

# SAGINAW COUNTY POLICY INDEX



## 100 - General/Administrative

- 110 General
  - 111 Policies/Procedures (Policy on Policies)
  - 112 Freedom of Information Act (FOIA) Request Policy
  - 113 Enhanced Access to Public Records Policy
  - 114 Identity Theft Prevention Program
- 120 Legal
  - 121 Elected Officials Legal Representation
  - 122 General Liability/Worker's Compensation Insurance Claim Policy
  - 123 Authority to Sign Contracts Policy
- 130 Administrative
  - 131 Emergency Management Program Policy
  - 132 County Facility Closure and Restricted Access Policy
  - 135 Employee Combined Charitable Campaign Policy (Deleted 10-15-19)
  - 136 Policy for Employee Solicitation by Private Businesses
  - 137 Friday Casual Dress Day Policy (Eliminated 11-20-18)
  - 139 Social Security Number Privacy Policy
  - 140 Civil Rights Policy
- 150 Information Technology
  - 151 Employee Internet Use, Email & Required Training Policy
  - 152 Information Technology Policy
  - 153 Remote Access Policy
  - 154 Information Security Policy

## 200 - Financial

- 210 Accounting
  - 211 General Financial Policy
  - 212 Claims Processing Procedure Policy
  - 213 Tax Increment Financing Policy
  - 214 Investment Policy
  - 215 Electronic Transactions Policy
  - 216 Federal Grant Awards Policy
- 220 County Budgets
  - 221 Fund Balance Policy
  - 222 Delinquent Tax Revolving Fund Policy
  - 223 Public Improvement Fund
  - 224 Sheriff Services Millage
  - 225 General Fund Budget Surplus Distribution Policy
- 230 Payroll
  - 231 Lapsed Salary Policy
  - 232 Retirement Financing Policy
  - 233 Retiree Health Care Fund Policy

- 240 Purchasing
  - 241 Purchasing Policy
  - 242 Cash Advances Policy
  - 243 Vendor/Credit Card Policy
  - 244 Responsible Contractor Policy
- 250 Miscellaneous
  - 251 Prisoner Reimbursement Policy
  - 252 Drain Assessment Policy
  - 253 Fair Housing Policy
  - 254 Economic Development Commercial Rehabilitation Act
  - 255 Gifts, Donations and Memorials

**300 - Personnel Policies**

- 301 Objectives and Scope of Personnel Policies
- 310 Hiring Practices
  - 311 Recruitment, Selection, Appointment
  - 312 Equal Employment Opportunity Policy
  - 313 Affirmative Action Policy (Sunset 12/12/06)
  - 314 Separation and Layoff
  - 315 Job Description Policy
  - 316 Recruitment, Selection, Appointment of Interns and Student Service Placement Workers
  - 317 County Identification Badges
- 320 Standards of Conduct
  - 321 Standards of Conduct
  - 322 Sexual and Other Unlawful Discriminatory Harassment Policy
  - 323 Concealed Weapons Policy
  - 324 Smoke-Free Policy
  - 325 Drug-free Workplace
  - 326 Workplace Violence Policy
  - 327 Political Activity
  - 328 Office Relationships
  - 329 Social Media Policy
- 330 Employment Practices
  - 331 Standard Practices
  - 332 Position Classification
  - 333 Hours of Work
  - 334 Continuous Length of Service
  - 335 Compensation
  - 336 Personnel Records and Transactions
  - 337 Grievance Procedure
  - 338 Compensatory Time Accrual and Usage
  - 339 Americans' with Disabilities Act Accommodation (ADA) Policy

- 340 Employee Benefits
  - 341 Paid Time Off (PTO)
  - 342 Holidays
  - 343 Employee Insurance
  - 344 Educational Reimbursement
  - 345 Workers' Compensation
  - 346 Retirement
  - 347 Remote Work
- 350 Employee Reimbursements
  - 351 Travel
  - 352 Meetings and Related Expenses (Deleted Policy; 8-25-09)
  - 353 Wellness Activity Reimbursement
- 360 Leaves
  - 361 Disability Leave
  - 362 Bereavement Leave
  - 363 Leave of Absence
  - 364 Family and Medical Leave Policy
  - 365 COVID-19 Emergency Paid Sick Leave Act Policy (*Reinstated*)
  - 366 Family Medical Leave Act (FMLA) Expansion Policy (*Expired*)
  - 367 COVID-19 Paid Sick Time Off Policy
  - 368 Earned Sick Time Act Policy
- 370 Employee and Public Health Protections
  - 371 Cleaning and Disinfecting of Personal Workstations and Office Spaces
  - 372 Symptomatic Employee
  - 373 Social Distancing
  - 374 Personal Hygiene
  - 375 Personal Protective Equipment

**400 - Facilities/Equipment**

- 410 Facilities
  - 411 Policy on the Sale of Real and Personal Property
  - 412 Asbestos Management Policy
  - 413 Alternate Heat Source and Extension Cord Use
  - 414 Use of County Grounds & Facilities
- 420 Equipment
  - 421 Administrative Policy on Vehicle Assignment Utilization
  - 422 Administrative Policy on Cellular Telephones
  - 423 Capital Assets Policy
- 430 Property
  - 431 Leasing Policy for Land Leases
  - 432 Parking Policy and Procedures for the Courthouse Complex  
(Deleted Policy and amended Ordinance on September 23, 2008–  
Report 2.1)