

POLICIES & PROCEDURES COMMITTEE



Martin D. Marshall
County Administrator

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MEMBERS

John Lapham, Dawn Bales, Bob Knoblauch

MEETING LOCATION

Committee Room, 2nd Floor
Old Courthouse, 301 N. Main Street, Adrian, MI 49221

MINUTES: Monday, October 15, 2018 – 10:00 a.m.

PRESENT: Commissioners Lapham, Bales, and Knoblauch

ALSO PRESENT: Josh Tirey, Martin Marshall, Kim Murphy, and Rebecca Borton

I. Approval of Minutes

Motion by Knoblauch, supported by Bales, to approve the minutes of the September 15, 2018 meeting. Motion carried.

II. Green Initiative Policy

The Green Initiative Policy was introduced last month. Since it has been ten years since its adoption, Marty reviewed a few recommended changes that will make it more reflective of current efforts. No other recommendations were made.

The amended policy will be brought back next month for consideration.

III. Old Business

Credit Card Policies: There were no updates on the Credit Card policies.

Equal Employment Opportunity Policy: Legal counsel provided a sample EEO Policy and the amended policy ready for adoption was submitted. There were no additional recommendations.

Motion by Knoblauch, supported by Bales, to recommend approval of the amended Equal Employment Opportunity Policy. Motion carried.

Affirmative Action Plan Policy: Since Affirmative Action plan is obsolete and pertinent information is now included in the proposed Equal Employment Opportunity Policy; it was recommended that the Committee make a formal request to retire this policy.

Motion by Knoblauch, supported by Bales, to recommend retiring the Affirmative Action Plan Policy since the Equal Employment Opportunities policy now encompasses pertinent information. Motion carried.

Information Technology Policy: The Administrator's Office will check on the status.

Non-union Personnel Handbook: Changes to the format of the personnel handbook, along with sections pulled from the body of the handbook but referred to in an appendix.

There was discussion regarding the placement of policies in the handbook; it was decided that those policies should be placed at the end of the handbook for easier access to them for future updates.

There was discussion regarding clarification of employment termination under the Medical Leave section. Marty and Bev will further review this section.

There was discussion regarding tattoos, piercings, and nepotism within departments. Taking into consideration that County departments have both appointed department heads and elected officials, these particular issues may be more of a challenge.

The Committee would like to further investigate a non-nepotism policy.

The question of how dress code violation concerns should be handled came up. Once the policy becomes effective it will be up to the department to address concerns.

The Personnel Handbook should be effective and available by January 1, 2019.

IV. New Business

There was no new business.

V. Adjournment

Motion by Bales, seconded by Knoblauch, to adjourn the meeting at 11:02 a.m. Motion carried.

LENAWEE COUNTY BOARD OF COMMISSIONERS

301 N. Main St. Courthouse ~ Adrian, MI 49221

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Policy#2018-012

Equal Employment Opportunity Policy

Date of Adoption: September 22, 1976

It is the policy of Lenawee County to provide equal opportunity in employment to all applicants and employees. No person will be discriminated against in employment because of religion, race, color, national origin, age, sex, height, weight, marital status, military status, or a mental and physical disability, provided that such disability does not prevent an individual from performing the essential functions of the job, with or without reasonable accommodation.

The County's equal employment opportunity policy applies to all terms, conditions and privileges of employment with the County, including, but not limited to, hiring, training, employee development, promotion, demotion, transfer, compensation, fringe benefits, and termination. Discrimination on the basis of any of the characteristics listed above, or any other characteristics protected by federal or state law, is not practiced by the County and will not be tolerated.

The County of Lenawee will periodically conduct a survey and analysis of the work force to ascertain what measures, if any, may be needed to effectively maintain conformance with this equal opportunity policy.

It is the intent of the Board of Commissioners that this policy shall be enforced the same as any other County policy. Any deliberate attempt to thwart or to circumvent this policy shall be grounds for disciplinary action including discharge censure.

It is the intention of the Board of Commissioners of Lenawee County to implement procedures to promote this policy. To this end, the Human Resources Coordinator of Lenawee County is directed by the County Board of Commissioners to insure equal opportunity for employees or applicants for employment. Such action shall include, but not be limited to, employee recruitment, demotion or transfer, advertising, lay-off or termination, rates of pay or other forms of compensation or benefit and selection for training programs.

Equal Employment Opportunity Procedures

A. Employee Recruitment shall include:

1. Placing employment advertisements in newspapers, newsletters and other communication media;
2. Utilizing recognized national organizations, publications and trade journals to advertise job openings when warranted;
3. Requesting referrals from government agencies and program directors such as:
 - a. State Employment Office
 - b. College placement offices
 - c. Lenawee County Vocational Technical Center
 - d. Community Action Agency
4. Insuring that all methods of recruiting clearly state that Lenawee County is an "Equal Opportunity Employer";
5. Posting job opportunity notices on department bulletin boards when appropriate;

6. Submitting newsworthy press releases to all local media to publicize the County's employment opportunities.

B. Selection procedures will be analyzed and any corrective action will be taken to insure that:

1. They are objectively tailored to test the skills, abilities and knowledge required to satisfactorily perform the duties of the position;
2. Training and education opportunities designed to develop skills needed to improve current performance, to qualify for higher level positions are provided to employees on a nondiscriminatory basis.

C. Demotion, Lay-off and Termination will in no way favor or discriminate against any employee on the basis of race, color, creed, national origin or ancestry, sex, age, height, weight, marital status, military status or disability.

Any employee who is passed over in the selection process or who is demoted, laid-off or terminated and feels that these actions were the result of discrimination may utilize the appropriate grievance procedure.

D. Delegation of Authority

1. The County Administrator shall:
 - a. be responsible for the implementation, administration, and review of the County's policy as it relates to the employment, training, promotion, lay-off and termination of employees;
 - b. appoint the Human Resources Coordinator as the Equal Employment Opportunity Officer to assist in the administration of this policy;
 - c. review contracts, identify concerns and work with the unions and the Board of Commissioners to implement any necessary changes in contracts and rules which may be in conflict with this policy.
2. The Human Resources Coordinator shall:
 - a. study selection and testing procedures and insure that unlawful, artificial barriers do not exist in the hiring or promotion of any employees;
 - b. investigate any grievance or issue pertinent to the implementation of this policy to insure that the aggrieved has access to the grievance procedure;
 - c. assist in the coordination of the implementation of training and promotional programs to insure that unlawful discrimination has not occurred;
 - d. make periodic evaluative reports available for public inspection.
3. Department Heads shall:
 - a. implement this program and develop a positive attitude toward equal opportunity in their department;
 - b. make periodic evaluative reports on the results of this equal opportunity policy.

PASSED BY ROLL CALL VOTE of the Lenawee County Board of Commissioners at a regular meeting held Wednesday, November 14, 2018, in the Old County Courthouse, Adrian, Michigan.

David Stimpson, Chair

Roxann Holloway, County Clerk