

PERSONNEL COMMITTEE AGENDA

February 13, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Pages

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PERSONNEL COMMITTEE
MEETING MINUTES
Livingston County

January 16, 2019, 8:00 am
304 E. Grand River, Conference Room 4, Howell, MI 48843

Members Present:

William Green , Carol S. Griffith, Douglas Helzerman

Other Commissioners Present:

Wes Nakagiri

Staff Present:

Ken Hinton, Cindy Catanach, Jennifer Palmbos, Amy Hill, Kristi Cox,

1. CALL MEETING TO ORDER

The meeting was called to order by Comm. William Green at 8:02 a.m.

2. APPROVAL OF AGENDA

Motion to approve the Agenda as presented.

Moved By: Carol S. Griffith

Seconded By: Douglas Helzerman

Motion Carried (3-0)

3. CALL TO THE PUBLIC

None.

4. APPROVAL OF MINUTES

- Minutes of Meeting Dated: December 10, 2018

Motion to approve the minutes as presented.

Moved By: Carol S. Griffith

Seconded By: Douglas Helzerman

Motion Carried (3-0)

5. TABLED ITEMS FROM PREVIOUS MEETINGS

None.

6. REPORTS

None.

7. DISCUSSION

- Labor Relations Status and Planning for 2019

Jennifer Palmbos informed committee members that 4 labor agreements will be expiring at the end of 2019. Agreement talks will open in September.

- Human Resources Status and Planning for 2019

Jennifer Palmbos reported that Livingston County will be using AON this year to collect bids on the employee health insurance in compliance with Michigan Public Act 106.

- Employee Engagement Survey Results

Jennifer Palmbos indicated she would like to use Energage again to conduct another employee survey. Jennifer stated that using a 3rd party enables employees to give frank responses to the survey.

8. ADJOURNMENT

Motion to adjourn the meeting at 8:40 a.m.

Moved By: Carol S. Griffith

Seconded By: Douglas Helzerman

Motion Carried (3-0)

Respectfully submitted by:

Amy Hill
Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

RESOLUTION TO AMEND SUPPLEMENTAL SALARIES FOR DISTRICT COURT JUDGES – County Administration

WHEREAS, Resolution 2016-12-217 set the County supplement for District Court Judges at \$47,371.00 for 2016 to be continued until amended by statute and/or by resolution of the Board of Commissioners; and

WHEREAS, the Board of Commissioners is responsible for establishing County supplemental funding to judicial salaries within the parameters fixed by State law; and

WHEREAS, MCL 600.8202(3)(b) provides for a district funding unit to appropriate a salary of \$45,724 annually to each District Court Judge.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby rescinds any and all previous inconsistent resolutions and fixes the County supplement for District Court Judges at \$45,724 for the calendar year 2019.

BE IT FINALLY RESOLVED that the \$45,724.00 supplement shall continue until amended by statute and/or by resolution of the Board of Commissioners.

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**MOVED:
SECONDED:
CARRIED:**

employees an exemption from wearing their badges while in their department.

OVERVIEW: The ability to quickly identify those persons who are authorized to use the County's computer systems is an important component of our computer security procedures. As such, the issuance and required wearing of identification badges is needed to promote a more secure physical environment for the safeguarding of Livingston County computer systems and data.

PURPOSE: The purpose of this policy is to provide a means to further safeguard the County's computer systems and data, to provide procedures to see that only authorized persons have access to the County's computer system/data and to establish a standard for creation and usage of Identification badges for use in Livingston County.

SCOPE: The scope of this policy includes all of Livingston County personnel, contracted employees and State employees while working in a county office and/or facilities as well as designees of the IT Department who are authorized to work on computer equipment.

ENFORCEMENT: Elected Officials/Department Heads will be responsible for enforcement of this policy.

The photo identification badges (ID Cards) will be issued by the Human Resources Department. All new employees must report to Human Resources to have their photo ID badges created prior to being given access to a County computer.

Any request to replace an employee's ID badge must be made through the employee's supervisor or Department Head to the Human Resources Department.

The photo ID badges are the property of Livingston County. Any unauthorized use or abuse of the County's ID badges is prohibited.

IT personnel will be separately identified by a yellow lanyard attached to their ID badges. IT vendors will wear a visitor's badge with a yellow lanyard.

The photo ID badges will also serve as identification to the public of County field and office personnel.

EMPLOYEE COMPLAINT PROCEDURE

SCOPE AND PURPOSE: To allow for the appeal of an interpretation or application of personnel policies, disciplinary action, or discharge matter. This complaint procedure shall be applicable to regular County employees covered under this Manual excluding, however, employees employed by elected County officials (Sheriff, Treasurer, Clerk, Register of Deeds, Drain Commissioner, and Prosecutor) for disciplinary or discharge matters.

Grievances of employees working for Elected Officials for disciplinary or discharge matters who are not covered by a collective bargaining contract may be considered under this procedure if such Elected Official, at their option, permit the same, and

requests processing of the appeal in writing to Human Resources. This complaint procedure is also not applicable to any County Elected Officials or County employees who receive direct appointment by the County Board of Commissioners such as appointed Department Heads.

However, nothing contained in this Complaint Procedure shall alter the fact that regular County employees covered under this Manual are and shall continue to be at-will employees.

APPEAL PROCEDURE: Should any regular employee of Livingston County to which this procedure is applicable, have a complaint about an interpretation or application of personnel policies, disciplinary action or discharge matter, the following steps will be taken:

STEP 1	All complaints shall be submitted within five (5) working days of its occurrence or when the employee should reasonably have obtained knowledge of its occurrence. If not so submitted, the complaint shall be considered automatically closed.
	The employee shall reduce the complaint to writing and present it to his/her Department Head as outlined above. The complaint shall be signed by the employee. The Department Head shall, within ten (10) working days after receipt of the written complaint, give his/her decision in writing.
	Unresolved complaints shall proceed to Step 2, provided they have been appealed within five (5) working days from the date the Department Head's answer was received or due.
STEP 2	In the event the complaint is not settled at Step 1, the employee may request the matter be reviewed by the Personnel Committee. Such a request must be in writing and submitted to Human Resources within five (5) working days from the receipt of the Department Head's answer or when it was due.

PERSONNEL COMMITTEE: The Personnel Committee shall be charged with hearing such complaints properly appealed to Step 2:

- Upon receipt of the written request to appeal the complaint to Step 2, Human Resources will verify that the complaint has been filed within the prescribed time limits and has completed review at the department level in Step 1.
- Those complaints properly appealed to Step 2 will then be scheduled whenever possible for hearing within thirty (30) calendar days from the date the appeal is filed in Human Resources.
- Minutes will be taken of the hearing which will include the names of those persons participating, copies of any exhibits presented and the final action taken by the Personnel Committee on the complaint. Under certain circumstances, however, the Personnel Committee may require transcripts be taken of the hearing by a certified court stenographer/recorder and placed on file with Human Resources.
- The employee may present witnesses and evidence and be represented by an

attorney or other person of his/her choosing.

- The Department Head may also present witnesses and evidence and be represented by civil counsel.
- The Personnel Committee shall not be bound by technical rules of evidence, nor shall informality in any of the proceedings or in the matter of taking testimony invalidate any decision approved by the Committee.
- The decision of the Personnel Committee shall be binding and final on all parties.

- Any complaint not appealed from Step 1 and Step 2 within the prescribed time limit shall be considered dropped and not subject to further appeal.

Resolution #2017-09-156

**Approved:
September 5, 2017**