

AMENDED AGENDA
OPERATIONS COMMITTEE
MONROE COUNTY BOARD OF COMMISSIONERS
BOARD OF COMMISSIONERS CHAMBERS
THURSDAY, MARCH 13, 2025 at 5:45 P.M.
125 EAST SECOND STREET — MONROE, MI 48161
(734) 240-7003

COMMITTEE MEMBERS:

J. Henry Lievens, Chairman

David Vensel, Greg Moore, Jr., David Swartout and Jay Heinzerling

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES (12/10/2024)
- VI. COMMITTEE BUSINESS
 - 1. (A) Letter dated February 10, 2025, from Chief Judge Michael Brown, 1st District Court, requesting approval to add one (1) full-time Probation Officer position, reclassify the Jail Alternative Work Service (JAWS) Coordinator position from a grade 7 to a grade 9, and reclassify the Part-Time JAWS Monitor position from a grade 3 to a grade 5.
 - 1. (B) Letter dated March 13, 2025, from Chief Judge Michael Brown, 1st District Court, requesting approval to reclassify the temporary part-time Pretrial Services Treatment Coordinator position to a permanent part-time Pretrial Services Treatment Coordinator.
 - 2. Letter dated February 5, 2025, from Prosecuting Attorney, Jeffery Yorkey, requesting the authorization of adding an additional Senior Trial Attorney classification to the existing staffing plan.
 - 3. Letter dated February 7, 2025, from Jail Administrator, Julie Massengill, requesting to place the Red Shirt Coordinator on the non-union wage scale at a classification of grade 9.
 - 4. Letter dated March 5, 2025, from Information Technology Director, Jacob Perry, requesting approval to reclassify the grade 6 Printer position to a grade 8 Multimedia Technician.
 - 5. Letter dated February 7, 2025, from Human Resources Director, Jeff McBee, requesting approval to reclassify the Parks Maintenance Leader from a grade 7 to a grade 9.

6. Business Alliance/ARPA Infrastructure Discussion.
7. Letter dated March 5, 2025, from Information Technology Director, Jacob Perry, requesting approval of Policy #811, *Acceptable Use of Artificial Intelligence*.
8. Letter dated March 3, 2025, from Human Resources Director, Jeff McBee, requesting approval of revised Policy #452, *Paid Personal/Sick Leave*
9. Courthouse Security/Compensation/Board Room Use Discussion.
10. Standing Ethics Committee Discussion.

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 10, 2024 AT 5:45 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 10, 2024. Chairman Lievens called the meeting to order at 5:45 p.m.

II. Roll call by Deputy Clerk, Grace Drewior as follows:

PRESENT: Greg Moore, J. Henry Lievens, and David Vensel, and David Swartout

ABSENT: Jay Heinzerling (Excused)

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

III. PLEDGE OF ALLEGIANCE— Commissioner Moore led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA (12/10/2024)

Motion by Commissioner Vensel, supported by Commissioner Swartout to approve the December 10, 2024 Agenda as presented.

Voice vote taken. Motion carried.

V. APPROVAL OF MINUTES (11/07/2024-Amended)

Motion by Commissioner Vensel, supported by Commissioner Swartout to approve the November 7, 2024 amended minutes of the Operations Committee as presented and waive the reading thereof.

Voice vote taken. Motion carried.

VI. COMMITTEE BUSINESS

1. Update of Ad-Hoc Committee Recommendations/Ethics

Chairman Lievens made physical copies of the report the Ad-Hoc Committee created and provided them to the public.

Chairman Lievens explained the suggestion to the board is to have the Ad-Hoc Committee recommendations presented, accept them, place it on file and send the report to the full Board of Commissioners for discussion.

Chairman Lievens recognized the Ad-Hoc Committee and thanked Bill Sisk, Bob Neely, Michael Roehrig, and whoever he neglected to mention.

Commissioner Vensel recognized and thanked the Ad-Hoc Committee for the work they put into this report. He explains there were many hours of research, writing, and discussion.

Michael Roerig, member of the Ad-Hoc Committee, explained they met four (4) times to review documents discussing this matter. By the third (3) meeting they started drafting a report that went through many changes. Mr. Roehrig explained that each member had a roll in drafting the report.

Commissioner Swartout asked if the part in the report discussing transparency should go in front of the Physical Resources Committee before it goes to the full Board.

Chairman Lievens stated he doesn't believe he has the say so for it to be directed to different committees. Explains that he thinks it should go to full board and then filter out from that point.

Commissioner Moore stated with two (2) current county commissioners, a gentleman who sits on a county board, appointed by county commissioners, and an ex commissioner being on this committee, he feels it is not a truly independent committee. Stated he will be voting no for that reason.

Motion by Commissioner Vensel, supported by Commissioner Swartout to accept the Ad-Hoc Committee recommendations, place it on file and send the report to the full Board of Commissioners.

Roll call by Clerk as follows:

AYE	NAY	EXCUSED
J. Henry Lievens	Greg Moore Jr.	Jay Heinzerling
David Swartout		
David Vensel		

Motion carried.

VI. NEW BUSINESS – None

VII. OLD BUSINESS – None

VIII. CITIZENS TIME –

1. Steven Meyer: Mr. Meyer asked if the legal letter referenced in the Ad-Hoc Committee findings will be included in the Board of Commissioners Agenda Packet.

IX. INFORMATION – None

X. COMMISSIONERS TIME –

Commissioner Heinzerling – Excused.

Commissioner Moore – Passed.

Commissioner Swartout – Passed.

Commissioner Vensel – Recognized Chairman Richardville, who was also part of this committee.

Chairman Lievens – Thanked all the committee members for their hard work. Thanked the public for coming out to this meeting, as brief as it was. States this will be sent to the full board for further attention from everyone. Explained Commissioner Asper and Commissioner Hoffman were in attendance because it is something that the Board takes very seriously and they plan to work in their best efforts to restore full faith and confidence in our Monroe elected government. Chairman Lievens stated, this is an unfortunate blemish that we will use as a learning opportunity for our better futures tomorrow.

XI. ADJOURNMENT – With no further business, Chairman Lievens adjourned the meeting at 5:54 p.m.

Respectfully submitted by:



Grace Drewior
Deputy Clerk/Administrative Assistant
Monroe County Board of Commissioners

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT & MENTAL HEALTH JUDGE
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE



JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
TELEPHONE (734) 240-7075
FAX (734) 240-7098

STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

February 10, 2025

Chairman J. Henry Lievens
Monroe County Board of Commissioners – Operations Committee
125 E. Second Street
Monroe, Michigan 48161

RE: 1st District Court Probation Staffing

Dear Chairman Lievens:

The 1st District Court would appreciate the consideration of the Operations Committee in regards to our request for staffing updates in our Probation Department. The Court is requesting funding for an additional probation officer and pay upgrades for our Jail Alternative Work Service (JAWS) Coordinator and Jail Alternative Work Service Monitor positions.

There are numerous factors contributing to our need for an additional probation officer, many stemming from legislation aimed at reducing incarceration and promoting rehabilitation. The 1st District Court includes the Monroe County Mental Health and Recovery Court, the Monroe County Veterans' Treatment Court, and has recently established a Driving While Impaired Treatment Court. All three of these Problem Solving Courts are designed to help underserved portions of our population by providing evidence-based practices and standards to help guide participants on the path to recovery and to reduce recidivism. These courts require an increased amount of substance abuse screening and oversight in order to meet the best practices & guidelines required by the State Court Administrative Office, adding to an already daunting workload for our probation department.

Another factor contributing to the need for an additional probation officer is the number of Pretrial Service (PTS) clients. These individuals are released from jail, pending sentencing, to help decrease incarceration. This helps alleviate jail overcrowding and keeps defendants in their homes and at their jobs. Our PTS probation officers monitor these defendants to ensure they are following their bond conditions set by the judge including substance abuse screening, mental health treatment, and electronic monitoring. Since 2019 the number of defendants being monitored by our Pretrial Services Department has tripled. As the caseload continues to climb an additional probation officer is necessary to ensure the continued monitoring of defendants and to maintain the considerable caseload required in order to meet state guidelines and safeguard the community.

The addition of this probation officer will put our Probation Department back to the staffing levels of 2009, prior to the early retirement initiative. With continued State initiatives of reduced incarceration and increased treatment, it is imperative we have the ability to meet the changes and challenges in order to continue to protect our clients and community.

The Court reviewed both the JAWS Coordinator and JAWS PT Monitor positions and updated the job descriptions to accurately reflect the work required for each of these positions. This resulted in the recommendation from Human Resources to upgrade the JAWS Coordinator from a grade seven to a grade nine and the JAWS PT Monitor from a grade three to a grade five.

This new position and upgrades to the two JAWS positions will require an additional appropriation to the 1st District Court budget. Please see the attached financial analysis.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael Brown", is written over the typed name.

Hon. Michael Brown, Chief Judge
1st District Court-Monroe County

Pretrial Services - Caseload

	2019 - MISDEMEANOR				2020 - MISDEMEANOR				2021 - MISDEMEANOR				2022 - MISDEMEANOR				2023 - MISDEMEANOR				2024 - MISDEMEANOR				MONTHLY AVERAGE
	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	
Month:	92	27	45	110	120	40	44	124	182	20	21	183	267	30	53	290	233	35	32	230	324	41	32	315	209
January	110	43	35	102	124	43	45	126	183	29	21	175	260	55	49	284	230	19	48	259	315	41	50	324	212
February	102	51	29	80	126	27	41	140	175	20	27	182	284	49	61	296	259	24	60	296	324	42	30	312	218
March	80	30	52	102	140	0	8	148	182	20	37	199	286	49	71	318	295	32	35	298	312	39	43	316	230
April	102	40	45	107	148	5	14	157	199	24	23	198	318	49	36	305	298	41	44	301	316	44	47	319	231
May **	107	48	27	86	157	42	27	142	198	31	43	210	305	42	44	307	301	37	46	310	319	39	31	311	228
June *	86	40	24	70	142	21	39	160	210	26	37	221	290	60	39	269	310	30	39	319	311	53	46	304	224
July	70	38	33	65	160	29	33	164	221	43	53	231	289	45	36	260	319	33	44	330	304	38	44	310	227
August	65	16	41	90	164	23	35	176	231	42	44	233	260	46	34	248	326	46	47	327	310	43	56	323	233
September	90	30	41	101	176	17	37	196	233	49	60	244	248	58	43	233	327	56	46	317	323	31	42	334	238
October	101	29	39	111	196	28	29	197	244	36	41	249	233	49	38	222	317	52	47	312	301	36	44	309	233
November	111	33	42	120	197	35	20	182	251	34	50	267	226	33	40	233	312	41	38	309	317	36	47	328	240
December																									
ANNUAL TOTALS:	425	453		95	310	372		159	374	457		216	565	544		272	446	526		301	483	512		381	227
MONTHLY AVERAGE:																									

	2019 - FELONY				2020 - FELONY				2021 - FELONY				2022 - FELONY				2023 - FELONY				2024 - FELONY				MONTHLY AVERAGE
	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	Start	Closed	Added	Monthly Totals	
Month:	95	47	27	76	120	63	50	107	164	28	45	181	270	50	41	261	293	32	46	307	318	34	34	318	186
January	75	27	53	101	107	38	53	122	181	22	32	191	261	39	40	262	307	23	49	333	318	36	49	331	202
February	101	43	37	95	122	18	26	130	191	24	44	211	282	44	65	283	333	49	26	310	331	46	35	320	206
March	95	26	52	121	130	1	8	137	211	41	32	202	283	43	52	292	310	47	26	289	320	43	71	348	208
April	121	37	41	125	137	4	15	148	202	40	48	210	282	36	39	295	289	31	38	296	348	54	53	347	215
May *	125	52	44	117	148	18	21	151	210	44	69	235	295	28	41	308	296	32	34	298	347	53	34	328	222
June *	117	32	34	99	151	31	35	155	235	59	47	223	289	50	46	285	298	28	32	302	328	69	41	300	219
July	119	56	34	97	155	28	29	156	223	37	53	239	285	44	48	289	302	29	40	313	300	38	25	287	219
August	97	30	43	110	156	39	46	163	239	41	42	240	289	53	51	287	313	98	50	265	287	34	34	287	213
September	110	44	38	104	163	37	51	177	240	29	41	252	287	41	40	286	265	37	55	283	287	23	47	311	220
October	104	22	33	115	177	26	41	192	252	19	37	270	286	23	38	301	283	41	49	291	326	45	36	317	234
November	115	37	42	120	192	57	29	164	270	34	39	275	301	38	30	293	291	38	45	298	309	45	40	304	242
December																									
ANNUAL TOTALS:	453	478		108	360	404		150	418	529		227	489	531		287	485	490		299	520	499		380	215
MONTHLY AVERAGE:																									

* The Court Went to Three Pretrial Services Probation Officers June 2019
 ** The Court Went to Two Pretrial Services Probation Officers May 2023

HIRING REVIEW FORM

Department: 1st District Court

Vacancy Job Title: Probation Officer

Brief Job Description:

Under the supervision of the Director of Probation Services, performs a variety of probation department functions for the 1st District Court.

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.)

This is a new position. The Michigan Joint Task Force on Jail and Pretrial Incarceration has sought to reduce incarceration and pretrial services (PTS) is key to releasing defendants from jail prior to sentencing. The 1st District Court has seen the numbers of defendants released to PTS triple since 2019. The Court is also seeing an increased amount of defendants with substance abuse issues; additional support is needed in order to keep our community safe.

Completed By: Jessica Chaffin DATE: 1/29/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The addition of this position will require an additional General Fund allocation of \$74,008.00.

HR: The request has been reviewed and the additional position is recommended based on increasing caseloads.

Finance Reviewer: Sue Maier DATE: 2/7/2025

HR Reviewer: Jeff McBee DATE: 2/7/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

PROBATION OFFICER

Department: 1st District Court

Wage Grade: Rye-11

FLSA Status: Non-Exempt

Affiliation: TPOAM

General Summary:

Under the supervision of the Director of Probation Services, performs a variety of probation department functions for the 1st District Court.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Assess and identify defendants substance abuse disorders
- Steer defendants with substance abuse disorders toward the appropriate inpatient or outpatient substance abuse treatment.
- Arrange for inpatient, and outpatient treatment as well as monitor/track the defendant's progress.
- Interview defendants/probationers in order to gather information on their background, criminal history, ties to the community, health, employment, psychological history, emotional status, risk factors and other pre-sentence information to make recommendations to the judge based on finding. Verify information gathered using programs such as LEIN, JIS, JDW, and case management systems.
- Conduct personal assessments of defendants/probationers to develop an individual plan for each to assist in a successful pretrial release or probation. Evaluate their needs in areas such as substance abuse, mental health, employment, and education.
- Present presentence report and sentencing recommendations to the court. Respond to judicial requests for information and advice. Testify in court as to the basis for factual findings and guideline applications. Serve as a resource to the court to facilitate proper imposition of sentence.
- Refer and then monitor progress of defendants/probationers to appropriate programs such as: substance abuse rehabilitation, education, mental & emotional health, counseling, job training, housing problems, and other local community human services agencies.
- Interview defendants/probationers regularly to evaluate their progress in maintaining the terms specified in their pretrial release or probation.
- Build and maintain relationships with community resources and organizations to help probationers access necessary services and support. Maintain regular contact with service providers to ensure probationer compliance and report updates to the court.

- Recommend remedial action or initiate court action with the Judge of Record in response to noncompliance of pretrial release or probation terms.
- Explain conditions of release or probation, including reporting requirements, payment of fines, and restitution obligations.
- Identify any violation of conditions of release or probation and exercise considerable discretion in determining recommendation to the Judge of Record on violation sanctions, including additional supervision, re-evaluation of community programs needed or the issuance of a warrant. Testify in Court regarding compliance or violations and provide evidence to support recommendations.
- Observe, collect, and interpret random drug and/or alcohol screens to defendants/probationers. Certify the validity of tests while maintaining appropriate records. Maintain chain of custody of testing materials and samples. Verify court ordered compliance and testify in court as to the results of the tests.
- Administer & interpret PBT (Portable Breath Test)
- Monitor Plans for court ordered fines and restitution.
- Prepare detailed reports, including bond reports, risk or substance use assessments, presentence investigation reports, and progress summaries.
- Conduct frequent compliance checks to the defendants/probationers residence, workplace, and treatment facility to verify court ordered compliance.
- Prepare and maintain a non-public case folder for each defendant/probationer and provide oversight on all assigned cases.
- Prepare statistical data and reports as requested by Court administration.
- Collaborate with specialty court programs, local human services agencies, and law enforcement to support rehabilitative efforts.
- Discuss with defendant/probationer how such issues as drug and/or alcohol abuse or anger management problems have played roles in their criminal behavior.
- Inform defendants/probationers of their requirements for conditional jail release, including reporting, restitution payments, fine, costs and fees reimbursement and/or educational or employment stipulations.
- Prepare bond reports for the arraigning judge or magistrate, presentence investigation reports with sentencing recommendations and/or progress reports for the Judge of Record.
- Conduct interviews to assess MCSO in custody defendants to determine appropriate pretrial release. Monitor the compliance of defendants pretrial conditions after release.
- Share allowable information with other departments to ensure coordinated supervision and reduce redundancies in monitoring.

- Supervise defendants/probationers on community-based sentences, including electronic monitoring systems (EMS).
- Maintain daily contact with electronic monitoring systems (EMS), schedule new defendants/probationers for EMS, including removal and return of EMS equipment and data entry into appropriate case files.
- Assess defendants/probationers financial information placed on EMS to determine eligibility for indigent funding.
- Facilitate apprehension of individuals with probation and pretrial bench warrants by notifying the appropriate authorities.
- Respond to inquiries from defendants, legal counsel, community agencies, and court personnel regarding case monitoring and compliance.
- Attend court hearings as required and conduct other Probation Department functions as assigned.
- Discharge probationers upon final determination that all conditions have been met.
- Participate in training to assure compliance with current development and best practices in the field, as well as departmental standards, IT security awareness, and privacy protocols.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Bachelor's Degree in criminal justice, psychology, sociology, counseling or closely related area.

Experience: 1 to 3 years of prior experience in criminal justice, counseling, case management or law enforcement or related capacity a plus.

Other Requirements:

Must sign a Monroe County Court Employee model code of conduct.

Must become a member of the Michigan Association of District Court Probation Officers (MADCPO) within the first year of employment and renew annually.

Obtain & maintain Certified Criminal Justice Professional (CCJP) certification

Must take the L.E.I.N certification test & be fingerprinted.

Must possess a valid driver's license.

Knowledge of:

- Michigan criminal laws, legal definitions, court rules and probation practices.

- Human behavior and performance, individual differences in ability, personality and interests; learning and motivation abilities, basic assessment of behavioral and affective disorders.
- Relevant equipment, court/county policies, procedures and strategies to adhere to local requirements in safe guarding individual, organization or institution data.
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- Available treatment and community programs and services provided.

Skills in:

- Critical Thinking: Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusion or approaches to problems.
- Complex Problem Solving: Identifying complex problems and reviewing related information from LEIN, Criminal History Records, and Register of Actions in order to develop and evaluate pretrial release or complete a presentence investigation report.
- Social Perceptiveness: Being aware of others' reactions and understanding why they react as they do.
- Reading and Writing Comprehension: Communicating effectively by writing clear and concise reports by considering relative costs and benefits in the document provided to the Judge of Record or for the probation case notes folder.
- Using technology appropriate to the position held.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.

Ability to:

- Apply combine pieces of information to form general rules or conclusions to produce answers that makes sense.
- Handle confidential information with great sensitivity.
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Effectively communicate in writing.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access court files.

Vision to read printed materials and a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Ability to conduct home visits.

Ability to access community, correctional and treatment facilities.

Ability to drive to facilities.

Working Conditions:

Works in office conditions.

Will be in regular contact with persons charged and/or convicted of criminal offenses.

Will have occupational exposure to persons with various communicable diseases or various forms of nudity or unsanitary conditions.

Will be required to train annually and certify in the MIOSHA Bloodborne Pathogens provided by the County of Monroe.

Regular visits to MCSO jail facilities and/or off site locations, including area treatment agencies.

Exposure to homes and other locations in various states of cleanliness and unsafe conditions during home and field compliance checks.

HIRING REVIEW FORM

Department: 1st District Court

Vacancy Job Title: J.A.W.S. Coordinator

Brief Job Description:

Under the supervision of the Director of Probation Services, supervises participants and coordinates community work service programs potentially in lieu of jail time.

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.)

This is a grade upgrade from a 7 to a 9. After a review of this job description (JD) it was decided by the Court, in conjunction with HR, that the current did not accurately reflect the work needed and performed by this position. The updated JD is attached.

Completed By: Jessica Chaffin

DATE: 1/29/2025

Human Resources/ Finance Use:

Conclusion:

Finance: This reclassification will require an additional General Fund allocation of \$14,263.00.

HR: The position has been point factored and reclassified as a grade 9.

Finance Reviewer: Sue Maier

DATE: 2/7/2025

HR Reviewer: Jeff McBee

DATE: 2/7/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County
Jail Alternative Work Service (J.A.W.S) Coordinator-District Court

Department: 1st District Court

Wage Grade: 9

FLSA Status: Non-Exempt

Affiliation: TPOAM

General Summary:

Under the supervision of the Director of Probation Services, supervises participants and coordinates community work service programs potentially in lieu of jail time.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Enroll participants in the Jail Alternative Work Service (J.A.W.S) and/or community work service programs. Assign work details appropriate to the participant's abilities, skills, criminal record, and disabilities. Oversees participants' daily progress.
- Transport participants to and from work service sites. Responsible for the maintenance of the County provided J.A.W.S. van and trailer. Operates county vehicles related to the JAWS program, including cargo vans.
- Ensures proper maintenance of program equipment, i.e. lawn mowers, string trimmers, edgers and assorted work tools. Responsible for requisitioning replacement parts and equipment. Illustrates and trains participants in proper, productive, and safe way to use equipment.
- Establish and maintain work service sites with non-profit organizations, county and municipal agencies. Coordinate with government elected officials, civil servants, and Non-Profit Corporations' management on the identification and prioritization of work sites. Examine current and future work sites to ensure its safety and its appropriateness for work service. Continually explore future potential work sites.
- Track the worksite details and the progress of each participant. Preliminary breath test (PBT) and urine screens are to taken of participants to ensure they are in compliance with court orders and not working on JAWS' sites while under the influence of alcohol or controlled substances. Maintain records and spread sheets of participants' progress and completion dates. Provide the records to Probation Officers and District Court Judges as needed.

- Testify at Violation of Probation Hearing before District Court Judges as to violations of Probation Orders related to JAWS/Community Service or any other Probation Violations observed by the JAWS Coordinator.
- Provide back up for Probation/Pretrial Services Officers as needed to administer PBTs and urine screens to Probationers and to Defendants on supervised Pretrial Release/Bond Conditions.
- Other Probation Department functions as assigned, including training and supervision of the part-time J.A.W.S monitor.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: Associates Degree; coursework in criminal justice preferred. Possession of Bachelors Degree in criminal justice, sociology, or public administration is preferred.

Experience: 2-3 years prior supervision of work crews or probationers preferred.

Other Requirements:

Must sign a Monroe County Court Employee model code of conduct.

Must take the L.E.I.N certification test & be fingerprinted.

Must possess at least a valid chauffer license, commercial driver's license is preferred.

First Aid Certification within 6 months of being hired

Knowledge of:

- Relevant equipment, court/county policies, procedures and strategies to promote effective local operations for the protection of people, data, property and institutions.
- The Judicial Information System (JIS) case management system and Gmail calendaring system
- *Excel Spreadsheets and Microsoft Word.*
- The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar.
- *Best practices of operating a Preliminary Breathalyzer Test device and of conducting urine screens.*
- *First Aid and identifying medical events*

Skill in:

- Using logic and reasoning to identify the solutions, conclusion or approaches to problems.
- Identifying the priority of program needs and matching up clients' abilities to work sites.
- Communicating effectively in a clear manner to clients and probation officers.
- Using technology appropriate to the position held.
- Using sound judgment within established policy and procedural guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Strong problem solving skillset.
- Supervision of others.

Ability to:

- Convey to participants court/county community work service procedures, including recognizing safety issues at work sites.
- Handle confidential information with great sensitivity.
- Work well under pressure, prioritizing daily needs.
- To effectively communicate information and recommendations in writing so others will understand.
- Recognize issues that interfere with the ability to meet and maintain performance expectations and address them, including persons under the influence of alcohol or controlled substances.
- Engage with individuals presenting various behavior and/or personality issues.
- Make sound decisions with minimal supervision.
- Work in inclement weather and unpleasant surrounding.
- Understand criminal procedure as it relates to probationers.
- Supervise work crews at different work sites simultaneously.
- Supervise employees.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and access information from a computer.

Ability to access court files.

Vision to read printed materials or from a computer screen.

Hearing and speech sufficient to communicate in person or over the telephone.

Lift and move equipment used at work sites

Ability to drive

Working Conditions:

Works in a normal office environment or in the field which may include uneven, rough and/or slippery terrain.

May be in regular contact with persons charged and/or convicted of criminal offenses.

May have occupational exposure to persons with various communicable diseases.

Will be required to train annually and certify in the Bloodborne Pathogens provided by the County of Monroe.

Will be required to train annually and certify in the MIOSHA Asbestos and Lead Awareness provided by the County of Monroe.

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New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
9	Jail Alternative Work Services (JAWS) Coordinator	295	a3	340	240	30	b1	280	90	60	250	20	40	1649	1601-1750	

HIRING REVIEW FORM

Department: 1st District Court

Vacancy Job Title: J.A.W.S. Monitor - Part Time

Brief Job Description:

Under the supervision of the Director of Probation Services and immediate supervision of the JAWS coordinator, performs a variety of support tasks for the JAWS program.

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.)

This is a grade upgrade from a 3 to a 5. After a review of this job description (JD) it was decided by the Court, in conjunction with HR, that the current did not accurately reflect the work needed and performed by this position. The updated JD is attached.

Completed By: Jessica Chaffin DATE: 2/5/2025

Human Resources/ Finance Use:

Conclusion:

Finance: This reclassification will require an additional General Fund allocation of \$4,111.00

HR: The position has been point factored and reclassified as a grade 5.

Finance Reviewer: Sue Maier DATE: 2/7/2025

HR Reviewer: Jeff McBee DATE: 2/7/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

**Monroe County
Part-Time J.A.W.S Monitor-District Court**

Department: 1st District Court

Wage Grade: 5

FLSA Status: Non-Exempt

Affiliation: Non-Union

General Summary:

Under the direction of the Director of Probation Services and immediate supervision of the JAWS Coordinator performs a variety of support tasks for the Jail Alternative Work Service (JAWS) program.

Essential Functions: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily).*

- Supervising JAWS participants at various work sites.
- Transporting participants to and from assigned work sites using the Monroe County supplied JAWS van and/or trailer.
- Experience in using various work tools, such as lawn mowers, trimmers, and other power tools.
- Illustrates, oversees, and trains participants in proper, productive, and safe way to use equipment.
- Communicate immediately, to JAWS Coordinator any irregularities of worksites, scope of work, or other complications.
- May be required to administer drug screens to gender specific clients/participants/probationers.
- Preliminary breath test (PBT) and urine screens are to taken of participants to ensure they are in compliance with court orders and not working on JAWS' sites while under the influence of alcohol or controlled substances. May be requested to testify to any client's violation of a court order or results from alcohol and drug screen tests.
- Other clerical duties as needed within the JAWS program.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Education: High school graduation or equivalent.

Experience: 1-2 years of prior supervision of work crews *or probationers* preferred.

Other Requirements:

Must be able to work up to 29 hours per week and mandatory weekends.

Must sign a Monroe County Court Employee model code of conduct.

Must have a valid driver's license.

Must take the L.E.I.N certification test & be fingerprinted.

Knowledge of:

- Basic safety precaution measures using various work tools.
- Basic use of computers and/or similar devices.
- *Best practices of operating a Preliminary Breathalyzer Test device and of conducting urine screens.*
- *First Aid and identifying medical events.*

Skill in:

- Using logic and reasoning to understand the various duties required by the job.
- Following instruction.
- Communicating effectively in a clear manner to others and/or program coordinator.
- Using technology appropriate to the position held.
- Using sound judgment within established policy and procedural guidelines.
- Promoting the established JAWS working relationships with participants.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- *Strong problem solving skillset.*
- *Supervision of others.*
-

Ability to:

- Carry out court and county procedures within the program.
- Follow work assignments.
- Recognize issues that interfere with the ability to meet performance expectations and address them with program coordinator.
- *Make sound decisions with minimal supervision.*
- *Work in inclement weather and unpleasant surrounding.*

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access information from a computer.

Ability to lift and carry items per MIOSHA standards.

Hearing and speech sufficient to communicate in person or over the telephone.

Lift and move equipment used at work sites

Ability to drive

Working Conditions:

Works in a field environment which may include uneven, rough and/or slippery terrains or in an office environment.

Exposure to persons charged with and/or convicted of criminal offenses.

May have occupational exposure to persons with various communicable diseases.

Will be required to train annually and certify in the Bloodborne Pathogens provided by the County of Monroe.

Basic knowledge of the MIOSHA Asbestos and Lead Awareness precautions.

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
5	Part-Time Monitor (Pretrial Services or JAWS)	173	a1	250	200	-	-	220	50	50	125	20	40	1128	1001-1150	

ITEM	DATE	Department	Union	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	13600	union_04D	JAWS COORDINATOR	\$ 51,522	\$ 43,033	\$ 94,554
ANNUAL BUDGET	2025	13600	PartTime	JAWS MONITOR	\$ 10,439	\$ 1,138	\$ 11,576
				TOTAL BUDGET	\$ 61,960	\$ 44,170	\$ 106,130
ACTUAL COST	THROUGH 3/2/25	13600	union_04D	JAWS COORDINATOR	\$ 10,806	\$ 9,157	\$ 19,963
				TOTAL ACTUAL	\$ 10,806	\$ 9,157	\$ 19,963
				AVAILABLE BUDGET	\$ 51,154	\$ 35,013	\$ 86,168
PROPOSED	PROMO EFFECTIVE 3/3/25	13600	union_04D	JAWS COORDINATOR	\$ 49,804	\$ 39,330	\$ 89,134
PROPOSED	NEW POSITION EFFECTIVE 3/3/25	13600	union_04D	PROBATION OFFICER	\$ 48,924	\$ 25,084	\$ 74,008
PROPOSED	GRADE INCREASE EFFECTIVE 3/3/25	13600	PartTime	JAWS MONITOR	\$ 14,145	\$ 1,542	\$ 15,687
				TOTAL PROPOSED	\$ 112,873	\$ 65,956	\$ 178,829
				TOTAL COST/(SAVINGS)	\$ 61,719	\$ 30,942	\$ 92,661
FINANCE CONCLUSION:							
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.							
ANNUAL PROPOSED	2025	13600	union_04D	JAWS COORDINATOR	\$ 60,029	\$ 47,329	\$ 107,358
ANNUAL PROPOSED	2025	13600	union_04D	PROBATION OFFICER	\$ 58,974	\$ 30,325	\$ 89,299
ANNUAL PROPOSED	2025	13600	PartTime	JAWS MONITOR	\$ 14,145	\$ 1,542	\$ 15,687

HON. MICHAEL C. BROWN
CHIEF JUDGE & VETERANS COURT
HON. AMANDA L. EICHER
DISTRICT & MENTAL HEALTH JUDGE
HON. CHRISTIAN J. HORKEY
DISTRICT JUDGE



JESSICA D. CHAFFIN
COURT ADMINISTRATOR / MAGISTRATE
TELEPHONE (734) 240-7075
FAX (734) 240-7098

STATE OF MICHIGAN
DISTRICT COURT • FIRST JUDICIAL DISTRICT
106 EAST FIRST STREET • MONROE, MICHIGAN 48161-2186
MONROE COUNTY

March 13, 2025

Chairman J. Henry Lievens
Monroe County Board of Commissioners – Operations Committee
125 E. Second St.
Monroe, Michigan 48161

RE: Part Time Position

The 1st District Court request the Operations Committee consider making the temporary part time Pretrial Services Treatment Coordinator position permanent. We have had this position since March of 2024 and have found it incredibly productive. This position is able to screen defendants for substance abuse issues, help determine treatment options, track treatment progress, and testify in Court.

This position has also been imperative in the smooth operation of our Probation Department as they are able to pitch in and help with presentence investigations, jail interviews, reporting, among other tasks. They are also familiar with office policies and procedures and are able to help cover for probation officers when they are absent or on medical leave.

Each District Court Probation Officer has over 100 cases at any time. The Michigan Joint Task Force on Jail and Pretrial Incarceration has made changes that have had a lasting impact on how the Court does business. It is imperative we continue to be vigilant in helping probationers successfully rehabilitate while also protecting the community. The part time Pretrial Services Treatment Coordinator position will help the Court fill in any gaps to ensure the Court is putting the safety of our community first while giving probationers the best opportunity for recovery possible.

The Court estimates it would cost an estimated \$24,626.72, as an additional appropriation, to fund this position for the remainder of 2025. It would cost an estimated \$30,490.23 to fund the position for the entire year.

Sincerely,

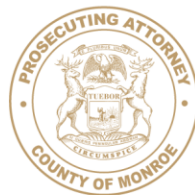
A handwritten signature in blue ink that reads "Michael Brown".

Hon. Michael Brown, Chief Judge
1st District Court-Monroe County

PT Drug Screening/PTS Officer

2025 Wages

	Hours	Hourly Wage	Weekly Wage	Soc Sec	Work Comp	Unemploy	Gen Liab.	Annual Total
For the remainder of 2025:								
Grade 11/Step 2	18	\$ 29.34	\$ 528.12	\$ 40.40	\$ 8.33	\$ 0.53	\$ 8.97	\$ 24,626.72
For 52 weeks								
Grade 11/Step 2	18	\$ 29.34	\$ 528.12	\$ 40.40	\$ 8.33	\$ 0.53	\$ 8.97	\$ 30,490.23



OFFICE OF THE PROSECUTING ATTORNEY

Monroe County Courthouse • Third Floor
125 East Second Street
Monroe, Michigan 48161-2193

February 5, 2025

Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: Funding for Senior Trial Attorney

Dear Commissioner Lievens and Operations Committee Members:

This letter outlines our request to authorize an additional Senior Trial Attorney classification among our existing staff and the funding required covering the additional cost from an Assistant Prosecutor III classification. The need to add the Senior Trial Attorney grade supports our efforts to strengthen local law enforcement outcomes in our community. We are fortunate to be staffed with the best lawyers in the region who are helping ensure our office is providing sound public safety programs and services right here in our community.

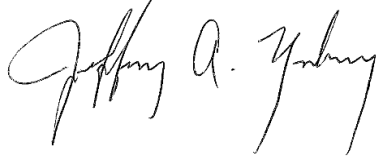
Upgrading a qualified Assistant Prosecutor to take on the additional challenges of the Senior Trial Attorney designation will be an asset and strengthen the teamwork within our office. We have seen a 33% increase in felony cases over the last three (3) years that require additional time and expertise preparing for trial and otherwise managing the cases. Some of the additional time is necessitated by the technological advancements including evidence in bodycams, surveillance videos, cell phone text and location information or geospatial files.

The qualified candidate will fit the requirements set out in the collective bargaining agreement with the employee group. Said candidate will be experienced in felony trial advocacy, highly trained and committed to our mission to not only prosecute criminal wrongdoing, but to protect victims and witnesses as our office works to prevent crime in our community. Creating this higher classification within our team will send a clear message of advancement possibilities as we build upon the existing pool in our office working in the field of public safety. I trust you agree the costs associated with our request is relatively small at \$18,757.00 for the balance of 2025 yet an investment for the longer-term.

TELEPHONE (734) 240-7600 • FACSIMILE (734) 240-7626

It is requested the Operations Committee approve this request to add an additional Senior Trial Attorney classification in our office as outlined above and appropriate the additional funds into the Prosecuting Attorney's 2025 budget.

Thank you for your consideration,

A handwritten signature in black ink, reading "Jeffery A. Yorkey". The signature is written in a cursive, flowing style with a large initial "J" and a long, sweeping underline.

Jeffery A. Yorkey
Prosecuting Attorney

Senior Trial Attorney

Department: Monroe County Prosecutor's Office

Wage Grade: Senior Trial

FLSA Status: Exempt

Affiliation: POAM

General Summary

Under the supervision of a higher classified Assistant Prosecuting Attorney, reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal cases. Regularly assigned criminal cases in the District Court and delinquency cases and child protective proceedings in the Circuit Court-Family Division. May be assigned some felony cases in a training capacity, and assists with other matters as assigned. Attempts to resolve and dispose of criminal cases or tries case in court.

Essential Functions *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily. This list may not be inclusive of the total scope of job functions to be performed. [Duties and responsibilities may be added, deleted or modified at any time]*

- Reviews criminal warrant requests from State and local law enforcement agencies, analyzes police reports, collects input from the law enforcement officer[s], researches the law as necessary to determine applicable statutes, and determines whether adequate grounds exist to authorize a warrant. Makes charging decisions under the oversight of a higher classified prosecutor.
- Researches and prepares criminal cases, delinquency cases, and child protective proceedings for trial, motion, sentencings and other proceedings. Includes the research of applicable law, interviewing victims and witnesses and investigating claims, developing trial strategies, and directing law enforcement officers in further investigations.
- Appears in court for arraignments, motions, trials, sentencing and other proceedings to represent the Prosecutor. Selects jury, presents arguments, examines and cross-examines witnesses, introduces physical exhibits, confers with Judge and defense counsel on points of law and procedure, and argues factual conclusions to a Judge or jury.
- Works cooperatively with law enforcement officers from various agencies, as well as the Family Independence Agency, to ensure investigation and reporting

of assigned cases are accomplished in accordance with professional and judicial rules and standards. Provides advice and instruction to these agencies.

- Attempts to resolve and dispose of pending criminal cases, delinquency cases, and child protective proceedings by conferring with attorneys, police agencies, and parties involved in order to reach agreement on pleas and potential sentences.
- Drafts motions, briefs and other legal documents.
- Reviews requests for search warrants and authorizes warrants as appropriate.
- Assists in the preparation and presentation of appellate cases, which includes analyzing appellate issues, researching and preparing legal briefs, and presenting oral arguments in appellate courts.
- Serves in a 24-hour on-call capacity to respond to request for arrest and search warrants. Includes responding to police requests for search warrants for blood from suspected drunk drivers through the use of portable fax machines.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]*

Education: Law degree from an accredited law school.

Experience: Eight years criminal experience as a practicing attorney, not less than three of which must be county, state, and/or federal prosecutorial experience. Substantial trial experience. At least three years experience handling felony cases. Experience managing a large case load and conducting warrant reviews. Successful completion of specialized training courses related to the duties and responsibilities of an Assistant Prosecutor.

Other Qualifications: Licensed to practice law in the State of Michigan.

Knowledge of:

- Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skill in:

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively.
- Understanding written sentences and paragraphs in work related documents.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- Bringing others together and trying to reconcile differences.
- Persuading others to change their minds or behavior.
- Communicating effectively in writing as appropriate for the needs of the audience.
- Understanding the implications of new information for both current and future problem-solving and decision-making.
- Managing one's own time and the time of others.
- Being aware of others' reactions and understanding why they react as they do.
- Adjusting actions in relation to others' actions.

Ability to:

- Communicate information and ideas in speaking so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Read and understand information and ideas presented in writing.
- Speak clearly so others can understand you.
- To communicate information and ideas in writing so others will understand.
- See details at close range (within a few feet of the observer).
- Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Concentrate on a task over a period of time without being distracted.

Physical Demands and Work Environment: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access all courtrooms within the County.
- Ability to remove books and other reference materials from bookshelves and transport to worksite.
- Prolonged sitting and standing while in the courtroom.
- Ability to carry briefcase, files and legal volumes to courtrooms.

- Works in office and courtrooms.
- Exposure to individuals charged and/or convicted of a variety of criminal offenses.

HIRING REVIEW FORM

Department: Prosecuting Attorney

Vacancy Job Title: Senior Trial Attorney

Brief Job Description:

Under the supervision of a higher classified Assistant Prosecuting Attorney, reviews and authorizes requests for warrants, determines the appropriate charge and prosecutes criminal cases.

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.)

Upgrading a qualified Assistant Prosecutor to take on the additional challenges of the Senior Trial Attorney designation will be an asset and strengthen the teamwork within our office. We have seen a 33% increase in felony cases over the last three (3) years that require additional time and expertise preparing for trial and otherwise managing the cases.

Completed By: Jeffery A. Yorkey - Prosecuting Attorney

DATE: 2/5/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The requested promotion would require a projected \$18,757.00 additional appropriation from the General Fund for 2025.

HR: The request is in compliance with the collective bargaining agreement and County policies.

Finance Reviewer: Sue Maier

DATE: 2/7/2025

HR Reviewer: Jeff McBee

DATE: 2/7/2025

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

ITEM	DATE	Department	Union	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	26700	union_14A	ASSISTANT PROSECUTOR III	\$102,933	\$ 73,359	\$176,292
ACTUAL COST	THROUGH 2/2/25	26700	union_14A	ASSISTANT PROSECUTOR III	\$ 13,764	\$ 8,680	\$ 22,444
				AVAILABLE BUDGET	\$ 89,169	\$ 64,679	\$153,848
PROPOSED	PROMO EFFECTIVE 2/3/25	26700	union_14	SENIOR TRIAL ATTORNEY	\$101,717	\$ 70,888	\$172,605
				TOTAL COST/(SAVINGS)	\$ 12,548	\$ 6,209	\$ 18,757
FINANCE CONCLUSION:							
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.							
ANNUAL PROPOSED	2025	26700	union_14	SENIOR TRIAL ATTORNEY	\$112,197	\$ 77,943	\$190,140



MONROE COUNTY SHERIFF'S OFFICE

Troy Goodnough, Sheriff

100 East Second Street, Monroe, MI 48161-2163
Telephone: (734) 240-7400 · Fax: (734) 240-7480

February 7, 2025

Commissioner J. Henry Lievens
Chairman, Operations Committee
125 East Second Street
Monroe, MI 48161

RE: Red Shirt Coordinator Position

Dear Chairman Lievens and Committee Members:

The Monroe County Sheriff's Office is requesting your consideration of placing the Red Shirt Coordinator position on the non-union wage scale. The Sheriff's Office utilizes this position to manage and coordinate community service projects and activities and has compensated the position at a flat hourly rate. The primary role of this position is supervising inmates and managing their work in the community. Accordingly, the position is limited to a police officer, corrections officer, or other individual with comparable skills and experience. In order to maintain consistency across the organization in a compensation and classification system, we believe that utilizing the standard point factoring process to establish an appropriate pay grade is the next logical step in the evolution of this position.

For some background information, last year our Red Shirt Program worked on many projects throughout the County to the benefit of schools, local municipalities, community groups, and residents in general. It has also become evident this program is of considerable benefit to the inmates as well, as skills are developed, trust is established and when released can leverage the program experience to assist in finding employment. A qualified Coordinator is essential to the continuation of the program and services in the community.

A point factoring by the Human Resources Department has resulted in a recommendation of classifying the position as a grade 9. Your consideration of this request is appreciated, as we believe this is reflective of the skills, knowledge, and abilities that are necessary for this position.

Sincerely,

Captain Julie Massengill
Jail Administrator

Monroe County Red Shirt Coordinator

Department: Sheriff's Office

Wage Grade: 9

FLSA Status: Non-Exempt

Affiliation: Non-Union

GENERAL SUMMARY:

The Red Shirt Coordinator position is assigned to Corrections Division, under the general direction of the Captain of Jail Operations. Performs a variety of functions which ensures the safe working environment for inmates in the program and contraband control.

ESSENTIAL FUNCTIONS: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.]*

- Maintain constant security of the inmates assigned to their work crew
- Supervise inmate trustees in cleaning tasks and other assignments throughout the county, picking up trash, cleaning non-profit organizations and working with local units of government
- Ensures the inmate trustees safely handle equipment that is used for work details and utilize proper safety equipment
- Ensures the inmate trustees under their supervision are not gaining access to contraband that can potentially be introduced into the correctional facilities
- Daily inspect the vehicle to ensure no unauthorized items are hidden in the vehicle
- Monitors inmate's behavior and takes appropriate action to defuse problems between trustees
- Responsible for the transportation of inmate to the work site and returning them to the inmate dormitory at the end of the shift. Upon retrieving inmates from the Inmate Dormitory and returning them, will notify the Correction Sergeant of their return and ensure Corrections Officers conduct strip searches and body scanning upon their return
- Maintains log of shift activities; including start date and time, assigned location for project, document of mileage, documentation of fuel usage, incident reports for any unusual incidents, documentation of any vehicle damage or repairs needed to equipment or vehicle.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications:

Age and Citizenship: Must be at least 18 years of age and a United States Citizen.

Experience: Minimum four years of law enforcement experience (corrections, probation, police officer).

Education: A High School Diploma or equivalent is required.

Drivers License: The applicant must possess a valid operator's license.

Drug Testing: Applicant will be screened for the use of illegal controlled substances. This testing will be completed after the conditional offer of employment.

Good Moral Character: Possess a good moral character as determined by a favorable comprehensive background investigation covering school and employment records, home environment, and personal traits and integrity. Consideration will be given to all criminal and civil law violations as indicating lack of good character.

Fingerprinting: Applicants will be fingerprinted to search State and Federal fingerprint files to disclose criminal records.

Other Requirements:

- Achieve Taser certification and maintain proficiency in compliance with department standards.
- The Sheriff's Office is a seven (7) day per week, twenty-four (24) hour per day operation. Work schedules may include nights and weekends.
- Must pass a background check.

Knowledge of:

- Public Safety and Security – relevant equipment, policies, procedures, and strategies to promote effective local, state, or national operations for the protection of people, data, property, and institutions.
- Law and Government – laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English language – structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Principles and process for providing customer and personal service.
- Basic knowledge of computers and word processing.

Skill in:

- Active Listening — giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Being proactive with improvements and concerns related to job duties.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Speaking — talking to others to convey information effectively.

- Critical Thinking — using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination — adjusting actions in relation to others' actions.
- Negotiation — bringing others together and trying to reconcile differences.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reading Comprehension — understanding written sentences and paragraphs in work related documents.
- Time Management — managing one's own time and the time of others.
- Complex Problem Solving — identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Instructing — teaching others how to do something.
- Service Orientation — actively looking for ways to help people.
- Writing — communicating effectively in writing as appropriate for the needs of the audience.
- Stamina — the ability to exert yourself physically over long periods of time without getting winded or out of breath.

Ability to:

- Oral Comprehension – listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity – tell when something is wrong or is likely to go wrong.
- Speech Clarity – speak clearly so others can understand you.
- Speech Recognition – identify and understand the speech of another person.
- Deductive Reasoning – apply general rules to specific problems to produce answers that make sense.
- Selective Attention – concentrate on a task over a period of time without being distracted.
- Complete job duties on an independent basis

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job may require the ability to perform any of the essential functions contained in this description. These may include, but are not limited to, the following requirements. Specific requirements for a job will be identified at the time of employment. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to drive a vehicle for prisoner transports.
- Ability to withstand long periods of standing, walking.
- Operating equipment such as chain saws, skid steers, and tractors
- Ability to bend or kneel in order to search for contraband, and perform other functions.
- Ability to enter and retrieve information from a computer.

Working Conditions:

- Exposure to various weather and driving conditions while conducting transports.
- Exposure to various diseases that may be carried by inmates.

HIRING REVIEW FORM

Department: Monroe County Sheriff's Office

Vacancy Job Title: Red Shirt Coordinator

Brief Job Description:

The Red Shirt Coordinator position is assigned to Corrections Division, under the general direction of the Captain of Jail Operations. Performs a variety of functions which ensures the safe working environment for inmates in the program and contraband control.

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.)

In order to maintain consistency across the organization in a compensation and classification system, we believe that utilizing the standard point factoring process to establish an appropriate pay grade is the next logical step in the evolution of this position. A qualified Coordinator is essential to the continuation of the program and services in the community.

Completed By: Julie Massengill, Jail Administrator DATE: 1/30/25

Human Resources/ Finance Use:

Conclusion:

Finance: At the requested 1,179 hours, this reclassification is cost neutral and would not require an additional allocation from the General fund.

HR: The job description for this position has been point factored and classified at a Grade 9 on the non-union wage scale.

Finance Reviewer: Sue Maier

DATE: 2/7/25

HR Reviewer: Jeff McBee

DATE: 2/7/25

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
9	Red Shirt Coordinator	267	b4	340	240	30	b1	280	90	60	250	20	40	1617	1601-1750	

ITEM	DATE	EE Name	Department	Union	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	PART TIME	35103	PartTime	RED SHIRT COORDINATOR	\$ 36,450	\$ 3,975	\$ 40,425
ACTUAL COST	THROUGH 2/28/25	PART TIME	35103	PartTime	RED SHIRT COORDINATOR	\$ 3,564	\$ 378	\$ 3,942
					AVAILABLE BUDGET	\$ 32,886	\$ 3,597	\$ 36,483
PROPOSED	GRADE INCREASE EFFECTIVE 3/18/25	PART TIME	35103	PartTime	RED SHIRT COORDINATOR	\$ 32,871	\$ 3,583	\$ 36,453
					TOTAL PROPOSED	\$ 32,871	\$ 3,583	\$ 36,453
					TOTAL COST/(SAVINGS)	\$ (15)	\$ (15)	\$ (30)
FINANCE CONCLUSION:								
NO ADDITIONAL APPROPRIATION IS NECESSARY; COST OF UPGRADE IS INCLUDED IN BUDGET. 1,179 HOURS REMAINING FOR 2025								
ANNUAL PROPOSED	2025	PART TIME	13600	PartTime	JAWS MONITOR	\$ 40,022	\$ 4,362	\$ 44,384



**Monroe County
Information Systems Department**

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March 5, 2025

Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: Funding for Multimedia Technician

Dear Commissioner Lievens and Committee Members:

This letter outlines our request to authorize the update of the current position of Printer in the Imaging Services Department. Updates include a title change to Multimedia Technician, job description updates, reclassification, and a partial funding of the position by the Information Technology Department.

The current role of printer has a job description of operating and maintaining a printing press as well as other outdated machinery. The new description is updated to reflect current print technologies as well as the inclusion of digital media. Finally, the updated job description includes assisting the Information Technology department with potential low level issues, answering phone calls to the helpdesk, and assisting with minor website or electronic form updates for various Monroe County Departments.

The Imaging Services Department is a one person operation overseen by the Director of Information Technology. Our current Printer is set to retire in June of 2025 after 27 years of service to Monroe County. With their retirement a great amount of knowledge transfer needs to occur – to cover this we are seeking to hire, if approved, the Multimedia Technician one month prior to the retirement of our existing printer.

The reclassification of the position will require an additional appropriation of \$6,570 to Information Technology Department (General Fund.) An additional \$9,855 cost will also be incurred to the Imaging Services Enterprise Fund but will be able to absorb the cost without further appropriation.

It is requested the Operations Committee approve this request to update the title, job description, and reclassification as outlined above and appropriate the additional funds into the Information Technology and Imaging Services budget, as needed.

Regards,

Jacob W. Perry
Director of Information Technology, County of Monroe
Desk: 734-240-7308
jacob_perry@monroemi.org

MONROE COUNTY
Multimedia Technician

Department: Information Technology

Wage Grade: 8

FLSA Status: Non-Exempt

Affiliation: TPOAM

GENERAL SUMMARY:

Under the supervision of the Information Technology Director, operates a variety of printing equipment including production copiers, paper cutters, collator, drill press, folder, perforator, padding press, and binding machine to produce printed material for County departments and non-profit, community-based agencies. Maintains an inventory of supplies, reordering as necessary. Designs and creates forms and advises departments and municipalities on printing alternatives.

ESSENTIAL JOB FUNCTIONS: *(An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.)*

- Design, print, and assemble orders such as newsletters, booklets, reports, flyers, letterhead, envelopes, and business cards for County departments and community agencies.
- Design, assemble, and facilitate orders with outside print vendors when requested jobs are outside the abilities of the Monroe County Print Shop and/or with direction of the Information Technology Director.
- Operates a variety of equipment related to the printing process in order to collate, fold, staple, laminate, bind or otherwise assemble printed materials.
- Keeps accurate inventory records of supplies, reordering as necessary. Researches and evaluates printing supplies according to price and availability.
- When appropriate, maintains print shop machinery including cleaning, oiling, greasing, and keeping all chemicals adjusted to the proper levels to ensure good quality of the product, extend the life of the equipment, and maintain safety standards.
- Trouble shoots equipment problems and makes repairs when able or contacts the appropriate repair personnel. Ensures that repairs are completed properly and within a reasonable time.
- Examines job orders to determine quantities to be printed, stock specifications, colors or special printing instructions.

Multimedia Technician
March 2025

- Maintains printing job orders, their associated material/labor costs, and generates month-end reports for accounting. This includes invoicing external agencies or municipalities as needed.
- Keeps accurate inventory records of print supplies, reordering as necessary. Researches and evaluates printing supplies according to price and availability.
- Assists County staff, as requested, with the design, creation, and modification of digital graphics including, but not limited to, logos, forms, banners, and other digital artwork that can assist with the presentation of County information or services.
- Assists County staff with photo enhancement and retouching, as needed.
- Maintains all original artwork for County departments and municipalities, when provided and appropriate.
- Assists the Information Technology department when appropriate or under direction of the Information Technology Director. This may include, but is not limited to:
 - Answering the help desk and assisting the user with basic troubleshooting/password resets or routing them to the correct IT personnel.
 - Entering tickets for users who have called the help desk when other technicians are unavailable.
 - Assisting users with Microsoft Office, web forms, or other document related programs (Adobe, etc..)
 - Assisting users with minor website revisions or electronic forms on the County website.
 - Other appropriate Information Technology duties as designated by the Information Technology Director.

EMPLOYMENT QUALIFICATIONS:

Education: High school graduation or equivalent

Experience: Two years of experience operating print equipment. Proficiency in Microsoft Windows, Microsoft Office, and Adobe Creative Cloud (InDesign, Illustrator, Photoshop, etc.)

Other Requirements:

Knowledge of:

- Machines, computers, peripherals, and tools necessary to perform job functions.
- Software necessary to design and create printed materials.
- Knowledge of best practices for printing on physical media.
- Principles and processes of customer and personal service.
- Principles of computers, peripherals, and how they operate.

Multimedia Technician
March 2025

Skills in:

- Conducting tests and inspection of products to evaluate quality or performance.
- Monitor equipment and interfaces during the production process.
- Giving full attention to what other people are saying, taking time to understand points being made, asking questions as appropriate and not interrupting at inappropriate times while determining project requirements.
- Understanding written sentences and paragraphs in work related documents.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions or troubleshoot issues.
- Performing routine equipment maintenance.

Ability to:

- Read and understand written words as well as on a computer screen and manipulate images.
- Recognize when equipment is not performing properly.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Visualize how an image or project will look as it is manipulated.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.):*

- Ability to lift and carry boxes of paper/envelopes/supplies weighing up to 50 lbs.
- Regularly lifts and carries various other items weighing up to 25 lbs.
- Ability to use equipment to move paper and supplies weighing up to 250 lbs.
- Vision to read printed materials and a computer screen.
- Hearing and speech sufficient to communicate in person or over the telephone.
- Ability to operate all equipment described in this description.
- Bending, stooping and crouching in order to place and retrieve supplies on shelves as well as operate equipment.
- Periodic periods of prolonged standing while operating equipment.

Working Conditions:

Works in office conditions. Will be required to use email, telephone and other devices specifically related to the requirements of the position.

HIRING REVIEW FORM

Department: Printing / Information Technology

Vacancy Job Title: Multimedia Technician

Brief Job Description:

Multimedia Technician is a job title change for the existing position of "Printer." This new position will maintain the duties of the printer while adding IT Help Desk work, digital graphics, and website assistance for departments.

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.)

This new position envelopes the existing Printer duties and adds assisting the Information Technology department with answering help desk calls, editing digital graphics, and assisting with website changes. The new position will be funded 40% by the Information Technology budget. We are requesting that the new position be filled prior to the retirement of the existing Printer to cross train on existing equipment, billing, and general Printer duties.

Completed By: Jacob Perry DATE: 3/5/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The reclassification of this position would require a projected additional General Fund appropriation of \$6,570.00 for 2025.

HR: The job description for this position has been point factored and classified at a Grade 8 on the TPOAM union wage scale.

Finance Reviewer: Sue Maier DATE: 3/5/25

HR Reviewer: Jeff McBee DATE: 3/5/25

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
8	Multimedia Technician	197	a3	220	240	-	-	310	40	100	275	60	10	1452	1451-1600	

ITEM	DATE	Department			Union	Grade	Step	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	22800 72110	55% 45%		union_04G	RYE06	6	PRINTER	\$50,715	\$ 21,317	\$ 72,032
ACTUAL COST	THROUGH 6/6/25	22800 72110	55% 45%		union_04G	RYE06	6	PRINTER	\$29,185	\$ 9,602	\$ 38,787
								REMAINING BUDGET	\$21,531	\$ 11,714	\$ 33,245
PROPOSED	DOH: 5/5/25	22800 72110	40% 60%		union_04G	RYE08	1	MULTIMEDIA TECHNICIAN	\$30,742	\$ 18,927	\$ 49,669
								TOTAL PROPOSED	\$30,742	\$ 18,927	\$ 49,669
								SUBTOTAL COST/(SAVINGS)	\$ 9,212	\$ 7,213	\$ 16,424
								OTHER CONSIDERATION:			
								40% GENERAL FUND	\$ 3,685	\$ 2,885	\$ 6,570
								60% IMAGING FUND	\$ 5,527	\$ 4,328	\$ 9,855
								TOTAL COST/(SAVINGS)	\$ 9,212	\$ 7,213	\$ 16,424
		REMAINING EMPLOYER DEFINED BENEFITES CONTRIBUTION TO BE TRANSFERRED:									
								55% GENERAL FUND			\$ 5,741
								45% IMAGING FUND			\$ 4,697
FINANCE CONCLUSION:											
GENERAL FUND: ADDITIONAL COST WOULD REQUIRE ADDITIONAL APPROPRIATION.											
IMAGING FUND: FUND HAS SUFFICIENT FUND BALANCE TO ABSORB ANTICIPATED COST; BILLED RATES WILL NEED UPDATING.											
ANNUAL PROPOSE	2025	22800 72110	40% 60%		union_04G	RYE08	1	MULTIMEDIA TECHNICIAN	\$46,825	\$ 32,413	\$ 79,238



Jeff McBee
Human Resources Director
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(734) 240-7299

MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

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Sarah A. Boden
Human Resources Coordinator
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Sierra Masson
Human Resources Assistant
Telephone (734) 240-7301
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(734) 240-7302

February 7, 2025

Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: Reclassification of Parks Maintenance Leader Position

Dear Commissioner Lievens and Operations Committee Members:

This letter serves as a request for your consideration of approval of the reclassification of the Parks Maintenance Leader position. In recent years, this position has evolved into a position that requires considerably more judgement, independence, coordination, and complex problem solving than when previously classified. The impact of this position on programs, services, and operations across the County has continued to increase in impact as well.

This position holds primary responsibility for the maintenance and oversight of all County parks and a significant role in the grounds maintenance, safety, and continued operation of all County properties. The direct responsibilities of the Parks Maintenance Leader includes oversight and coordination of snow removal and grass mowing contractors, part-time employees, seasonal employees, Jail Alternative Work Service (JAWS) crews, and inmate trustee work crews (Red Shirt Program) are essential for the safe and efficient operation of services provided to residents, visitors, and employees.

Following a review of the updated job description and responsibilities of this position, a point factoring analysis resulted in classifying the position as a Grade 9. Based on the compensation amount adjustment, the approval of this reclassification would result in an additional appropriation from the General Fund of \$8,350.00 for the 2025 budget. I have included the job description, point factoring, financial impact summary, and the hiring review form for your review.

Your consideration of this request is appreciated and please feel free to contact me with any questions.

Sincerely,

Jeff McBee
Human Resources Director

HIRING REVIEW FORM

Department: Parks Maintenance

Vacancy Job Title: Parks Maintenance Leader

Brief Job Description:

Under the general direction of the Operations Coordinator, oversees and performs a variety of grounds maintenance activities at county buildings and parks. Oversees, leads and instructs seasonal workers, part-time workers, and contractual workers.

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.)

In recent years, this position has evolved into a position that requires considerably more judgment, independence, coordination, and complex problem solving than when previously classified. The impact of this position on programs, services, and operations across the County has continued to increase in impact as well. Following a review of the updated job description and responsibilities of this position, a point factoring analysis resulted in classifying the position as a Grade 9.

Completed By: Jeff McBee, Human Resources Director

DATE: 02/07/2025

Human Resources/ Finance Use:

Conclusion:

Finance: The reclassification of this position would require a projected additional General Fund appropriation of \$8,350.00 for 2025.

HR: The job description for this position has been point factored and classified at a Grade 9 on the TPOAM union wage scale.

Finance Reviewer: Sue Maier

DATE: 2/7/25

HR Reviewer: Jeff McBee

DATE: 2/7/25

APPROVED BY THE OPERATIONS COMMITTEE

APPROVED BY THE FULL BOARD

Monroe County
Parks Maintenance Leader

Department: Parks & Recreation

Wage Grade: 9

FLSA Status: Non-Exempt

Affiliation: TPOAM

General Summary:

Under the general direction of the Operations Coordinator, oversees and performs a variety of grounds maintenance activities at county buildings and parks including but not limited to mowing lawns, trimming trees and bushes, filling holes, picking up debris, seeding grass, applying lawn chemicals, raking leaves, removing snow, applying de-icing agents, and installing, maintaining, and repairing park equipment such as picnic tables, playground equipment, signs, and grills. Oversees, leads and instructs seasonal workers.

Essential Functions *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]*

- Oversees, coordinates, and participates in a variety of grounds maintenance activities at county buildings and parks such as mowing lawns, trimming trees and bushes, filling holes with asphalt in parking lots or dirt on grounds property, picking up debris, seeding grass, applying lawn chemicals, raking leaves, removing snow, and installing, maintaining, and repairing park equipment such as picnic tables, playground equipment, signs, and grills.
- Operates tractors with mowers, riding mowers and power mowers to cut grass on county grounds and at county parks. Operates other power tools/equipment including but not limited to weed eaters, sidewalk edgers, leaf blowers, chain saws, grinders, etc.
- Operates a skid steer with multiple attachments and other various pieces of heavy equipment.
- Operates tractors with snow attachments and snow blowers to remove snow from pedestrian areas. Shovels entrances and other areas inaccessible to power equipment. Spreads salt on steps and sidewalks and parking lots.
- Plants grass, flowers, shrubs, trees, spreads wood chips and stones and performs other landscaping tasks.
- Installation of hardscapes such as retaining walls.
- Maintains park equipment such as picnic tables, playground equipment, signs, and grills. Sets up picnic tables and trash cans for park functions. Installs and removes floating river docks.

- Grooming and upkeep of baseball diamonds.
- Keeps records of equipment and materials used and hours worked by seasonal employees. Maintains an inventory of materials, parts, and supplies needed for equipment maintenance and repair, reordering as necessary.
- Operates a snow plow and salt truck for removal and preparation of snow.
- Oversees the maintenance and repair of lawn care and snow removal equipment including changing oil, lubricating equipment, changing mower blades, and replacing lights.
- Assists the Operations Coordinator in the oversight of the lawn, snow removal, and park caretakers contractor(s) services.
- Coordinates and manages projects utilizing jail work release and probation program participants.
- Coordinates and manages all subcontractors to ensure all work and tasks are being performed properly.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria]*

Education: High school graduation or equivalent. Math skills necessary to measure chemical, reading skills necessary to read instructions, safety materials and government regulations.

Experience: Two years of ground maintenance experience.

Other Requirements:

Knowledge of:

- Landscaping techniques.
- Snow removal techniques.
- Occupational hazards safety rules.
- Relevant equipment, policies, procedures and strategies to promote effective operations.
- Principles and processes for providing customer service.
- Tool and vehicle maintenance and repair
- Various types of heavy equipment.

Skills in:

- Being proactive with improvements and concerns related to job duties.

- Time management.
- Using sound, independent judgment.
- Establishing and maintaining effective working relationships with those contacted in the course of the position
- Talking/listening to others to convey information effectively
- Using technology appropriate to the position held.

Ability to:

- Use, maintain and repair tools and equipment of position.
- Coordinate the work of others.
- Encourage, motivate and lead seasonal workers, part-time employees, and inmates/probationers.
- Gather, interpret and record information accurately.
- Follow oral and written instructions.
- Read and understand labels and instructions.
- Work effectively individually and with a team
- Communicate effectively both orally and in writing.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to climb into trucks and onto other equipment.
- Walking over uneven terrain.
- Operate trucks with snow removal equipment to remove snow and to haul equipment.
- Operate lawn equipment and tools.
- Climbing ladders.
- Ability to lift, push and pull equipment, material, and yard waste up to 50 lbs.
- Bending, stooping, and crouching in order to maintain ground maintenance.
- Ability to travel all County buildings and parks.
- May work in cramped positions
- Possession of a valid driver's license
- Drives County vehicle in the course of the position.

Working Conditions:

- Works outside in all types of weather conditions.
- May work outside of normal business hours to plow snow and salt sidewalks.
- Exposure to equipment where risk exists of getting cut, bruised or scraped.
- Exposure to environmental allergens.
- Exposure to pesticides, herbicides and other chemicals.
- Operates equipment along highways and roadways.
- Works with inmates and probationers.

Point Factor Analysis

New Grade Structure	Job Title Description	Education and Experience	Ed/ Ex #	Judgment and Independence	Internal and External Relations	Supervision	Sup #	Job Complexity	Responsibility for the Rights of Others	Technology	Impact on Programs, Services and Operations	Document Concentration	Work Environment	Total Points	Grade Point Parameters	Notes and Updates
9	Parks Maintenance Leader	197	a3	310	300	5	a1	310	90	60	275	20	50	1617	1601-1750	

ITEM	DATE	Department	Union	Grade	Classification	WAGES	FRINGES	TOTAL
ANNUAL BUDGET	2025	75100	union_04G	RYE07	PARK MAINT. CREW LEADER	\$ 46,045	\$ 26,125	\$ 72,170
ACTUAL COST	THROUGH 3/9/25	75100	union_04G	RYE07	PARK MAINT. CREW LEADER	\$ 11,210	\$ 5,069	\$ 16,280
					AVAILABLE BUDGET	\$ 34,834	\$ 21,056	\$ 55,890
PROPOSED	PROMO EFFECTIVE 3/10/25	75100	union_04G	RYE09	PARKS LEADER	\$ 41,713	\$ 22,527	\$ 64,240
					TOTAL COST/(SAVINGS)	\$ 6,879	\$ 1,471	\$ 8,350
FINANCE CONCLUSION:								
ADDITIONAL COST TO GENERAL FUND, WOULD REQUIRE ADDITIONAL APPROPRIATION.								
ANNUAL PROPOSED	2025	75100	union_04G	RYE09	PARKS LEADER	\$ 51,299	\$ 27,340	\$ 78,639



Monroe County
Information Systems Department

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Telephone: 734.240.7311

Please visit the Monroe County Website: CO.MONROE.MI.US

March 5, 2025

Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe Board of Commissioners
125 East Second Street
Monroe, MI 48161

Re: 811 Acceptable Use of Artificial Intelligence

Dear Chairman Lievens and Committee Members:

Enclosed with this letter is a new policy for consideration by the Committee and subsequently a recommendation to the full Board of Commissioners. Policy #811, Acceptable Use of Artificial Intelligence, seeks to provide guidelines and acceptable use cases of the emerging technology of Artificial Intelligence (AI.)

The Monroe Information Technology Department seeks to implement this policy to provide employees and users of the Monroe County Network with what is and is not appropriate to be input into AI services. Policy 811 also seeks to provide the formal ability for the Director of Information Technology to vet AI services and block access to those deemed a security or data exfiltration risk. The policy also includes recommendations from the United States Department of Labor on appropriate use of AI as it concerns employee rights – this portion has been reviewed by the Director of Human Resources Jeff McBee.

The ultimate goal of vetting AI services for use on the Monroe County Network is to protect the data of its constituents as well as to maintain compliance with the various protected data classification including, but not limited to, the Federal Bureau of Investigation's Criminal Justice Information Services Security Policy (CJIS), the Health Insurance Portability and Accountability Act (HIPAA), and any other personal identifiable information (PII) such as data protected under IRS Publication 1075. Lastly, in the ever evolving world of Cyber Insurance, we are seeing increased requirements of having a policy on the use of artificial intelligence.

A representative of the Information Technology Department will be in attendance to answer any questions that may arise in regards to this policy or Artificial Intelligence as a whole.

Regards,

Jacob W. Perry
Director of Information Technology, County of Monroe
Desk: 734-240-7308
jacob_perry@monroemi.org

Subject: Acceptable use of Artificial Intelligence

Overview: Monroe County recognized the use of artificial intelligence (AI) sources to quickly gather information and provide solutions. Artificial intelligence can be a powerful tool to help bolster workforce productivity, however, due to the nature of AI, there are inherent risks associated with the utilization of AI. In order to safely utilize AI Monroe County seeks to provide guidelines and acceptable use cases.

Purpose: The purpose of this policy is to provide guidelines and acceptable use cases of artificial intelligence to best protect Monroe County, its data, network, infrastructure, and cybersecurity posture. Monroe County has a legal obligation to protect personal identifiable information (PII) such as medical records subject to Health Insurance Portability and Accountability Act (HIPAA), criminal justice information and records subject to the U.S Department of Justice Criminal Justice Information Services Security Policy (CJIS), and other protected PII information that may be stored or transmit through the Monroe County network.

Scope: This policy applies to all employees or contractors of Monroe County as well as anyone that utilizes the Monroe County network or its resources. This policy also applies to any person or organization handling data owned, stored, maintained, or routed through the Monroe County network or its infrastructure.

Statement of Policy:

A. Use of AI

- a. Artificial intelligence is a great tool that can be used to augment work output but is not a substitute for human judgement and creativity. Never represent work generated by AI as your own original work.
- b. Data delivered by an AI service is an amalgam of human inputted information and as such results may contain misinformation, out of date information, copyrighted material, intellectual property, or other data that if utilized may put Monroe County at risk. Always vet information provided by an AI service for accuracy.
- c. Do not use AI to make or help you to make employment decisions about applicants or employees, including recruitment, hiring, retention, promotions, transfers, performance monitoring, discipline, demotion, or terminations.
- d. Inform your supervisor when you have used AI to help perform a task.
- e. Never input confidential data into any AI tool, as outlined below. Employees must comply with all applicable policies and guidelines including, but not limited to, both HIPAA and CJIS.

- f. Any employees needing to utilize AI must complete mandatory training on ethical AI use, data privacy, and security.
- g. Regular awareness training and/or programs may be conducted to inform employees about the responsible use of AI in the workplace.

B. Confidential Data

- a. Never upload, share, type, input, or otherwise disclose any confidential, proprietary, or protected data into any AI service. Information given to AI is processed and stored by the machine or service; there is no way to know who may have access to this lost data or if the AI algorithm will use said data for future results, answers, or extrapolations. Any data entered into AI shall be considered now owned by the provider of the AI service. Confidential data includes, but is not limited to...
 - i. Usernames, passwords, or other access granting credentials.
 - ii. Employee or personnel information
 - iii. Documents marked confidential, sensitive, protected, or proprietary
 - iv. Protected health information subject to HIPAA
 - v. Criminal justice information subject to CJIS
 - vi. Any PII that can be used to identify an individual including, but not limited to: name, address, birth date, social security numbers, etc.
 - vii. Any non-public information that may put Monroe County at risk if exposed

C. Fair Labor Standards and Other Federal Labor Standards

- a. The use of artificial intelligence in the workplace should be approached cautiously; Monroe County is subject to regulations enforced by the United States Department of Labor (DOL) and must ensure compliance with the various DOL standards and regulations.
 - i. Automated technologies may undercount or miscount hours worked, allotted breaks, wait time, minimum wage, overtime premiums, and pay rates. Human oversight of AI is recommended to avoid violation of the Fair Labor Standards Act (FLSA.) Monroe County and its employees must also ensure AI or other automated technologies are not utilized in any form of worker retaliation and remain in compliance with FLSA anti-retaliation laws.

- ii. Automated technologies may incorrectly deny, interfere with, or restrict employees federally protected leave allotted under the Family Medical Leave Act (FMLA.) Human oversight of AI is recommended to avoid FMLA violations.
- iii. Employees are responsible for ensuring automated technologies do not impose adverse actions on nursing employees exercising their right to pump at work.
- iv. The use of AI or automated technologies to gauge an individual's truthfulness may be subject to the restrictions on lie detector tests provided under the Employee Polygraph Protection Act (EPPA.)

D. Evaluation of AI Services

- a. Before utilizing any AI service, work with the Monroe County Information Technology Department to vet the provider; it is in Monroe County's best interest to only utilize AI services that align with Monroe County's cybersecurity posture.
- b. Monroe County Information Technology may provide a list of pre-vetted or approved AI services; if so, please utilize the services approved rather than alternatives.
- c. Monroe County reserves the right to block access to any AI service for any reason; do not attempt to circumvent any blocks set in place. A formal request for review can be submitted to the Monroe County Information Technology Director for review.

Policy Compliance:

- A. All Elected Officials/Judges/Department Heads or their designee(s) are responsible for implementing the policies and procedures and ensuring staff compliance in their respective areas.
- B. The Monroe County Information Technology Director, or their designee, may verify compliance of this policy through various methods including but not limited to network monitoring, business analytical tools, internal or external audits, and packet inspection.
- C. Any individual or entity found to have intentionally violated the AI policy will be subject to loss of privilege.
- D. Exceptions – Any exceptions to the policy must be formally approved by the Information Technology Director in writing.
- E. Non-Compliance – An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. Any contractor found to have violated this policy may have their access to the Monroe County network or its data revoked.

Definitions:

- A. Artificial Intelligence (AI) – Technology that enables computers and digital services to learn, read, write, create, and analyze. For the purpose of this policy, the focus is on Generative Artificial Intelligence Services that learn the patterns and structure of inputted data to generate new data and responses. Popular services include, but are not limited to,
 - a. ChatGPT
 - b. Microsoft Copilot
 - c. Google Gemini
- B. Personal Identifiable Information (PII) - Any representation of information that permits the identity of an individual to whom the information applies to be reasonably inferred by either direct or indirect means. Information permitting the physical or online contacting of a specific individual is the same as personally identifiable information. This information can be maintained in either paper, electronic or other media.
- C. Health Insurance Portability and Accountability Act (HIPAA) – Enacted in 1996, this act focuses on creating confidential systems within healthcare facilities to keep protected health information private.
- D. Criminal Justice Information Services Security Policy (CJIS) – The Federal Bureau of Investigations (FBI) Criminal Justice Information Services (CJIS) enforces a security policy that provides guidelines and regulations to protect criminal justice information maintained and utilized by law enforcement and court systems.

Administrative Procedures: None

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 18, 2025.



Jeff McBee
Human Resources Director
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MONROE COUNTY

HUMAN RESOURCES DEPARTMENT

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March 6, 2025
Commissioner J. Henry Lievens
Chairperson, Operations Committee
Monroe County Board of Commissioners
125 East Second Street
Monroe, Michigan 48161

Re: Revised Policy #452- Paid Personal/Sick Leave

Dear Commissioner Lievens and Operations Committee Members:

This letter serves as a request for your consideration of approval of the revision of County Policy #452, *Paid Personal/Sick Leave*. Included for your review are the following:

1. A version of the policy in its current form
2. A version of the policy showing the proposed changes
3. A clean copy of the proposed revised policy

In response to the amendments of the Earned Sick Time Act (ESTA) that went into effect on February 21, 2025, it is necessary to revise the policy to include the entirety of our part-time workforce, rather than limit it to those working a minimum of 25 hours per week. As required by the ESTA, all part-time employees will accrue 1 hour of personal/sick time for every 30 hours worked.

The proposed revised policy also includes an update to the language regarding the required notice for the use of personal/sick time. The current version of the policy calls for an employee to notify their supervisor within 15 minutes of the start time of their scheduled shift. The revision mirrors the requirement of the Act for employees to notify their supervisor “as soon as practicable.”

This proposed revision also includes the reinstatement of the management group as a separate category regarding the provision of personal/sick leave. The previous revision of the policy on December 3, 2024, removed the reference to the management group, which in effect reduced this groups personal/sick leave time by 16 hours, from 96 hours to 80 hours annually. The revision would return this group to the 96 hours of personal/sick leave which they have historically been provided.

Your consideration of this request is appreciated and please feel free to contact me with any questions.

Sincerely,

Jeff McBee
Human Resources Director

Section Name: Employee Relations
Section Number: 400
Policy Number: 452

Date of Adoption: March 19, 2019
Date of Revision: March 18, 2025
Effective Date: March 19, 2025

Subject: Paid Personal/Sick Leave

Overview:

The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, the illness, injury or medical appointment of a family member or other personal circumstances that may arise during the time of their employment. During such instances, paid personal/sick leave time may be used by eligible employees.

Purpose:

The purpose of this policy is to establish procedures for eligible non-union employees to use paid personal/sick leave time.

Scope:

This policy applies to regular full-time non-union employees and regular part-time employees. This policy shall follow provisions and qualifications of the Earned Sick Time Act (ESTA) of 2018 as amended.

Statement of Policy:

A. Credited Personal/Sick Leave Time:

1. Regular full-time non-union employees shall be credited with eighty (80) hours of personal/sick leave time on January 1 of each year. Regular full-time non-union employees who are hired after January 1 shall receive prorated personal/sick leave time on their date of hire.
2. Managerial employees shall be credited with ninety-six (96) hours of personal/sick leave time on January 1 of each year. Managerial employees who are hired after January 1 shall receive prorated personal/sick leave time on their date of hire.
3. Part-time non-union employees and temporary/seasonal employees shall accrue 1 hour of personal/sick leave time for every thirty (30) hours worked, not including paid time off.

B. Utilization of personal/sick leave benefits is subject to the following conditions:

1. For regular full-time non-union and managerial employees, paid personal/sick leave time cannot be carried over from one year to the next. Any unused personal/sick leave time shall be forfeited.
2. For part-time non-union employees and temporary/seasonal employees, all unused personal/sick leave time shall be carried over from year to year not to exceed 72 hours.

3. An employee who resigns or is terminated shall forfeit unused personal/sick leave time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
 4. Employee shall not be granted paid personal/sick leave time until such time has been credited to the employee.
 5. Paid personal/sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible personal/sick leave.
 6. The amount of personal/sick leave pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
 7. Paid personal/sick leave time may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on personal/sick leave.
 8. If an employee's need to use personal/sick leave time is foreseeable, the employee must provide their supervisor seven (7) days' notice of the intention to use the personal/sick time. If the employee's need to use personal/sick leave time is not foreseeable seven (7) days in advance of the date of the intended use of the personal/sick leave time, the employee must provide their supervisor notice of that intent as soon as practicable.
- C. Frozen Sick Bank: As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

Definitions:

- A. Regular Full-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work forty (40) hours per week.
- B. Regular Part-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work a set schedule less than forty (40) hours per week.
- C. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.
- D. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for fewer than 120 calendar days over a 12 month period of time.
- E. Family Member-is defined to include:
 1. Employee's legal spouse;

2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

Policy Compliance:

A. Responsibility

1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.
2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting personal/sick time used by exempt and non-exempt employees by authorizing the payment of personal/sick leave in accordance with this policy.
3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the personal/sick leave policy, and the authority to make exceptions.

Administrative Procedure: New-hired employees that are eligible to receive paid personal/sick leave shall be credited with paid personal/sick leave as outlined below:

New- Hired Employees	
Regular Non Union Full-time	
Hired Between	Paid Personal/Sick Leave Hours Credited
January 1st - January 15th	80
January 16th - February 15th	73
February 16th - March 15th	67
March 16th - April 15th	60
April 16th - May 15th	53
May 16th - June 15th	47
June 16th - July 15th	40
July 16th - August 15th	33
August 16th - September 15th	27
September 16th - October 2	20
October 3rd - December 31st	13
Management	
Hired Between	Paid Personal/Sick Leave Hours Credited
January 1st - January 15th	96
January 16th - February 15th	88
February 16th - March 15th	80
March 16th - April 15th	72
April 16th - May 15th	64
May 16th - June 15th	56
June 16th - July 15th	48
July 16th - August 15th	40
August 16th - September 15th	32
September 16th - October 1	24
October 2nd - December 31st	16

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 18, 2025.

Section Name: Employee Relations Date of Adoption: March 19, 2019
Section Number: 400 Date of Revision: ~~December 3, 2024~~ **March 18, 2025**
Policy Number: 452 Effective Date: ~~January 1, 2025~~ **March 19, 2025**

Subject: Paid Personal/Sick Leave

Overview:

The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, the illness, injury or medical appointment of a family member or other personal circumstances that may arise during the time of their employment. During such instances, paid personal/sick **leave** time may be used by eligible employees.

Purpose:

The purpose of this policy is to establish procedures for eligible non-union employees to use paid personal/sick **leave** time.

Scope:

This policy applies to regular full-time non-union employees and regular part-time employees ~~who are normally scheduled to work a minimum of twenty-five (25) hours per week~~. This policy shall follow provisions and qualifications of the Earned Sick Time Act (ESTA) of 2018 as amended.

Statement of Policy:

A. Credited Personal/Sick Leave Time:

1. Regular full-time non-union employees ~~who have completed ninety (90) calendar days of employment prior to January 1~~ shall be credited with eighty (80) hours of personal/sick **leave** time on January 1 of each year. Regular full-time non-union employees who are hired after January 1 ~~15~~ shall receive prorated personal/sick leave time **on their date of hire** after completing ninety (90) days of employment.
2. **Managerial employees shall be credited with ninety-six (96) hours of personal/sick leave time on January 1 of each year. Managerial employees who are hired after January 1 shall receive prorated personal/sick leave time on their date of hire.**
3. ~~Regular~~ **Part-time non-union employees and temporary/seasonal employees shall accrue 1 hour of personal/sick leave time for every thirty (30) hours worked, not including paid time off.** ~~who are normally scheduled to work a minimum of twenty-five (25) hours per week and have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty (40) hours of personal/sick time on January 1 of each year. Regular part-time non-union employees hired after January 15 shall receive prorated personal/sick leave after completing ninety (90) days of employment.~~

- ~~4. Regular part-time non-union employees who are normally scheduled to work less than twenty-five (25) hours per week, variable hours, and temporary/seasonal employees, are not eligible for paid personal/sick time.~~

B. Utilization of personal/sick leave benefits is subject to the following conditions:

1. **For regular full-time non-union and managerial employees, Paid personal/sick leave time cannot be carried over from one year to the next. Any unused personal/sick leave time shall be forfeited.**
2. **For part-time non-union employees temporary/seasonal employees, all unused personal/sick leave time shall be carried over from year to year not to exceed 72 hours.**
3. An employee who resigns or is terminated shall forfeit unused personal/sick leave time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
4. Employee shall not be granted paid personal/sick leave time until such time has been credited to the employee.
5. Paid personal/sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible personal/sick leave.
6. The amount of personal/sick leave pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
7. Paid personal/sick leave time may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on personal/sick leave.
8. ~~Paid personal/sick leave will be paid only if the employee or someone on the employee's behalf notifies his or her Supervisor not later than fifteen (15) minutes after the scheduled starting time on each day that the employee will be absent from work. When possible employees shall give advance notice to their Supervisor.~~ **If an employee's need to use personal/sick leave time is foreseeable, the employee must provide their supervisor seven (7) days' notice of the intention to use the personal/sick time. If the employee's need to use personal/sick leave time is not foreseeable seven (7) days in advance of the date of the intended use of the personal/sick leave time, the employee must provide their supervisor notice of that intent as soon as practicable.**

- C. Frozen Sick Bank: As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

Definitions:

- A. Regular Full-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work forty (40) hours per week.
- B. Regular Part-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work a set schedule less than forty (40) hours per week.
- C. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.
- D. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for **fewer than 120 calendar days** ~~25 weeks or fewer~~ over a 12 month period of time.
- E. Family Member-is defined to include:
 - 1. Employee's legal spouse;
 - 2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

Policy Compliance:

A. Responsibility

- 1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.
- 2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting personal/sick time used by exempt and non-exempt employees by authorizing the payment of personal/sick leave in accordance with this policy.
- 3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the personal/sick leave policy, and the authority to make exceptions.

Administrative Procedure: New-hired employees that are eligible to receive paid personal/sick leave shall be credited with paid personal/sick leave as outlined below:

New- Hired Employees	
Regular Non Union Full-time	
Hired Between	Paid Personal/Sick Leave Hours Credited
January 1st - January 15th	80
January 16th - February 15th	73
February 16th - March 15th	67
March 16th - April 15th	60
April 16th - May 15th	53
May 16th - June 15th	47
June 16th - July 15th	40
July 16th - August 15th	33
August 16th - September 15th	27
September 16th - October 2	20
October 3rd - December 31st	13
Management	
Hired Between	Paid Personal/Sick Leave Hours Credited
January 1st - January 15th	96
January 16th - February 15th	88
February 16th - March 15th	80
March 16th - April 15th	72
April 16th - May 15th	64
May 16th - June 15th	56
June 16th - July 15th	48
July 16th - August 15th	40
August 16th - September 15th	32
September 16th - October 1	24
October 2nd - December 31st	16

New Hired Employees-		
Regular Non Union Full-time		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st – January 15th	April 1 – April 15	48
January 16th – February 15th	April 16 – May 16	44
February 16th – March 15th	May 17 – June 13	40
March 16th – April 15th	June 14 – July 14	36
April 16th – May 15th	July 15 – August 13	32
May 16th – June 15th	Aug 14 – Sept. 13	28
June 16th – July 15th	Sept. 14 – Oct 13	24
July 16th – August 15th	Oct 14 – Nov 13	20
August 16th – September 15th	Nov 14 – Dec 14	16
September 16th – October 2	Dec 15 – Dec 31	12
October 3rd – December 31st	Jan 1 – March 31	48
Eligible Non Union Part-time		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st – January 15th	April 1 – April 15	40
January 16th – February 15th	April 16 – May 16	37
February 16th – March 15th	May 17 – June 13	33
March 16th – April 15th	June 14 – July 14	30
April 16th – May 15th	July 15 – August 13	27
May 16th – June 15th	Aug 14 – Sept. 13	23
June 16th – July 15th	Sept. 14 – Oct 13	20
July 16th – August 15th	Oct 14 – Nov 13	17
August 16th – September 15th	Nov 14 – Dec 14	13
September 16th – October 1	Dec 15 – Dec 31	10
October 2nd – December 31st	Jan 1 – March 31	40

Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024.

Revised pursuant to action of the Monroe County Board of Commissioners, dated March 18, 2025.

Section Name: Employee Relations
Section Number: 400
Policy Number: 452

Date of Adoption: March 19, 2019
Date of Revision: December 3, 2024
Effective Date: January 1, 2025

Subject: Paid Personal/Sick Leave

Overview:

The County of Monroe recognizes that employees may be unable to work due to their own personal illness, injury or medical appointment, the illness, injury or medical appointment of a family member or other personal circumstances that may arise during the time of their employment. During such instances, paid personal/sick time may be used by eligible employees.

Purpose:

The purpose of this policy is to establish procedures for eligible non-union employees to use paid personal/sick time.

Scope:

This policy applies to regular full-time non-union employees and regular part-time employees who are normally scheduled to work a minimum of twenty-five (25) hours per week. This policy shall follow provisions and qualifications of the Earned Sick Time Act (ESTA) of 2018 as amended.

Statement of Policy:

A. Credited Personal/Sick Leave Time:

1. Regular full-time non-union employees who have completed ninety (90) calendar days of employment prior to January 1 shall be credited with eighty (80) hours of personal/sick time on January 1 of each year. Regular full-time non-union employees who are hired after January 15 shall receive prorated personal/sick leave time after completing ninety (90) days of employment.
2. Regular part-time non-union employees who are normally scheduled to work a minimum of twenty-five (25) hours per week and have completed ninety (90) calendar days of employment prior to January 1 shall be credited with forty (40) hours of personal/sick time on January 1 of each year. Regular part-time non-union employees hired after January 15 shall receive prorated personal/sick leave after completing ninety (90) days of employment.
3. Regular part-time non-union employees who are normally scheduled to work less than twenty-five (25) hours per week, variable hours, and temporary/seasonal employees, are not eligible for paid personal/sick time.

B. Utilization of personal/sick leave benefits is subject to the following conditions:

1. Paid personal/sick time cannot be carried over from one year to the next. Any unused personal/sick time shall be forfeited.

2. An employee who resigns or is terminated shall forfeit unused personal/sick time. An employee who retires or dies shall be paid the balance of unused sick time at of their retirement or date of death.
3. Employee shall not be granted paid personal/sick leave time until such time has been credited to the employee.
4. Paid personal/sick leave hours shall be at the employee's regular hourly rate of pay at the time the hours are taken for permissible personal/sick leave.
5. The amount of personal/sick pay benefits used by an employee will be equal to the number of regularly scheduled hours such employee would otherwise have worked on the day(s) such benefits are used.
6. Paid personal/sick leave may be used in not less than one-quarter hour increments or more. However, the total hours used in a day shall not exceed the number of regularly scheduled hours the employee would otherwise have worked had the employee not been on personal/sick leave.
7. Paid personal/sick leave will be paid only if the employee or someone on the employee's behalf notifies his or her Supervisor not later than fifteen (15) minutes after the scheduled starting time on each day that the employee will be absent from work. When possible employees shall give advance notice to their Supervisor.

C. Frozen Sick Bank: As of July 1, 1986, all accumulated sick leave for employees was frozen and placed in a bank. Regular full-time non-union employees with banked sick time may utilize the time for the reasons listed above. Unused sick time will be maintained in the bank and the employee shall be paid for one-half (½) of those unused days at the same rate paid that employee at the time he/she terminates employment with the County.

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- B. Regular Part-time Employee- An employee who is hired for an indefinite period of time and is scheduled to work a set schedule less than forty (40) hours per week.
- C. Variable Hour Employee- An employee who is hired for a position in which the employee is not guaranteed any regular number of hours, and whose hours are variable or otherwise uncertain. This includes an employee who is on-call or part of a part-time pool of employees that only work when needed.
- D. Seasonal/Temporary Employee- An employee who is hired for a job scheduled for 25 weeks or fewer over a 12 month period of time.
- E. Family Member-is defined to include:
 1. Employee's legal spouse;

2. Employee's children, parents, parents-in-laws, grandparents, grandchildren, and siblings (including biological, adopted, step or foster).

Policy Compliance:

A. Responsibility

1. Employee: It is the responsibility of the employee to notify their supervisor in a timely manner and in accordance with their department/office policy.
2. Elected Officials/Judges/Department Heads or their designee(s): Each are responsible for scheduling and documenting personal/sick time used by exempt and non-exempt employees by authorizing the payment of personal/sick leave in accordance with this policy.
3. Human Resources: The Human Resources Director has the responsibility for interpreting and administering the personal/sick leave policy, and the authority to make exceptions.

Administrative Procedure: New-hired employees that are eligible to receive paid personal/sick leave shall be credited with paid personal/sick leave as outlined below:

New- Hired Employees		
Regular Non Union Full-time		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	80
January 16th - February 15th	April 16-May 16	73
February 16th - March 15th	May 17- June 13	67
March 16th - April 15th	June 14- July 14	60
April 16th - May 15th	July 15- August 13	53
May 16th - June 15th	Aug 14-Sept.13	47
June 16th - July 15th	Sept. 14- Oct 13	40
July 16th - August 15th	Oct 14- Nov 13	33
August 16th - September 15th	Nov 14-Dec 14	27
September 16th - October 2	Dec 15- Dec 31	20
October 3rd - December 31st	Jan 1-March 31	80
Eligible Non Union Part-time		
Hired Between	Eligible on 91st Day Between	Paid Sick Leave Credited
January 1st - January 15th	April 1-April 15	40
January 16th - February 15th	April 16-May 16	37
February 16th - March 15th	May 17- June 13	33
March 16th - April 15th	June 14- July 14	30
April 16th - May 15th	July 15- August 13	27
May 16th - June 15th	Aug 14-Sept.13	23
June 16th - July 15th	Sept. 14- Oct 13	20
July 16th - August 15th	Oct 14- Nov 13	17
August 16th - September 15th	Nov 14-Dec 14	13
September 16th - October 1	Dec 15- Dec 31	10
October 2nd - December 31st	Jan 1-March 31	40

7. Legislative History of Authority for Creation or Revision:

Adopted pursuant to action of the Monroe County Board of Commissioners, dated March 19, 2019.

Revised pursuant to action of the Monroe County Board of Commissioners, dated December 3, 2024