbursable nor are meals purchased separately when included as part of the event registration. Exceptions will be considered on a case-by case basis based on such factors, which must be presented with the reimbursement request, as:
   - Was not sufficient as a meal
   - Employee was unable to consume the furnished meal(s) because of medical requirements or a religious belief
   - Employee made a reasonable effort to make alternative meal arrangements, but was unable to do so
   - Other relevant factors the employee may present

D. Overnight Lodging: *Generally*, reimbursement may be made for actual expenditures for overnight accommodations, subject to the following restrictions and limitations:

1. Rates:

Single, per day, maximum	$ 160.00
Double, per day, per person, maximum	$ 100.00

* Tax included

2. If the destination is more than 100 miles from the normal work location, and if the individual must be at the destination at or before 8:00 a.m., an official or employee may elect to stay overnight the preceding calendar day.

3. If official business terminates after 7:00 p.m. and the location is more than 100 miles from the normal work location, the official or employee may remain overnight and commence travel the following morning.

If the temporary work location is more than 100 miles from the normal work location and the duration is more than one day, the night between such workdays may be spent in the immediate vicinity and reimbursement claimed for the cost of lodging.

4. These are *general rules;* there may be traffic, construction, inclement weather or other relevant factors the employee may present if an employee's circumstance does not meet the general rules. It may include the employee's presentation as part of the seminar, conference, etc., and involve preparation with other panelists/presenters prior to the actual presentation and require additional housing. The employee must request approval prior to booking the hotel room.

5. Reimbursement shall be limited to the cost of a single room at prevailing rates for accommodations normally used in business. If a double room is shared with a County Official or employee, each may claim reimbursement for one-half (½) the rate. If a double room is shared with a non-employee or an employee not of the specific department and not attending the conference/training, reimbursement may be claimed for the amount equal to the rate for a single occupancy accommodation.

6. Meal Reimbursement guidance also applies when an employee is lodging overnight and is therefore eligible for breakfast meal allowance reimbursement. If breakfast is provided by the hotel, no additional reimbursement may be claimed. Lunch meal allowance reimbursement applies when the event continues through the day and into the lunch period defined as between 11:00 a.m. and 2:00 p.m.

7. Overnight lodging must be documented with a detailed itemized receipt from the hotel or lodging facility in order to qualify for approved reimbursement.

E. <u>Special Cases</u>. When conferences are held at a conference center, hotel or lodging facility and if meals, registration and lodging at the facility exceed the above schedule, authorization is required from the County Administrator/Chief Financial Officer prior to incurring costs in excess amount of the allowable rates.

F. <u>Emergency Lodging</u>. In an emergency situation where an employee incurs lodging costs in excess of the allowable rates, a department head may recommend payment of the excess amount. Approval must be obtained from the County Administrator/Chief

Financial Officer based on supporting documentation and justification from the department head prior to incurring costs in excess amount of the allowable rates.

G. Conventions, Conferences, or Group Functions. Whenever it becomes necessary for an employee to attend a pre-scheduled convention, conference, seminar, educational or training session or group function (event) and costs associated with this event have been approved in the County's annual budget, the following provisions apply:

1. Reimbursement for expenses to and from the event site will be at the normal rates included in Section C. A full explanation must be given on the County published travel expense reimbursement form, including the name of the event. Copies of the convention agenda, reservation form, conference schedule and meals included in the conference agenda shall be attached as supporting documents for the amount of the reimbursement.

2. Employees will be reimbursed actual expenses for lodging, group luncheons, banquet, and educational/program materials whenever such lodging and meals are in conjunction with an approved event. The County will make advance payment of the lodging and event registration via credit card as the primary method of advance payment rather than direct to employees. Advance payment for these expenses will be allowed upon submission of supporting documents for the event and consistent with the County Credit Card policy and procedures for use.

H. Guest Meals. The cost of guest (non-family member) meals is allowable only if it can be shown that such cost was incidental and necessary to conduct official County business. Meal expense shall be reimbursed at actual cost, not to exceed rates established in Section C. Full explanation must be given on the voucher, including the name of and position held, by the guest or guests. Receipts must be attached to vouchers. Federal regulations prohibit the use of federal funds, which give the appearance of kickbacks or gratuities to vendors, or recipients of services.

I. Cash Advances. The County Administrator/Chief Financial Officer shall be authorized to approve travel advances of the estimated amount to employees for pre-approved events covering the estimated lodging, meals, and registration fees. Advances shall not be made for estimated mileage expenses. A request shall be made in writing on the County credit card authorization form to the County Administrator/Chief Financial Officer in advance of the scheduled conference setting forth the purpose of the trip, expected travel period, method of transportation and those costs that must be paid in advance. Upon return from the trip, an accounting must be made on the approved travel voucher, listing the expenses of the trip and the amount of cash advance received. Any excess of funds advanced to the employee must be returned to the County Treasurer immediately upon return from the trip. No travel advances shall be made to any department that has an outstanding travel advance voucher over thirty (30) days old. Any amounts owing to the employee shall be reimbursed in the manner outlined above. The County Administrator/Chief Financial Officer shall be authorized to make travel advances of the total estimated amount for lodging, travel, meals, and other costs of all travel related expenses for extradition of prisoners to or from the County.

J. Discount Rate Registration and Fees. If a discount rate for an event, including rates for lodging and/or registration fees is made available to attendees, employees must register within the allowable dates to obtain the group discounted rate(s). Failure to do so will limit the allowable reimbursement amounts to the discounted rate, unless prior approval is requested to the Administrator/Chief Financial Officer with supporting rationale as to why the discounted group rate was not secured within the allowable time.

K. Map Mileage, Coach, or special Fares. Whichever is less, will be paid for out-of-state airline trips. The lowest available airline fare or special fare will be paid when air travel is more feasible for out of county travel exceeding 300 miles.

   1. All air travel reservations are based on the event dates. Staff that wish to travel outside of the event dates must make their own reservations using their own funds and submit itemized receipts for reimbursement with the understanding that reimbursement may not be paid in full.

   2. Baggage Fees: Travelers will be reimbursed for one piece of personal luggage with appropriate receipts; fees for additional or overweight luggage are not reimbursable. Reimbursement of baggage fees for business-related materials is allowed with a receipt and detailed explanation.

Definitions:

A. The reasonably prudent person- The reasonably prudent person is a concept or standard in the law entailing a hypothetical person that acts in a manner society might expect of a normal, reasonable person under the same or similar circumstances. There is no technical and universally applied definition, and thus it varies between contexts.

Policy Compliance:

A. Responsibility:

   1. Employee- Each employee submitting a travel expense claim is responsible for following the reimbursement procedures outlined in this policy.

   2. Elected Official/Judges/Department Head/Authorized Representative- Shall approve the reimbursement request and will be held responsible for their certification for all items of expense as being necessary, reasonable and correct.

   3. County Administrator/Chief Financial Officer- The County Administrator /Chief Financial Officer shall be responsible for administrating this policy.

Administrative Procedure:

All employees who incur expenses in the performance of the County's business, shall submit requests for reimbursement in accordance with the following procedure:

A. All travel expense claims shall be prepared and submitted on the standard Employee Expense Reimbursement Form, and must be itemized. All travel related expenses shall be reported on the standard Employee Expense Reimbursement Form. Forms are as prepared by the Finance Department and posted on the County intranet as fillable electronic forms.

B. The expense of only one (1) employee shall be included on a single expense reimbursement form. If an employee pays for the cost of other or additional employees, then the costs expended may be submitted on a single expense reimbursement form for reimbursement at the allowable rate with all supporting receipts. The reimbursement form shall list the additional employees for which costs were incurred.

C. Reimbursement requests shall be for a minimum of $15.00, unless the employee is submitting for a single expenditure reimbursement and not part of regular monthly reimbursement requests. When requesting less than $15.00 for reimbursement, the reason must be provided at the time of the reimbursement request (examples: single purchase, at the end of the fiscal year or grant period). Expense reimbursement forms which meet the minimum threshold shall not cover a period of more than one (1) calendar month unless approved as an exception by the policy administrator.

D. Receipts must be attached for all items of expense, except for mileage. Reimbursement for meals shall not exceed the rates established within this policy.

E. Employees will not be reimbursed for meal expenses while on official business within the geographic boundaries of Monroe County unless the expenses are for training or educational programs pre-approved by the County Administrator/Chief Financial Officer.

F. Any other expense incurred by the employee for operating supplies in the furtherance of County business shall be submitted with accompanying receipt(s) for reimbursement of the actual cost. At a minimum expenses shall comply with the Michigan Department of Treasury guidelines on unlawful expenditures that is attached and made a part of this policy.

G. All expense items contained on the Employee Expense Reimbursement form must appear in chronological order and all expenses for the period must be included.

H. Dates of travel must be shown on the Employee Expense Reimbursement form must include the places between which travel was incurred.

I. The description column of the travel voucher must include the places between which travel was incurred.

J. For travel by privately owned vehicles, all point-to-point mileage must be shown. Only actual mileage incurred will be allowed. Mileage will be paid from the employee’s place of work to their destination or from the actual point of departure, whichever is less. "Vicinity" mileage must be shown at each point where incurred.

K. Miscellaneous expenses must be shown under the actual date they are incurred and explanations included where required. All required receipts (i.e. cab fare, parking, hotels, etc.) must be attached. Parking expenses shall be at the lowest available rate. Valet parking, premium parking or secured parking expenses will only be reimbursed at the lowest non-valet, non-premium or unsecured parking rate available at the event.

L. The certification on each Employee Expense Reimbursement form shall be attested to by the signature of both the employee and the elected official/department head, or the authorized representative shall be authorized to sign said form.

M. The nature of the official business must also be shown in the space provided. Blanket statements such as "on official business" or "as directed", are not acceptable.

N. Employees recognize that while attending educational programs, seminars, conferences and business meetings they are attending during working hours and are on duty or on the clock. As such, they shall conform to proper conduct as County employees and endeavor to best represent the County of Monroe. Further, as on duty employees, the employee shall be available to the Department or Office to respond as needed and as a management employee or supervisor shall contact the Department or Office periodically to remain aware and informed of operations during their physical absence from work.

Only employees who are on regular duty may attend a conference, seminar or educational program and be eligible for reimbursement or County paid costs of attending. Employees or officials who are on medical leave, disability leave or otherwise not performing regular duties are not eligible to attend. Employees may be on vacation status while attending a conference, seminar or education program and be eligible for reimbursement or County paid costs of attendance.

Further, employees and officials who have announced or have plans in place to leave employment or retire or will not be eligible for continued employment within six (6) months of the conference, seminar or education program are not eligible for reimbursement or County paid costs of attendance. This applies except for occurrences where the employee or official is a presenter as part of the event. Prior approval must be obtained from the County Administrator/Chief Financial Officer based on supporting documentation that the employee or official is part of the program presentation prior to incurring costs.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated May 10, 1994.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 24, 1999, February 27, 2001, February 16, 2021 and September 20, 2022.

Michigan Department of Treasury guidelines on unlawful expenditures

Copied from:
http://www.mi.gov/documents/treasury/Audit_Manual_for_LUG_in_Michigan_383593_7.pdf

Local units of government in Michigan are only allowed to incur expenditures for a valid public purpose. The local unit is the steward of public resources, and they may not be used for a private purpose. Determining whether an expenditure is for a valid public purpose is a legal consideration. Often the local unit's legal counsel can be helpful in making this determination. There are numerous state statutes, court cases and attorney general opinions that define allowable expenditures. As a guide, the following is a list of the more common types of questionable expenditures:

1. Charitable Donations to Non-Profit Organizations: Unless the payment is in exchange for the provision of a governmental service that the local unit could have provided itself, this is not a valid public purpose. In general, such expenditures should be documented through a written agreement. This prohibition includes churches, veterans' organizations, community organizations, Little League, Boy Scouts, Big brothers/ Big Sisters, etc.

2. Donations to a Private Ambulance or EMS Service: MCL 333.20948 authorizes local governmental units to contract for ambulance services. This would only be allowed if there is a written agreement providing that the payment is in consideration for services rendered (which service the local unit could have provided with its own employees).

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10. <u>Legal Expenses:</u> A governmental unit is not authorized to expend public money to assist residents with legal costs in defending the homeowners from possible civil action by a neighboring city to condemn their property for public use by the city. We are unable to see a "public purpose" for the township in this expenditure. Also this expenditure may be prohibited under the provisions of Article 9, Section 18 of the 1963 Michigan Constitution that prevents a governmental unit from lending its credit to the aid of any person, association or corporation, public or private, except as authorized in the Constitution.

11. Membership Dues: Membership dues to governmental associations such as MTA, MML, MAC and similar organizations that advise, inform and educate officials and employees are appropriate. (See court decision Hayes v City of Kalamazoo, 316 Mich. 443).

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16. Flowers to the Sick or Departed: Local governments do not have authority to expend money for floral gifts. (Attorney General Opinion Number 2346 dated July 18, 1956)

Current Copy

Effective Date: April 13, 1999

Section Name: Employee Relations
Section Number: 400
Policy Number: 431

Subject: Co-op Employees

1. Purpose. The purpose of this policy is to establish a system for hiring Co-op employees.

2. Statement of Policy:

2.1 All co-op positions shall be approved in advance by the Administrator/Chief Financial Officer. If approved by the Administrator/Chief Financial Officer, all co-op positions shall be processed through the Human Resource Department. When a Department Head submits a request to hire a co-op student, they must notify the Human Resource Department. The Human Resource Department will contact all participating schools to solicit, register, and refer participants to the Department Head for interview and selection. Department Heads are not to work independently of the Human Resource Department in placing such participants.

2.2 No co-op employee shall be placed on the County's payroll system until they have been approved and processed by the Human Resource Department.

2.3 The Human Resource Director will forward all applicable personnel and payroll forms to the payroll department.

2.4 All co-op employees shall be paid the Federal minimum hourly wage.

2.5 A co-op shall not be entitled to merit or step increases.

2.6 All costs incurred through the use of co-ops shall be charged to the department being served by the co-op.

3. Definitions:

3.1 Co-op Student: A co-op student is defined as high school students, or post secondary education level student temporarily placed with the County for a definitive number of hours per week within a definitive time frame to gain work experience in an office environment. Co-ops are not entitled to any benefits.

3.2 Participating Schools: Participating Schools are defined as schools that participate in the Co-op program and are accredited as participating Co-op program and provide scholastic credits for the Co-op program.

4. Application: This policy applies to all departments of the County of Monroe.

5. Responsibility: The Human Resource Director will have the responsibility for overseeing and implementing this policy.

6. Administrative Procedures: None

7. Legislative History of Authority for Creation or Revision:

   Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999.

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

Marked-up Copy

Section Name: Employee Relations
Section Number: 400
Policy Number: 431
~~Page: 1 of 2~~
Subject: **Intern and** Co-op Employees

Effective Date: April 13, 199
Date of Revision: August, 2022

Overview:

The County is recognized as a quality employer and has the ability to share a valuable and structured work experience for the next generation of ~~our~~ workforce. Where possible, the County desires to collaborate with community educational partners to provide work sites where students can gain first-hand experience and knowledge of work in their intended fields of interest and at the same time provide the County and its citizens will valuable work performance.

Purpose. The purpose of this policy is to establish a system for hiring **temporary or part time employees categorized as interns, law clerks and** co-op employees.

Scope:

This policy applies to all **offices and** departments of the County of Monroe **Government**.

Statement of Policy:

A. All **intern, law clerk and** co-op positions shall be approved in advance by the Administrator/Chief Financial Officer. If approved by the Administrator/Chief Financial Officer, all ~~co-op~~ positions shall be processed through the Human Resource Department. When a**n Elected Official and/or** Department Head submits a request to hire **under this policy**~~a co-op student~~, they must ~~notify the Human Resource Department. The Human Resource Department will~~ **coordinate with the** ~~contact all~~ participating school~~s~~ and the Human Resources Department to ~~solicit,~~ **ensure the student is employed following applicable requirements.** ~~register, and refer participants to the Department Head for interview and selection.~~ **To ensure compliance with employment law and related requirements, offices/departments** ~~Department Heads~~ are not to work independently of the Human Resource Department in **hiring under this policy**~~placing such participants~~.

B. No **intern, law clerk or** co-op employee shall **perform work or** be placed on the County's payroll system until they have been approved and processed by the Human Resource Department **upon receipt of all employment documentation submitted by the student and user office/department**.

~~C. The Human Resource Director will forward all applicable personnel and payroll forms to the payroll department.~~

~~D.~~**C.** All **intern, law clerk and** co-op employees shall be paid **at least** the Federal minimum hourly wage **but all wages shall be set by the Human Resource Director if not the Federal minimum hourly wage**. **Special approval may be granted for students working for academic credit only and forego any hourly**

wage. The Human Resource Director shall approve these arrangements with the office/department, educational institution and student.

~~A~~**D.** A **intern, law clerk or** co-op shall not be entitled to merit or step increases.

~~B~~**E.** All costs incurred through the use of **interns, law clerks and** co-ops shall be charged to the department**/cost center** being served by the **student**~~co-op~~.

Definitions:

A. Co-op **Employee**~~Student~~: A co-op **employee is a** student~~ is~~ defined as high school students~~, or post secondary education level student~~ temporarily **employed by** ~~placed with~~ the County for a definitive number of hours per week within a definitive time frame to gain work experience in an office environment. Co-ops are not entitled to any **fringe** benefits. **Co-op employees may or may not be paid an hourly rate for services preformed. Any hourly rate shall include the cost of wage based fringe costs, i.e., liability, workers' compensation, etc.**

B. Participating Schools: Participating Schools are defined as schools that participate in the Co-op program and are accredited as participating Co-op program and provide scholastic credits for the Co-op program.

C. Intern Employee: A intern employee is defined as students attending a post- secondary educational institution or trade school. The definition of intern includes law clerks. Interns are not entitled to any fringe benefits. Intern employees may or may not be paid an hourly rate for services preformed. Any hourly rate shall include the cost of wage based fringe costs, i.e., liability, workers' compensation, etc.

~~B. Application: This policy applies to all **offices and** departments of the County of Monroe.~~ **Moved to Scope.**

Policy Compliance:

A. Responsibility:

~~C.~~**1.** **Human Resources:** The Human Resource Director will have the responsibility for overseeing and implementing this policy **and ensuring the policy does not contradict any rule mandated by law.**

Administrative Procedures: None

A. All offices of the county shall follow the hiring practices of the County when hiring a co-op or intern employee. This includes background checks and other applicable hiring practices. If the co-op or intern employee is not being compensated under this due to arrangement with participating school, Policy# 451, shall be followed.

~~D.~~ Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated **September 20, 2022.**

Updated Copy

Section Name:	Employee Relations	Effective Date: April 13, 1999
Section Number:	400	Date of Revision: September 20, 2022
Policy Number:	431	

Subject: Intern and Co-op Employees

Overview:
The County is recognized as a quality employer and has the ability to share a valuable and structured work experience for the next generation of workforce. Where possible, the County desires to collaborate with community educational partners to provide work sites where students can gain first-hand experience and knowledge of work in their intended fields of interest and at the same time provide the County and its citizens will valuable work performance.

Purpose. The purpose of this policy is to establish a system for hiring temporary or part-time employees categorized as interns, law clerks and co-op employees.

Scope:
This policy shall apply to all offices, departments and administrative units of the Monroe County Government.

Statement of Policy:

A. All intern, law clerk and co-op positions shall be approved in advance by the Administrator/Chief Financial Officer. If approved by the Administrator/Chief Financial Officer, all positions shall be processed through the Human Resource Department. When an Elected Official and/or Department Head submits a request to hire under this policy, they must coordinate with the participating school and the Human Resources Department to ensure the student is employed following applicable requirements. To ensure compliance with employment law and related requirements, offices/departments are not to work independently of the Human Resource Department in hiring under this policy.

B. No intern, law clerk or co-op employee shall perform work or be placed on the County's payroll system until they have been approved and processed by the Human Resource Department upon receipt of all employment documentation submitted by the student and user office/department.

C. All intern, law clerk and co-op employees shall be paid at least the Federal minimum hourly wage but all wages shall be set by the Human Resources Director if not the Federal minimum hourly wage. Special approval may be granted for students working for academic credit only and forego any hourly wage. The Human Resource Director shall approve these arrangements with the office/department, educational institution and student.

D. An intern, law clerk or co-op shall not be entitled to merit or step increases.

E. All costs incurred through the use of interns, law clerks and co-ops shall be charged to the department/cost center being served by the student.

Definitions:

A. Co-op Employee: A co-op employee is a student defined as high school students temporarily employed by the County for a definitive number of hours per week within a definitive time frame to gain work experience in an office environment. Co-ops are not entitled to any fringe benefits. Co-op employees may or may not be paid an hourly rate for services performed. Any hourly rate shall include the cost of wage based fringe costs, i.e., liability, workers' compensation, etc.

B. Participating Schools: Participating Schools are defined as schools that participate in the Co-op program and are accredited as participating Co-op program and provide scholastic credits for the Co-op program.

C. Intern Employee: An intern employee is defined as students attending a post- secondary educational institution or trade school. The definition of intern includes law clerks. Interns are not entitled to any fringe benefits. Intern employees may or may not be paid an hourly rate for services performed. Any hourly rate shall include the cost of wage based fringe costs, i.e., liability, workers' compensation, etc.

Policy Compliance:

A. Responsibility:

1. Human Resource: The Human Resources Director will have the responsibility for overseeing and implementing this policy and ensuring the policy does not contradict any rule mandated by law.

Administrative Procedures:

A. All offices of the county shall follow the hiring practices of the County when hiring a co-op or intern employee. This includes background checks and other applicable hiring practices. If the co-op or intern employee is not being compensated under this due to arrangement with participating school, Policy# 451, shall be followed.

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated April 13, 1999.

Revised pursuant to action of the Monroe County Board of Commissioners, dated September 20, 2022.

Current Copy

Subject: Monroe County Legal Advisor

1. Purpose: The purpose of this policy is to designate procedures for contacting and contracting time of the Monroe County Legal Advisor.

2. Statement of Policy:

   2.1 The Monroe County Legal Advisor is appointed pursuant to Section 2.5 of the By Laws of the Board of Commissioners. The Legal Advisor is an at will employee of the Board of Commissioners and serves at the pleasure of the Board until a replacement is appointed.

   2.2 The Board of Commissioners shall enter into an agreement with the Legal Advisor incorporating the County Request for Proposal and the Proposal submitted by the Legal Advisor by reference in the agreement. The agreement may be in the form of a letter of appointment.

   2.3 All requests for legal assistance to the legal advisor on issues that affect the entire Board, or that impact the County as a whole, shall be addressed to the legal advisor in writing by the presiding officer of the Board of Commissioners or by an individual designated by the Presiding Officer. All requests for legal assistance to the legal advisor on issues coming before a committee of the Board shall be addressed to the legal advisor in writing by the Chairman of a standing committee or by an individual designated by the Committee Chairman. Individual requests for legal assistance on County matters by individual members of the Board of Commissioners shall be addressed to the legal advisor in writing by each individual Board member.

   2.4 All requests for legal assistance from elected officials of the County shall be directed to the legal advisor in writing by the requesting elected official directly to the Legal Advisor. All charges or costs associated with the request shall be charged to the requesting officials budget for cost accounting purposes.

   2.5 All requests for legal assistance from appointed officials of the County shall be directed to the legal advisor in writing by the requesting Department Head and forwarded to the County Administrator for submittal to the legal advisor. All charges or costs associated with the request shall be charged to the requesting officials budget for cost accounting purposes.

3. Definitions: None

4. Application: This policy shall apply to members of the Board of Commissioners, Elected Officials and all departments and administrative units of Monroe County government.

5. Responsibility: The County Administrator/Chief Financial Officer or the Chairman of the Monroe County Board of Commissioners shall be responsible for implementing and overseeing the administration of 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.

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

Marked-up Copy

Section Name: **Governance**~~Employee Relations~~ Eff**ective**~~.~~
Date: March 1, 2003 Section Number: 200 Date of Rev**ision**~~.~~:
August 2022
Policy Number: 20**6**~~2~~
~~Page: 1 of 2~~

Subject: Monroe County Legal Advisor/**General Counsel**

Purpose: The purpose of this policy is to designate procedures for contacting**, coordinating** and contracting **for professional legal services of a designated law firm or attorney to serve** ~~time of the~~ **as** Monroe County Legal Advisor.

Scope:
This policy shall apply to members of the Board of Commissioners, Elected Offices~~ials~~**, and all departments and administrative units of Monroe County government.**

~~A.~~ Statement of Policy:

A. The Monroe County Legal Advisor is appointed pursuant to Section 2.5 of the By~~-~~Laws of the Board of Commissioners **(Board)**. The Legal Advisor is **retained through a professional independent contractor services agreement**~~an at will employee~~ of the **County of Monroe**~~Board of Commissioners~~ and serves at the pleasure of the Board until a replacement is appointed.

~~B. The Board of Commissioners shall enter into an agreement with the Legal Advisor incorporating the County Request for Proposal and the Proposal submitted by the Legal Advisor by reference in the agreement. The agreement may be in the form of a letter of appointment.~~

~~C.~~**B.** All requests for legal assistance to the **L**~~l~~egal **A**~~a~~dvisor on issues that affect the entire Board, or that impact the County as a whole, shall be addressed to the **L**~~l~~egal **A**~~a~~dvisor ~~in writing~~ by the **Chairperson**~~presiding officer~~ of the Board of Commissioners**,** ~~or~~ by **the County Administrator/Chief Financial Officer or** an individual designated by the **Chairperson**~~Presiding Officer~~. All requests for legal assistance to the **L**~~l~~egal **A**~~a~~dvisor on issues coming before a committee of the Board shall be addressed t**hrough**~~o~~ the **Board Chairperson to the L**~~l~~egal **A**~~a~~dvisor in writing by the Chair**person**~~man~~ of a standing committee or by an individual designated by the Committee Chair**person**~~man~~. Individual requests for legal assistance on County matters by individual members of the Board of Commissioners shall be addressed **through the Board Chairperson** ~~to the legal advisor~~ **by** ~~in~~ writ**ten request including**~~ing~~**, e-mail, or a member may make a verbal request to the Chairperson**~~by each individual Board member~~. **At the discretion of the Chairperson, an individual verbal request from a Commissioner may be directed to be made in writing to the Chairperson. The Chairperson may designate the County Administrator/Chief Financial Officer to fulfil the request on his/her behalf.**

~~D.~~**C.** All requests for legal assistance from elected officials of the County shall be directed to the **County Administrator/Chief Financial Officer who will coordinate with L**~~l~~egal **A**~~a~~dvisor **or other legal resources to respond to the request for assistance.** ~~in writing by the requesting elected official directly to the Legal Advisor.~~ All charges or costs associated with the request shall be charged to the requesting ~~officials~~**official's** budget for cost accounting purposes **where applicable and costs are funded separately for legal services in the respective cost center or fund**.

D. All requests for legal assistance from appointed officials of the County shall be directed **to the County Administrator/Chief Financial Officer who will coordinate with Legal Advisor or other legal resources to respond to the request for assistance. All charges or costs associated with the request shall be charged to the requesting official's budget for cost accounting purposes where applicable and costs are funded separately for legal services in the respective cost center or fund.**

~~E.~~ t~~o the legal advisor in writing by the requesting Department Head and forwarded to the County Administrator for submittal~~

~~to the legal advisor. All charges or costs associated with the request shall be charged to the requesting officials budget for cost accounting purposes.~~

E. **Contracting for Legal Services:** **As may be recommended by the County Administrator/Chief Financial Officer and acted upon by the Board of Commissioners the County of Monroe will develop an updated Request for Proposals to solicit experienced and qualified law firms and attorneys to act as Legal Advisor to the County of Monroe. The Administrator/ Chief Financial Officer shall be responsible for developing the RFP and issuing it to qualified firms and otherwise soliciting proposals for consideration. Upon receipt of proposals, the Administrator/ Chief Financial Officer will have responsibility for evaluating proposals, conducting interviews and formulating a recommendation to the Board. The Administrator/ Chief Financial Officer may be assisted by others in this effort.**

F. **General Supervision, Coordination and Administration of Legal Advisor Services:** **The Administrator/ Chief Financial Officer will have responsibility for general supervision of the professional services provided by the Legal Advisor. He/s~~S~~he shall coordinate and direct the most appropriate source for necessary legal services through the Legal Advisor or other firms/attorneys as may best meet the needs of the particular issue. The monthly billing statement as required under the legal services agreement shall be submitted to the Administrator/ Chief Financial Officer who will be responsible for reviewing the accuracy of the services and facilitating payment to the Legal Advisor.**

~~B.~~ Definitions: None

~~C. Application: This policy shall apply to members of the Board of Commissioners, Elected Officials and all departments and administrative units of Monroe County government~~. **Move to Scope**

Policy Compliance:

A. Responsibility:

1. ~~The~~ **Board—Chairperson:** ~~**of the Monroe County Board of Commissioners**~~ **S~~s~~hall be responsible for implementing and overseeing the administration of this policy as it applies to the Board of Commissionerss and for all other officials of the County.**

~~D.~~**2.** ~~**, the**~~ County Administrator/Chief Financial Officer**:** **S~~s~~hall have responsibility for administration of the policy and practices.** ~~or the~~

~~Chairman of the Monroe County Board of Commissioners shall be responsible for implementing and overseeing the administration of this policy~~.

~~E.~~ Administrative Procedure: None

~~F.~~ Legislative History of Authority for Creation or Revision~~:~~

Adopted pursuant to action of the Monroe County Board of Commissioners, dated **March 1, 2002**.

Revised pursuant to action of the Monroe County Board of Commissioners, dated **September___ 2022**.

Updated Policy

Section Name: Governance

Effective Date: March 1, 2003

Section Number: 200

Date of Revision: September 20, 2022

Policy Number: 206

Subject: Monroe County Legal Advisor/General Counsel

Purpose: The purpose of this policy is to designate procedures for contacting, coordinating and contracting for professional legal services of a designated law firm or attorney to serve as Monroe County Legal Advisor.

Scope:
This policy shall apply to members of the Board of Commissioners, Elected Officials, and all departments and administrative units of Monroe County government.

Statement of Policy:

A. The Monroe County Legal Advisor is appointed pursuant to Section 2.5 of the By-Laws of the Board of Commissioners (Board). The Legal Advisor is retained through a professional independent contractor services agreement of the County of Monroe and serves at the pleasure of the Board until a replacement is appointed.

B. All requests for legal assistance to the Legal Advisor on issues that affect the entire Board, or that impact the County as a whole, shall be addressed to the Legal Advisor by the Chairperson of the Board of Commissioners, by the County Administrator/Chief Financial Officer or an individual designated by the Chairperson. All requests for legal assistance to the Legal Advisor on issues coming before a committee of the Board shall be addressed through the Board Chairperson to the Legal Advisor in writing by the Chairperson of a standing committee or by an individual designated by the Committee Chairperson. Individual requests for legal assistance on County matters by individual members of the Board of Commissioners shall be addressed through the Board Chairperson by written request including, e-mail, or a member may make a verbal request to the Chairperson. At the discretion of the Chairperson, an individual verbal request from a Commissioner may be directed to be made in writing to the Chairperson. The Chairperson may designate the County Administrator/Chief Financial Officer to fulfil the request on his/her behalf.

C. All requests for legal assistance from elected officials of the County shall be directed to the County Administrator/Chief Financial Officer who will coordinate with Legal Advisor or other legal resources to respond to the request for assistance. All charges or costs associated with the request shall be charged to the requesting official's budget for cost accounting purposes where applicable and costs are funded separately for legal services in the respective cost center or fund.

D. All requests for legal assistance from appointed officials of the County shall be directed to the County Administrator/Chief Financial Officer who will coordinate with Legal Advisor or other legal resources to respond to the request for assistance. All charges or costs associated with the request shall be charged to the requesting official's budget for cost accounting purposes where applicable and costs are funded separately for legal services in the respective cost center or fund.

E. <u>Contracting for Legal Services:</u> As may be recommended by the County Administrator/Chief Financial Officer and acted upon by the Board of Commissioners the County of Monroe will develop an updated Request for Proposals to solicit experienced and qualified law firms and attorneys to act as Legal Advisor to the County of Monroe. The Administrator/ Chief Financial Officer shall be responsible for developing the RFP and issuing it to qualified firms and otherwise soliciting proposals for consideration. Upon receipt of proposals, the Administrator/ Chief Financial Officer will have responsibility for evaluating proposals, conducting interviews and formulating a recommendation to the Board. The Administrator/ Chief Financial Officer may be assisted by others in this effort.

F. <u>General Supervision, Coordination and Administration of Legal Advisor Services:</u> The Administrator/ Chief Financial Officer will have responsibility for general supervision of the professional services provided by the Legal Advisor. He/she shall coordinate and direct the most appropriate source for necessary legal services through the Legal Advisor or other firms/attorneys as may best meet the needs of the particular issue. The monthly billing statement as required under the legal services agreement shall be submitted to the Administrator/ Chief Financial Officer who will be responsible for reviewing the accuracy of the services and facilitating payment to the Legal Advisor.

<u>Definitions</u>: None

Policy Compliance:

A. Responsibility:

1. Board Chairperson: Shall be responsible for implementing and overseeing the administration of this policy as it applies to the Board of Commissioners and for all other officials of the County.

2. County Administrator/Chief Financial Officer: Shall have responsibility for administration of the policy and practices.

Administrative Procedure: None

Legislative History of Authority for Creation or Revision

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 1, 2002.

Revised pursuant to action of the Monroe County Board of Commissioners, dated September_20, 2022.