

Craig Longnecker
County Administrator

Todd Campbell
Deputy Administrator



Cindy Moser
Finance Director

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**HUMAN RESOURCES COMMITTEE
THURSDAY, JUNE 16, 2022 AT 11:30 A.M.
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)
CLINTON COUNTY COURTHOUSE
BOARD OF COMMISSIONERS ROOM
100 EAST STATE STREET, ST. JOHNS, MI 48879**

1	11:30	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	11:32	LIMITED PUBLIC COMMENTS
3	11:35	CLINTON COUNTY PERSONNEL MANUAL AMENDMENTS (ADMINISTRATION)
4	11:50	COMMITTEE/COMMISSION APPOINTMENTS
5	11:55	COMMISSIONERS' COMMENTS
6	12:00	ANY OTHER BUSINESS
MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY		

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATION AT (989)224-5120 OR TDD USERS WITHIN CLINTON COUNTY MAY DIAL 9-1-1 FOR GENERAL COUNTY SERVICES OR USE MICHIGAN RELAY 1-800-649-3777 OR THE NATIONAL RELAY NUMBER OF 7-1-1 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

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To: Human Resources Committee

From: Todd J. Campbell

Date: June 7, 2022

Subject: Clinton County Personnel Manual Amendments

Administrative staff have been reviewing the County's Personnel Manual and Travel and Conference Reimbursement Policy. The review has resulted in staff proposing some general housekeeping and other amendments to the current documents. Additionally, staff believe the proposed changes to Section 2.2 Re-Employment, of the County's personnel manual, may assist the County in attracting quality candidates for open positions, as the proposed change removes salary/wage restrictions on former County employees that either voluntarily quit or were terminated, but left in good standing with the ability to be rehired in the future. **Note:** The redlined versions of the proposed changes are included for your review.

The specific sections of the documents include: **Personnel Manual** – Sections 2.2 Re-Employment, 3.16 Overtime, 5.3 Life and Disability Insurance, 5.5 Longevity, 5.6 Retirement, 5.8 Educational Reimbursement Policy;

Travel and Conference Reimbursement Policy – Section 6.2 Meals;

Suggested Action: *Adopt the proposed amendments to the Clinton County Personnel Manual and Travel and Conference Reimbursement Policy as presented.*

EMPLOYMENT

2.0

RECRUITMENT - Employment and promotional opportunities shall be advertised in such a manner that the public is assured open opportunity to apply and to be properly considered for public employment, and so that present County employees may be knowledgeable of possible chances for advancement.

Department Heads shall notify Administrative Services of all upcoming vacancies as soon as possible. Upon receiving such notification, Administration shall advertise the position as appropriate, including, the posting of the vacancy in conspicuous places in the Courthouse and other County buildings, unless a hiring freeze is in effect. In the case of a hiring freeze, the request to fill a vacancy shall be presented to the Human Resources and Way & Means Committee Chairpersons for authorization prior to posting. Positions shall be posted for a minimum of five (5) working days and shall include a brief description of the position, taken from the County's classification system; necessary and desirable skills and abilities; the range of pay, and the effective dates of posting.

2.1

SELECTION - Employment and promotion of personnel shall be on the basis of merit, potential and suitability for the position. The qualifications of potential employees shall be measured against the written requirements for the position.

Applicants for vacant positions shall apply using the on-line application system, and specify job-related skills and attributes. After the close of the posting period, the Department Head shall review the applicants and select for interview the best-qualified applicants for the position as set forth in the County's Classification system. Any testing or investigation deemed necessary to determine qualifications may be undertaken by Administration.

The Department Head shall review the on-line applications, interview and, after making any desired investigation, shall select the applicant who, in the Department Head's judgment, is the most suitable for the position.

In the event that the Department Head is unable to make a selection from the initial applications, they can request an extension of time for the posting to search for additional qualified applicants.

Once a candidate has been selected for the position, the Department Head shall refer the individual back to Administration so that a physical examination and background check can be scheduled prior to the first day of work. The Department Head shall notify in writing, those applicants who were interviewed of their selection or non-selection.

2.2

RE-EMPLOYMENT-To promote security and stability in the County's workforce, and to promote an orderly transition between departing and new employees, an employee of the County terminating employment with the County, ~~whether by voluntary quit, termination, or retirement,~~ shall be ineligible for reemployment with the County for a period of two (2) years. Such policy does not prohibit a former employee of the County, that has retired from providing contractual services to the County during the two (2) year period immediately following the separation, provided such contract does not have a value exceeding a former employee's final regular hourly wage multiplied by 1040 hours.

In the event an retired employee terminating employment is appointed or rehired under statutory authority that supersedes the policy set forth above, subject to the minimum wage requirements of Federal or State law, such

reemployment shall be at an effective annual salary or other monetary compensation not exceeding the former employee's final regular hourly wage multiplied by 1040 hours, if the reemployment is for full-time employment. If the reemployment is for a work period that is less than full-time (forty hours per week or 2080 hours per year), the rehired employee's salary shall not exceed the pro-rata amount of the salary described above.

If a former County employee is separated from employment with the County by way of voluntary quit or termination and is considered to be eligible for re-hire by the County, that former employee is eligible to be re-hired any time after the separation date by the County and will receive the appropriate salary/wage per current County policies and/or specific collective bargaining agreement.

All former County employees that separate from employment with the County and are re-hired by the County shall be required to abide by the current Clinton County Personnel Manual and MERS policies and rules pertaining to fringe benefits.

2.3

NON-DISCRIMINATION - It is the County's philosophy and policy to treat employees and applicants for employment without regard to race, color, sex, religion, national origin, age, disability, height, weight, or marital status as required by law. Discrimination against any employee or applicant based on any of these conditions will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions, and other terms and conditions of employment and termination.

Under Michigan law, an employee may not be discriminated against in employment because of a disability that can be reasonably accommodated to enable that employee to perform the job. Disabled employees who feel accommodation is needed to perform their job must notify Administrative Services in writing of the need for accommodation within 182 days after the date the employee knew or reasonably should have known that an accommodation was needed.

2.4

UNLAWFUL HARASSMENT - We strive to maintain a pleasant working environment for all of our employees free from intimidation, humiliation, and insult. Harassment on the basis of any lawfully protected characteristic, which includes race, color, religion, gender, sex, pregnancy, national origin, age, disability, height, weight and marital status, will not be tolerated.

Definition - Harassment is defined as verbal or physical conduct or communication when:

1. Submission to the conduct or communication is made either an explicit or implicit term or condition of employment;
2. Submission to or rejection of the conduct or communication by an individual is used as a basis for an employment decision affecting that individual; or
3. The conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive work environment.

Examples of prohibited sexual harassment include, but are not limited to: unwelcome sexual advances; requests for sexual favors and other verbal abuse of sexual nature; graphic verbal commentary about an individual's body, sexual prowess or sexual deficiency; sexually degrading, lewd, or vulgar words to describe an

COMPENSATION

3.0

CLASSIFICATION AND COMPENSATION - All County employees are to be classified and paid in accordance with the compensation and classification schedule adopted by the Board of Commissioners. The compensation and classification schedule establishes the various classes of positions within the County; defines the responsibilities and qualifications of the position; and sets the wage schedule which will be paid to individuals in the positions.

Original appointment to any position shall be made at the entrance rate of the compensation and classification schedule adopted by the Board of Commissioners. Upon recommendation of the department head, the County Administrator may approve initial compensation through 1 Year Step in the Salary schedule when the needs for the service make such action necessary; provided that any such exception is based on the outstanding and unusual character of the individual employee's experience and ability over and above the desirable qualifications specified for the class. Authorization for initial compensation above 1 Year Step must be obtained from the Board of Commissioners, based on the recommendation of the Human Resources Committee.

Upon appointment if requested by department head, lump sum vacation up to 80 hours may be authorized by the County Administrator. Thereafter, the employee will earn normal accruals based upon the Vacation Schedule outlined in Section 5.7.

3.1

MANAGERS - The Board of Commissioners have further defined County Managers as employees under the direction of the Board of Commissioners, Elected Official or County Administrator, responsible for the management and supervisory activities of a significant county function or program. A manager is accountable to the Board of Commissioners, Elected Official or County Administrator for the effectiveness of services provided, with the Board of Commissioners having the final decision regarding who is a manager.

3.2

CLASSIFICATION SYSTEM ADJUSTMENT - The compensation and classification schedule is adopted by the Board of Commissioners annually and may be adjusted to reflect cost of living conditions. Such an adjustment affects all employees under the classification system and is separate from changes in steps or classification.

3.3

CLASSIFICATION – Positions are classified as full-time, part-time, temporary, contract, grant, or unclassified positions. Classified positions are defined as follows:

Full-time employees are those who work on a regular basis at least 40 hours per week in a position authorized by the Board of Commissioners.

Part-time employees are those working for the County on a continuous, regular basis at least 20 hours but less than 40 hours per week in a position authorized by the Board of Commissioners.

Temporary employees are those working as short-term replacements for full-time or part-time employees and/or who are hired on an irregular basis for special employment periods.

3.16

OVERTIME - Overtime is paid at the rate of 1.5 times the regular wage to all FLSA non-exempt employees who, with prior approval of the Department Head, work in excess of eight hours per day or 40 hours per week. In some cases, hours worked may vary from normal shift hours; in which case, overtime is paid in excess of their “daily scheduled shift” providing that shift is at least 8 hours. BELOW ARE SOME EXCEPTIONS:

Elected officials and employees whose positions are listed as unclassified on the annual Wage Classification Schedule as Professional, Managerial or Executive, including those which are set forth below, shall not be eligible for overtime.:

Executive

Building and Grounds Director
Central Dispatch Director
Development Director
Equalization Director
Friend of the Court
MIS Director
Jail Administrator
Parks & Greenspace Coordinator
Probate/Juvenile Administrator
Waste Management Coordinator

Administrative

Deputy Administrator/Controller
Emergency Services Coordinator
Administrator/Magistrate District Court
Undersheriff

Employees scheduled for and working overtime may, with Department Head approval, utilize compensatory time off in lieu of payment of overtime. Compensatory time shall be accumulated at the rate of 1-1/2 hours off for every hour of overtime worked. No employee shall be allowed to accumulate more than twenty-four (24) hours at any one time with the exception of Lead Telecommunicators who shall be allowed to accumulate no more than forty-eight (48) hours at any one time.

Department Heads and Elected Officials may only authorize overtime when funds are specifically budgeted for that purpose in the departmental budget. Requests to transfer funds from verified salary attrition to the overtime account may be authorized on an emergency basis by the Chairperson of the Human Resources Committee. The request shall then be placed on the next Human Resources Committee agenda for formal approval. The Administrator shall not pay any overtime which has not been properly approved and budgeted and shall place the issue of any unpaid overtime on the next Human Resources Agenda.

The Department Head must approve all overtime in advance and the hours must be properly documented on the time card. Vacation credit hours, medical, and compensatory leave time do not constitute hours worked for purposes of calculating overtime pay. However, if an employee is ordered in by their Department Head to work while on vacation or medical appointment, they shall be compensated at the overtime rate for those hours worked."

5.2

HEALTH INSURANCE - Effective 30 days after the beginning of employment, the County shall provide a health insurance program for regular full-time employees and family (Regular full-time as defined by Health Care Reform are employees who are employed on average at least 30 hours per week.).

- A. Health Insurance for Retirees: Refer to the Clinton County Post-Retirement Health Care Plan Document.

5.3

LIFE AND DISABILITY INSURANCE - The County shall provide life and disability insurance in the following amounts for regular full-time employees, effective ~~90~~30 days following the beginning of employment:

<u>Employees Earning</u>	<u>Life</u>	<u>A.D. & D</u>	<u>Disability</u>
\$14,414 and over	\$20,000	\$20,000	\$250/wk (52 wks after 30 days)

5.4

HOLIDAYS - The Courthouse shall be closed on the following holidays, which shall be considered paid holidays for eligible employees:

NEW YEARS DAY	January 1	VETERAN'S DAY	November 11
MARTIN LUTHER KING DAY	3rd Monday in January	THANKSGIVING DAY	4th Thursday in November
PRESIDENTS' DAY	3rd Monday in February	FRIDAY AFTER THANKSGIVING	
GOOD FRIDAY	Noon until 5 p.m.	DECEMBER 24	See below
MEMORIAL DAY	Last Monday in May	CHRISTMAS DAY	December 25
INDEPENDENCE DAY	July 4	DECEMBER 31	See below
LABOR DAY	First Monday in September		

Whenever New Year's Day, Independence Day, Veteran's Day or Christmas Day falls on Saturday, the preceding Friday shall be a holiday. Whenever New Year's Day, Independence Day, Veteran's Day, or Christmas Day falls on Sunday, the following Monday shall be a holiday. When Christmas Eve or New Year's Eve falls on Friday, the holiday shall be observed on the preceding Thursday. When Christmas Eve or New Year's Eve falls on Saturday or Sunday, the holiday shall be observed on the preceding Friday.

Eligible employees shall only receive holiday pay if they work the day before and the day after a holiday, unless excused by their supervisor.

If a non-union essential employee, defined as staff employed in a 24/7 operation, works a recognized holiday, they shall receive pay for the hours worked as well as holiday pay matching the hours actually worked. This shall be paid when earned during the regular payroll process. If they are not scheduled to work a holiday, they do not receive holiday pay.

Lead Telecommunicators shall receive double-time if they volunteer to work a holiday created by a short-notice call in.

5.5

~~**LONGEVITY**— Longevity is a fringe benefit based on continuous length of service with the County. Eligibility is based on continuous full years of service, and is to be paid annually on the first payroll in December of the calendar year of completion of the basic years in each category. Elected officials are not eligible for longevity. Employees whose employment with the County is terminated prior to December 1 of the year in which the longevity is earned and due shall forfeit any longevity. Employees hired after 12-31-83 shall not be eligible for longevity. Longevity is computed according to the following schedule:~~

<u>Years of Continuous Service Required</u>	<u>Longevity Bonus</u>
25 Years or More	\$800

5.6

RETIREMENT – Clinton County employees hired prior to January 1, 2007, are members of the Michigan Municipal Employees Retirement System (Defined Benefit Plan B-3) with all contributions paid by the County. Effective October 1, 1993, the Regulations pertaining to the system are made by the Michigan Municipal Employees Retirement Board in conformance with state law.

Please contact Administration for information regarding prior governmental service and the Reciprocal Retirement Act (Act 88) which provides for the preservation and continuity of retirement system service credits for public employees who transfer their employment between units of government.

Additional information can be found in the MERS Member Handbook which was received during orientation or can be found on the County Intranet. Information regarding the MERS Plan Document can be found on the MERS Website at <http://www.mersofmich.com>.

~~Clinton County e~~Employees hired after January 1, 2007 who are considered full-time or part-time (as defined in section 3.3), shall be enrolled in the MERS Benefit Program Defined Contribution. The county will contribute on behalf of each participant, 6% of earnings for each plan year. Each participant is not required to ~~contribute,~~ but contribute but can make a one-time election to contribute 2% of their earnings, of which Clinton County will match for a total employer and employee contribution of 10%. Employer contributions are 100% vested from date of hire.

5.7

VACATION - Vacation is accumulated on a biweekly basis for 80 hours regular straight time hours worked and pro-rated for eligible part-time employees according to the following schedule:

<u>Years of Service</u>	<u>Hours per Biweekly Period</u>
0-4 months service	0
5 months through 5 years	3.08
6 years through 10 years	4.62
11 years through 14 years	5.39
15 years through 19 years	6.16
20 years and upward	6.93

Employees may utilize accumulated vacation time as approved in advance by the Department Head. An employee shall not accumulate vacation credits at any one time during the year in excess of the following schedule based on his/her accrual rate:

<u>Accrual Rate</u>	<u>Maximum Vacation Credit Hours</u>
3.08 Hours	120 Hours
4.62 Hours	160 Hours
5.39 Hours	180 Hours
6.16 Hours	200 Hours
6.93 Hours	220 Hours

Employees shall not be eligible for any other type of compensation in lieu of credits in excess of the maximum. Upon termination of employment, the employee shall be entitled to compensation for any earned but unused vacation time; however, employees terminating within the first six (6) months of employment shall not be eligible for payment of any vacation credits.

5.8

EDUCATIONAL REIMBURSEMENT POLICY - The Board of Commissioners believes it is appropriate to use County funds to reimburse an employee for educational expenses in certain instances. The County, however, reserves the right to reject an educational reimbursement request at any time for any reason.

If and when funds are available within a departmental budget, an employee of that department may request reimbursement for tuition costs and other charges, subject to the following criteria:

- a. The course must be related to the employee's present position in the County or is a required course leading to a degree related to the employee's present position. The course must be taken at an approved school or college. Correspondence courses will not be reimbursed.
- b. Employees must be employed by the County over six (6) months to be eligible to apply for educational reimbursement. If the employee terminates employment within two years of the date of reimbursement, the employee agrees to refund the entire amount reimbursed to the County.
- c. The reimbursement shall normally be limited to registration fees, tuition, and laboratory fees. Book costs, supplies costs, etc., can only be approved in those instances when a department head, with the consent of the Human Resources Committee, requires an employee to take a course.
- d. The employee must complete the Tuition Reimbursement Request Form and secure approval from the department head and the County Administrator **PRIOR** to taking a course. It is recommended that the employee confer with the department head regarding his/her overall educational plan.
- e. Under no circumstances will the County reimburse an employee for tuition paid by Veteran's benefits, scholarships, student or other grant programs. The county's maximum reimbursement in those cases will be limited to the difference between the total tuition cost and the amount reimbursed from other sources.
- f. **AFTER** the employee has successfully completed the course(s), he/she must complete the information in the box at the bottom of the Tuition Reimbursement Form, attached original proof of successful completion of the course(s) with a passing mark, and attach itemized, paid receipts. The completed

Tuition Reimbursement Request Form, along with all supporting documentation, must be signed by the department head and County Administrator and forwarded to the County Clerk Accounting Department for payment.

In the event that the department head or County Administrator does not approve payment for any reason, the employee may appeal the decision to the Human Resources Committee. The Human Resources Committee of the Board reserves the right to reject any claim by the employee that is not in accordance with the above criteria.

LEAVES OF ABSENCE

6.0

PAID MEDICAL LEAVE - Employees unable to come to work for reasons of personal or family mental or physical illness, injury, health condition, disability, diagnostic examination, medical care or treatment or preventative medical care or any other reasons established by Michigan's Paid Medical Leave Act are eligible to use earned medical leave.

Employees must notify their Department Head as early as possible, but in no case later than the morning of the work day for which the employee will be absent. It is expected that the employee shall keep the Department Head advised as to his/her condition and the probable date of return.

A certificate (verification) by a physician selected and paid for by the County if not covered by the employee's insurance may be required by the Department Head at any time, stating the cause or causes of the sickness or disability, and its expected duration or to verify same. The County will not pay for the doctor fee if the County's physician reports the employee is not or was not sick. The County may require the employee to obtain verification of illness from their own physician and at the employee's expense in addition to or in lieu of the above within three (3) days from the employees' medical leave request.

In the case of a work incapacitating injury or illness for which an employee is eligible for benefits under the County's Sickness and Accident Insurance program or the County's Workers Compensation program, medical leave credits may be utilized, at the employee's request, to equalize the difference between the employee's normal bi-weekly after-tax earnings and the disability or compensation benefits. If an employee receives payments in excess of their regular salary, payments in excess shall be refunded to the County through payroll deduction or as otherwise determined by the County.

Any use of medical leave by an employee in excess of three (3) days within a two (2) week period may require medical certification of the sickness or disability giving rise for the leave.

6.1

UNPAID LEAVE

A regular employee who has completed twelve (12) months of employment and worked at least 1250 hours for the County in the past twelve (12) months may request an unpaid personal leave of absence under the Family Medical Leave Act Policy (FMLA) for a period not to exceed one hundred eighty (180) days in any one calendar year. All requests must be in writing, must give the reason for the request, must give the expected duration of the leave and must be approved by the County Human Resources Manager.

Please refer to the **Family Medical Leave Policy** included in your orientation manual or on the intranet in the Policies and Procedures manual for further details.

EMPLOYEE LAY-OFF AND TERMINATION

11.0

REDUCTION OF COUNTY SERVICES - When, by decision of the County Board of Commissioners, it is deemed necessary to reduce the level of County services, the Board of Commissioners shall notify the Human Resources Manager that no vacancies can be filled without written approval of the Board of Commissioners. The Human Resources Manager shall advise each Department Head when the approval rule is to become effective and as to the necessary procedures for requesting approval to fill vacancies.

11.1

LAY-OFF OF EMPLOYEES - The termination of positions and the subsequent lay-off of employees shall be determined by the County Board of Commissioners, after consultation with County Department Heads.

Full-time and part-time employees terminated as a result of such action shall be given a minimum of ten (10) calendar days' notice, and upon termination shall be eligible for the payment of any earned but unused vacation time, ~~pro-rated longevity~~, but not medical leave. In addition, the County will continue the employees' life and health insurance coverage for one calendar month past the employees' termination date.

If a full or part-time employee, who has been laid off, is rehired within one year, the employee shall be entitled to credit for prior years' service in calculation of fringe benefits.

11.2

TERMINATION - LEAVING EMPLOYMENT –As a matter of courtesy, employees who desire to leave the County are expected to give at least fourteen (14) calendar days' notice in writing. An employee shall be paid earned salary to the date on which employment terminates. The County's contributions to insurance plans will be made through the end of the month in which terminations occur.

All employees are encouraged to schedule an exit interview with the Human Resources Manager following resignation but prior to termination of employment. The Human Resources Manager shall make every attempt to schedule the exit interview at a time which is convenient for the employee and which minimizes disruption of the work schedule.

An exit interview allows the County to verify the information in its files and to clarify the employee's questions about his/her status upon termination. The employee has opportunity to speak candidly about employment with the County, and the County may discover ways to improve its operations as a result.

Resignation Procedures

1. Employees should submit a written resignation to be placed in his or her personnel file.
2. The employee must return all office keys.
3. The employee must return this Manual.

Employees who are enrolled in the County's medical insurance plan at the time of their termination may be eligible to continue coverage at their expense under the group plan following the termination of their employment. Coverage generally may extend for up to eighteen (18) months or longer, depending upon the circumstances. The cost will be 102% of the County's premium. See the Insurance Coordinator for details.

TRAVEL AND CONFERENCE REIMBURSEMENT POLICY

1. **PURPOSE:** The purpose of this policy is to establish guidelines to reimburse Clinton County officials and employees for travel expenses incurred as a result of their official duties at rates established by the Board of Commissioners and in accordance with the specific provisions enumerated herein.
2. **AUTHORITY:** The Clinton County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Clinton County.
4. **RESPONSIBILITY:** The Board of Commissioners shall be responsible for the implementation of this policy. The Administrator/Controller shall be responsible for the administration of this policy.
5. **DEFINITIONS:** NONE
6. **POLICY:**
 - 6.1. Mileage. Mileage will be paid at the current per mile rate established by the Internal Revenue Service to those officials and employees required to use their privately owned vehicle in conducting County business. Intermittent parking charges for meter, lots and etc. will be reimbursed at actual cost. Mileage accumulations and a brief explanation of the travel must be submitted by requisition/purchase order in the Financial Management System, and approved by the Department Head.
 - 6.1.1. When traveling to out-of-county activities transportation must be shared whenever possible. Economical use of County funds has priority over personal convenience or preference.
 - 6.1.2. All mileage shall be computed from the normal work location to the destination point and return except in the following situations:
 - 6.1.2.1. Mileage will be computed from residence to destination if actual departure is from the residence and if the distance is less than the distance from work location to destination.
 - 6.1.2.2. If the distance is greater from the residence, the employee may still leave from there, but mileage will be calculated from the work location to destination.
 - 6.1.2.3. Under no circumstances is mileage allowed between residence and normal work location.
 - 6.1.3. Reimbursement for authorized auto travel out-of-state shall be at the prevailing mileage rate at least equal to but not more than the commercial air carrier coach rate.
 - 6.1.4. When making air travel arrangements for authorized, county related, out-of-state travel, preference shall be given to our local commercial air carrier, Capital Region International Airport.
 - 6.2. Meals. An employee will be eligible for reimbursement of meals and reasonable gratuities while going to and from, and while in attendance at any meeting, convention, conference, or seminar on Departmental business. To receive reimbursement, detailed receipts and a copy of the conference/convention itinerary -must be attached to requisition/purchase order. The required itinerary shall have the meals, not included in the conference/convention, underlined and designated with an * (asterisk). -Managers and Department Heads will be allowed reimbursement of meal costs incurred while conducting county business, with implementation guidelines to be developed by the County Administrator. Alcoholic beverage expenses will not be reimbursed under any circumstances. In-state meal allowances reflect a total daily allowance of \$3858.00, plus reasonable gratuities, up to 20% of the meal cost,

according to the following schedule:

Breakfast:	\$813.00 (travel commences prior to 7:00 a.m. and extends beyond 8:30 a.m.)
Lunch:	\$415.00 (travel commences prior to 11:30 a.m. and extends beyond 2:00 p.m.)
Dinner:	\$2030.00 (travel commences prior to 5:30 p.m. and extends beyond 7:00 p.m.)
Full Day:	\$3858.00

- 6.2.1. Official travel, which takes the individual outside the boundaries of Clinton County during the entire mealtime hours, will render eligibility for meal allowance, based on when the employee was required to leave and return as noted above.
- 6.2.2. Out-of-state approved conferences shall allow actual meal expenses within reason, excluding alcoholic beverages.
- 6.2.3. Employees and/or elected officials on official County travel to conferences or conventions shall be reimbursed for the maximum allowable rate from the time of departure to return, excluding the cost of meals furnished at the conference or convention.
- 6.3. Accommodations. Reimbursement may be made for actual expenditures for overnight accommodations subject to the following restrictions and limitations:
 - 6.3.1. If the destination is more than 150 miles from the normal work location, and if the individual must be at the destination at or before 9:00 a.m., travel may commence after lunch on the day preceding.
 - 6.3.2. If official business terminates after 5:00 p.m. and the location is more than 150 miles from the normal work location, the employee may remain overnight and commence travel the following morning.
 - 6.3.3. If the temporary work location is more than 50 miles from the normal work location and the duration is more than one day, the nights between such work days may be spent in the immediate vicinity and reimbursement claimed for cost of lodging at established rates.
 - 6.3.4. Reimbursement for out-of-state travel is limited to the cost of a single room at prevailing rates for accommodations normally used in business; however:
 - 6.3.4.1. Double accommodation may be utilized when appropriate.
 - 6.3.4.2. If a “double” is shared with a County Employee, each may claim reimbursement for one-half (1/2) the rate.
 - 6.3.4.3. If the cost of a “double” is shared with a non-county employee, reimbursement may be claimed for the actual expenditure or an amount equal to the rate for a single occupancy accommodation, whichever is less.
 - 6.3.4.4. Receipts for lodging expenses must be submitted with requisition/purchase order. No overnight lodging will be reimbursed if conference is held in a contiguous county.
 - 6.3.4.5. Only expenses incurred on behalf of the Employer will be reimbursed upon presentation of appropriate receipts. Charges for personal goods and services, entertainment and travel not related to County Business are considered unacceptable and will not be reimbursed to the employee.

6.4. Advance Payment - Department Heads may make travel requests for employees traveling on Departmental business. Requests for advance travel shall list the estimated amount required. Employees are encouraged to pay hotel expenses in advance to avoid payment of sales tax.

6.4.1. Upon return, a requisition/purchase order must be prepared and submitted to the Accounts Payable Clerk. Receipts are to be attached detailing actual expenses plus any expense incurred in addition to the advance payment. Any unexpended funds will be returned to the County with the report.

6.5. Budget for Travel Related Expenses. Expenses associated with attendance at meetings, conferences, and seminars shall be requested by the Department Head during the preparation of the annual budget. Travel for County business within the State of Michigan which does not require a formal registration or an overnight stay. (Line item 860000). Travel for the professional development of county employees, including conferences, conventions, seminars, or other training which is required to develop or maintain skills, licenses or mandates for a position. This also includes any other County matters which require a formal registration and/or an overnight stay (Line item 866000).

6.5.1. Department Heads are allowed to attend their national and state professional conferences or conventions, provided it is within the travel budget. Employee expenses to be reimbursed for out-of-state travel shall be in proportion to the cost/benefit of the conference to be attended.

6.5.2. Travel within the State requiring overnight stay will be allowed subject to approval of the Department Head and to availability of funds within the department budget. No additional funds will be transferred to the travel account after adoption of the budget, unless approved by the Board of Commissioners.

6.5.3. Travel within the State of Michigan for the purpose of transacting County business, i.e., meeting with State Officials or to discuss common concerns with other governmental officials will be allowed subject to approval of the responsible Department Head and no overnight stay is required.

6.6. Violation of Policy. If there is any infraction of Section 6.5 of this policy requiring prior authorization for travel, no reimbursement of expenses will be allowed.

6.7. Preparation of the Travel Reimbursement Request. In order for the travel expense to be processed, a corresponding requisition/purchase order must be entered into the Financial Management System. Unless there are exceptional circumstances, reimbursement requests shall cover no more than one-month's expenses.

6.8. Prior approval as outlined in the Vehicle Use Policy, of the immediate supervisor is required to use a private vehicle in the conduct of County business for which mileage reimbursement is to be requested. The Department Head must approve mileage reimbursement for use of a private vehicle.

7. ADMINISTRATIVE PROCEDURES: NONE

8. ADMINISTRATOR/CONTROLLER LEGAL COUNSEL REVIEW: The Administrator/Controller has determined that this policy as submitted to the Board of Commissioners contains the necessary substance in order to carry out the purpose of the policy. The County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Clinton County Board of Commissioners.

COMMITTEE AGENDA ITEM

DATE OF
MEETING: June 16, 2022

ESTIMATE OF
TIME NEEDED: 5 min

NUMBER OF
ATTACHMENTS:

REQUESTOR:
Administration

BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:

Reappointments:

1. **Planning Commission:**

- Michael O-Bryant's term on the Planning Commission expired on May 1, 2022.

ADDITIONAL INFORMATION: