

Category: 300
Number: 301

Subject: **OBJECTIVES AND SCOPE OF PERSONNEL POLICIES**

1. **PURPOSE:** It is the purpose of the Personnel Policies of Saginaw County to establish a system of uniform and appropriate rules and regulations that shall improve the quality of personnel administration in the County.
2. **AUTHORITY:** The following rules and regulations will take effect upon adoption by the Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, except:
 - 3.1 Personnel employed by the Saginaw County Road Commission.
 - 3.2 Personnel employed by HealthSource Saginaw.
 - 3.3 Personnel employed by the Saginaw County 9-1-1 Authority.
 - 3.4 Personnel employed by the Saginaw County Mental Health Authority.
 - 3.5 Personnel employed by the Saginaw County Event Center.
 - 3.6 Personnel employed by the Saginaw County Convention and Visitor's Bureau.
 - 3.7 Personnel providing services through contractual agreement such as court appointed attorneys, medical doctors, and others paid on a fee basis. (These people are not considered employees; income is reported on Treasury Department 1099 rather than W-2.)
 - 3.8 Personnel employed in offices headed by elected officials if the elected official has published personnel policies in substantial compliance with the "Standards for a Merit System of Personnel Administration." Elected officials who do not intend to comply with County personnel policies or any part thereof, shall notify the Board of Commissioners in writing and furnish a copy of their Personnel Policy Manual to the Board.
4. **RESPONSIBILITY:** The Controller/CAO of Saginaw County shall be responsible for the implementation of a uniform set of personnel policies. It shall be the responsibility of Department Heads, Elected Officials and Agencies of Saginaw County to administer these policies.

5. DEFINITIONS: NONE

6. POLICY:

6.1 Amendment. The rules and regulations set forth in the Saginaw County Personnel Policies are not a contract between the Board of Commissioners and Saginaw County Employees and may be unilaterally changed or amended by the Board without notice.

6.2 Labor Agreements. Where provisions of individual personnel policies conflict with the provisions of a labor agreement negotiated by the County, the provisions of the labor agreement shall supersede the provisions of the personnel policies.

6.3 Work Rules. In addition to the policies and procedures established, the Board of Commissioners may adopt, modify, change and/or alter uniform work rules.

6.4 Gender Reference. Throughout the individual Personnel Policies whenever the terms "he" and "his" are mentioned, they are to be interpreted as "he/she" and "his/her," respectively.

7. ADMINISTRATIVE PROCEDURES: NONE

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The Controller/CAO 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. County Civil Counsel has determined that this policy as submitted contains content that appears to be legal activities of the Saginaw County Board of Commissioners.

Approved as to Substance:
Saginaw County Controller/CAO

Approved as to Legal Content:
Saginaw County Civil Counsel

ADOPTED/AMENDED: April 23, 2002