

# AGENDA

## LABOR RELATIONS COMMITTEE

111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

**Monday, August 12, 2024 at 4:00 p.m.**

Members: Michael Webster - Chair, Sheldon Matthews - Vice-Chair, Denny Harris, Gerald Little, Christopher Boyd

Others: Administrator, Personnel Director, Finance Director, Civil/Labor Counsel, Board Staff, *Media*

- I. Call to Order
- II. Welcome – Roll Call
- III. Correction/Approval of Minutes (***June 10, 2024 Minutes - Attached***)
- IV. Public Comment (*Speakers limited to 3 minutes*)
- V. Agenda

1. **Jennifer Broadfoot, Personnel Director, re:**

- **8-20-25** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the months of June & July 2024 (*Receive & File*)
- **8-20-26** Submitting an update and recommendation regarding the Request for Proposal – Job Classification and Compensation Study and to approve Gallagher to complete a Compensation Plan Update (Option B) for \$79,950 plus any additional costs associated with on-site meetings, with funding available within the Administrator’s Office budget
- **8-20-27** Submitting for consideration a new, proposed County Policy titled “Remote Work,” a voluntary work arrangement that allows an eligible employee to work outside of their primary work location, and that would allow employees and departments greater flexibility in work arrangements on a case-by-case basis

2. **Brian J. Wendling, Public Works Commissioner, re:**

- **8-20-28** Requesting approval to remove the Maintenance Worker III position and add a second Maintenance Engineer position in the office of Public Works

3. **Patricia Johnson, Retirement/Benefits Administrator, re:**

- **8-20-29** Requesting certification of the Officer and Employee Delegates attending the 2024 Municipal Employees’ Retirement System (MERS) Annual Meeting to be held in Grand Rapids, MI this year from October 10 - 11, 2024

4. **Christina A. Harrington, MPH, Health Officer, re:**

- **8-20-30** Requesting to: (1) Extend retiree contracts with retirees Mary Patnode and Bethany Jacques through FY 2025; and (2) Request to add temporary PCN, Health Specialist II, to the Immunization Program (22160112) until December 1, 2024

5. **Dave Gilbert, Civil/Labor Counsel, re:**

- **8-20-31** Requesting consideration and approval of a Memorandum of Understanding between Saginaw County and POAM Unit 312 (Deputies) regarding a salary step for cadets entering the Police Academy

- VI. Miscellaneous
- VII. Adjournment

# MINUTES

DRAFT

## LABOR RELATIONS COMMITTEE

111 S. Michigan Ave., Rm. 200, Saginaw, MI 48602

**Monday, June 10, 2024 at 4:00 p.m.**

Present: Michael Webster - Chair, Sheldon Matthews – Vice-Chair, Denny Harris, Gerald Little, Christopher Boyd

Others: Mary Catherine Hannah, Jennifer Broadfoot, Koren Thurston, Jaime Ceja, Patricia Johnson, Dave Gilbert, Richard Spitzer, Darcie Totten, Vanessa Guerra, Kyle Bostwick, Brian Keenan-Lechel, Suzy Koeplinger, Renee Sharkey, and Catherine Hicks

I. Call to Order ---**Webster at 4:00 p.m.**

II. Welcome – Roll Call

III. Correction/Approval of Minutes (**May 13, 2024 Minutes**)

---**Moved by Matthews, seconded by Little, to approve. Motion carried.**

IV. Public Comment ---**None**

V. Agenda

1. **Jennifer Broadfoot, Personnel Director, re:**

- **6-18-13** Employment Status Report, Exit Interviews, Employee Groups, and Retiree Employment Contracts covering the month of May 2024  
---**Moved by Boyd, seconded by Harris, to receive and file. Motion carried.**  
(Receive & File)

*(Referred back to committee from May 21, 2024 Board Session/New Communication)*

2. **Patricia Johnson, Retirement/Benefits Administrator, re:**

- **6-18-14** Requested consideration of a proposal to establish 457 Deferred Compensation and Roth IRA plans at the Municipal Employees' Retirement System (MERS) in addition to the current investment options with Nationwide and Mission Square.  
---**Moved by Matthews, seconded by Little, to approve. Motion carried.**  
(Board Report)

*(Referred back to committee from May 21, 2024 Board Session)*

3. **Dave Gilbert, Civil/Labor Counsel, re:**

- **5-21-12** Requested consideration and approval of a Memorandum of Understanding between Saginaw County and UAW Local 455 – Unit 48 regarding a stipend to Chief Deputy Clerk Kyle Bostwick, funded from the Early Voting Center Revenue Fund  
---**Moved by Matthews, seconded by Boyd, to approve. Motion carried.**  
(Board Report)

---**Moved by Little, seconded by Matthews to set aside Board Rules and skip to miscellaneous to discuss offering July 5<sup>th</sup> as a day off for county employees. Motion carried.**

VI. Miscellaneous ---**Discussion was held regarding the pros and cons of providing the day off. Moved by Matthews, seconded by Boyd, to continue discussion at Executive Committee. No action.**

4. **Closed Session, re:**

- Pursuant to MCL 15.268(c) of the Open Meetings Act, the committee held a Closed Session and discussed strategy connected with the negotiation of collective bargaining agreements  
***---The Chair announced the need to meet in Closed Session as noted above. Moved by Matthews, seconded by Boyd, to go into closed session. Roll-call was unanimous at 4:40 p.m.***

***---The Committee entered open session at 5:26 p.m. Discussion was held. No Action.***

VI. Miscellaneous ***---Moved by Matthews, seconded by Boyd, to continue discussion at the Executive Committee. No action.***

VII. Adjournment ***---Moved by Little, seconded by Harris, to adjourn. Motion carried; time being 5:28 p.m.***

Respectfully Submitted,  
Michael Webster, Committee Chair  
Suzy Koeplinger, Committee Clerk



County of Saginaw

111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

8-20-25

August 7, 2024

Commissioner Christopher Boyd, Chairman  
Saginaw County Board of Commissioners  
111 South Michigan Ave.  
Saginaw, MI 48602

SAGINAW COUNTY BOC  
AUG 7 '24 PM3:30

Re: Labor Relations Committee Employment Status Report

Dear Chairman Boyd:

Pursuant to a request from the Labor Relations Committee, the Personnel Department is herein submitting the Employment Status Report for August, 2024. As you are aware, the Personnel Department has been conducting exit interviews when possible (i.e., dependent upon cooperation of the former employee), as employees conclude their employment or transfer to another Department. Statistics for June and July, 2024 have been compiled, summarized and are enclosed for review. Retirements are reported for the first of the month following an employee's retirement date. Retirees with current contracts to provide services are also listed.

I hope the enclosed report provides the Labor Committee with the information required. I will be available at the August, 2024 meeting to answer any questions regarding this report. Meanwhile, if you or any Commissioner has questions, please do not hesitate to contact me. Thank you.

Sincerely,

*Jennifer Broadfoot*

Jennifer Broadfoot  
Personnel Director

Employment Status Report –August, 2024

Name	Dept.	DOH	DOT	Title	Transfer Date	Dept.	Class From	Class To	Exit Int.	Reason
Bender, G.	Public Works	10/29/90	6/1/21	Maintenance Engineer	N/A	N/A	N/A	N/A	Yes	Retirement
Paige, D.	Sheriff	5/1/97	6/1/24	Deputy	N/A	N/A	N/A	N/A	No	Retirement
Wilber, M.	FOC	12/5/05	7/1/24	Legal Clerk I	N/A	N/A	N/A	N/A	No	Retirement
Galgoci, E.	Sheriff	8/1/22	6/28/24	Corrections Officer	N/A	N/A	N/A	N/A	Yes	Career Opportunities
Little, V.	District	3/5/24	6/30/24	Legal Clerk I	N/A	N/A	N/A	N/A	No	Unable to work
Roberts, C.	Sheriff	3/13/24	7/22/24	Corrections Officer	N/A	N/A	N/A	N/A	No	Terminated
Davis, Z.	District	2/13/24	8/3/24	Legal Clerk I	N/A	N/A	N/A	N/A	No	Resigned
Sharpe, B.	District	1/25/22	N/A	Legal Clerk I	7/21/24	FOC	T-7	T-7	Yes	Work Environment

Summary of Exit Interviews – June/July, 2024

Mo./Yr.	Dept.	Why Leaving?	Are you satisfied with:			
			Pay?	Benefits?	Chance for Advancement?	Yrs. Service
7/24	Sheriff	Career opportunities	Yes	Yes	Poor	1 yr. 11 mo.
7/24	Public Works	Retirement. Feeling unappreciated over many years/lack of respect	No*	No**	Good	33 yr. 7 mo.
7/24	District Court	Poor management of Department/Division. Did not fit Department mentality. Attempted to address, did not work.	Yes	Yes	Poor	6 mo.

\*Other individuals with less responsibility and skill sets make more than me in other areas.

\*\*Was told would have retiree healthcare for spouse, did not have available to him at time of retirement.

Retirees with Current Contract (August 1, 2024)

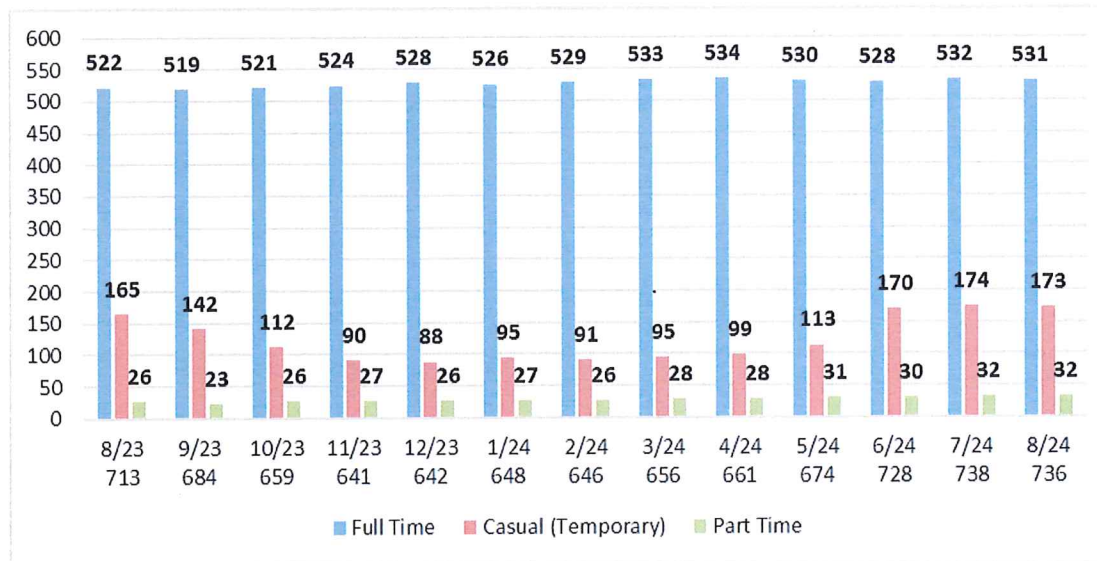
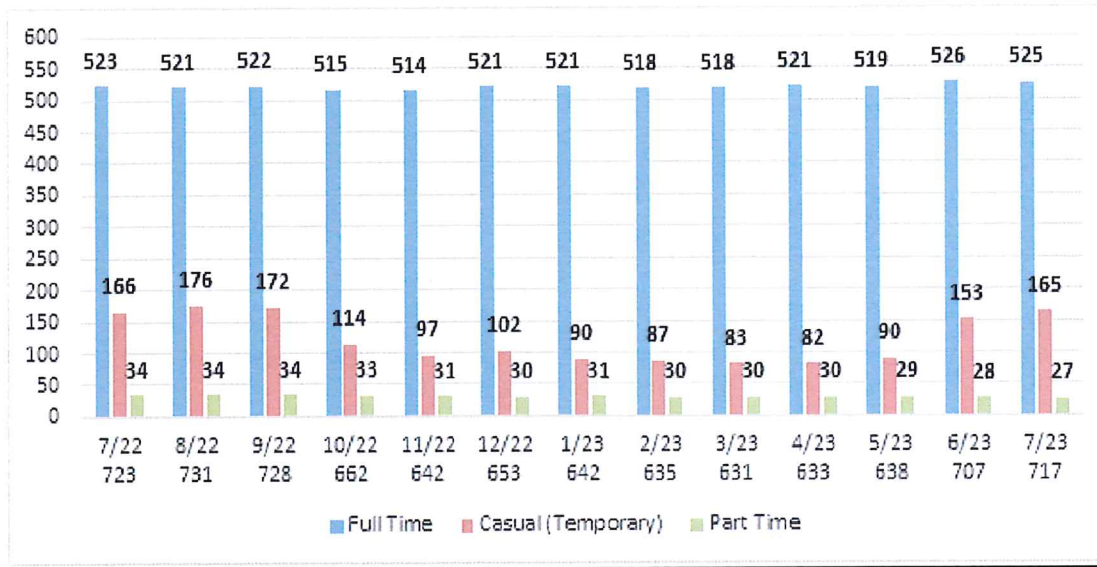
Name	Department	Retirement Date	Contract Expiration	Pay
Alan Kaufman (Kaufman Aviation)	H.W. Browne Airport	01/01/02	09/30/26	\$82,497 annually in 2024

Retirees Working as Needed (August 1, 2024) \*

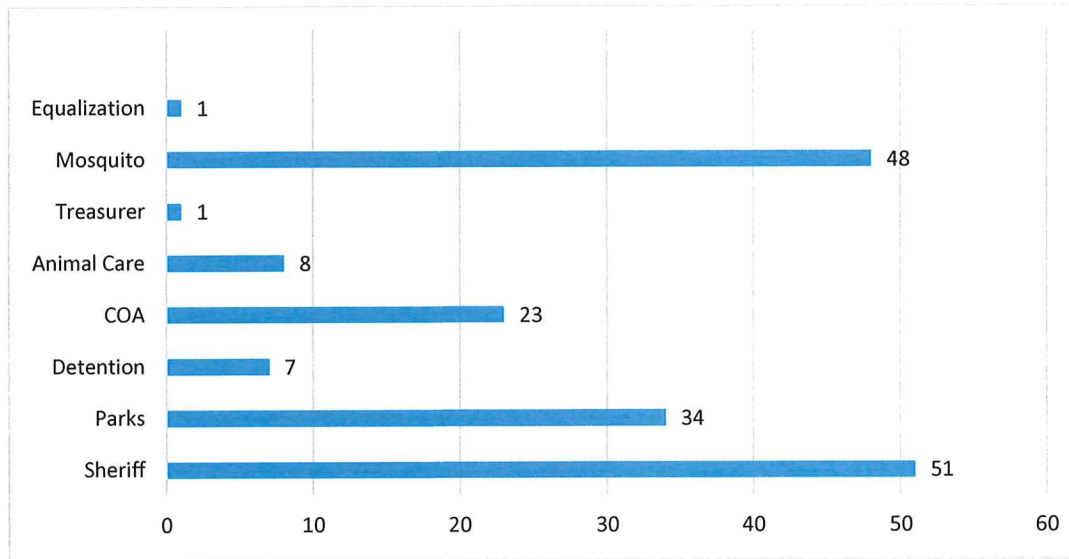
Name	Department	Retirement Date	Contract Expiration	Hourly Pay	Hours worked in July
Bethany Jacques	Health	7/1/19	September 30, 2024	\$50.00	69.5
Mary Patnode	Health	9/30/18	September 30, 2024	\$45.00	115.5

\*This report does not include retired Court employees with a current contract.

Number of Employees (Reported for First of Month)



Number of Temporary Employees by Department (August 1, 2024)



**Status Report  
Saginaw County Employee Groups**

August 1, 2024

<b>Employee Group</b>	<b>Employees</b>	<b>Expiration of Contract</b>	<b>Status</b>
Commissioners	11	December 31, 2024	Set
Elected Officials	6	December 31, 2024	Set
Judges	12	State of Michigan Commission	Set
Non-Union	11	September 30, 2024 Annual via Budget	Set
UAW – Managers	59	9/30/2024	Set
UAW – Professionals	58	9/30/2024	Set
UAW – Clerical, Technical, & Paraprofessionals	21	9/30/2024	Set
COAM – Sheriff Unit II-Sergeants	15	9/30/2025	Set
POAM – Detention Youth Care Specialists	20	9/30/2024	Set
POAM – Prosecutors	17	9/30/2024	Set
POAM – Detention Center Supervisors	4	9/30/2024	Set
Teamsters – Health Dept./COA Employees	80	9/30/2024	Set
COAM – Sheriff Unit III- Captain/Lieutenants	5	9/30/2024	Set
POAM – Animal Shelter Employees	10	9/30/2024	Set
POAM – Probation Officers, Family Division	7	9/30/2024	Set
TPOAM – Courthouse Employees	139	9/30/2024	Set
Teamsters – Public Health Nurses	10	9/30/2024	Set
POAM – Sheriff Unit 1 (312 Eligible)	37	9/30/2025	Set
GELC – Probation Officers, District Court	5	9/30/2024	Set
POAM – Sheriff Unit 1 (Non-312 Eligible)	36	9/30/2024	Set
<b>Total</b>	<b>563</b>		









## County of Saginaw

# LABOR RELATIONS

111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

August 7, 2024

SAGINAW COUNTY BOC  
AUG 7 '24 PM3:30

Christopher Boyd, Chairman  
Saginaw County Board of Commissioners  
111 S. Michigan Ave.  
Saginaw, MI 48602

8-20-26

Re: Update and Recommendation regarding Request for Proposal – Job Classification and Compensation Study

Dear Chairman Boyd:

At its April 2024 meeting, the Board of Commissioners authorized the County Administrator's Office to release a Request for Proposal (RFP) for a consultant to perform a comprehensive job classification and total compensation study (Option A) and/or an update of the County's existing compensation plan (Option B). The RFP was released by the County's Purchasing/Risk Manager Kelly Suppes on April 22, 2024 with responses due back to the County on May 20, 2024. Six consulting groups submitted proposals: Gallagher, Baker Tilly, the Segal Group, MGT, McGrath HR Group and Management Advisory Group International, Inc. All submitted proposals for Options A and B, except for the Segal Group, which only submitted for Option B.

The proposals were evaluated by Mary Catherine Hannah, County Administrator, Carissa Diffin, Personnel Specialist and myself. The following was considered in the initial review:

- Completeness of submitted proposal (clarity and organization of the proposal.)
- Project management experience including references of public sector organizations and credentials.
- Qualifications and expertise of key personnel assigned to the project and their proven ability to complete similar projects.
- Experience with designing and implementing job classification studies and compensation surveys utilizing a benchmark approach.
- Project approach and methodology.

The fee structures proposed by each consultant for both options were also considered. Based on the initial review of the proposals submitted, meetings were held with two groups, Gallagher and MGT. During the meetings each group presented their general approach and methodology and responded to questions about their proposals. Mary Catherine Hannah, Carissa Diffin and I attended those meetings. Following the completion of the meetings, further discussion and evaluation of both groups' approach, methodology and the information they presented occurred. There was consensus that Gallagher would be the best consultant to lead the project, whether Option A or B were ultimately chosen.

With respect to the option selected, we would recommend pursuing Option B, the compensation plan update at this time. This process would allow the County's existing salary structure to be reviewed and adjusted



(989) 790-5210



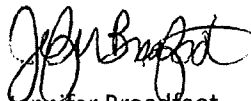
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based on the benchmark survey findings to ensure it is competitive with the current market. The project would be accomplished in a shorter timeframe than Option A, allowing for its outcome to be more closely tied to the current round of contract negotiations. It can also be accomplished at a lower cost than Option A, better allowing funding to also be available for the plan's implementation, should it be determined adjustments are needed.

Gallagher's RFP indicated they would be able to complete Option B for \$79,950 plus any additional cost associated with on-site meetings. Funding is currently available within the Administrator Office's budgets (Administration, Finance and Personnel) to cover the cost of this project. This is largely due to lapsed salary and benefits due to open positions. Option B will also allow for the continued use of the job evaluation system currently in place. Placement of individual positions within the salary structure would generally not be considered in an update of a compensation plan as this process would be a part of a job classification study (Option A). Gallagher has indicated any recommendations for changes to the existing pay structure can be crosswalked back to the previous structure, which will then allow it to be linked to the County's job classification system.

We are requesting the Labor Committee approve Gallagher to complete a Compensation plan update as outlined in Option B and to allow the identified monies within the respective Administrator's Office budgets to fund the cost of the project. Mary Catherine and I will be available during the Labor Relations Committee meeting to answer any questions regarding this request.

Sincerely,



Jennifer Broadfoot  
Personnel Director

cc: Mary Catherine Hannah, County Administrator



County of Saginaw

**LABOR  
RELATIONS**

111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

August 7, 2024

Christopher Boyd, Chairman  
Saginaw County Board of Commissioners  
111 S. Michigan Ave.  
Saginaw, MI 48602

8-20-27

SAGINAW COUNTY BOC  
AUG 7 '24 PM3:34

Re: Proposed Remote Work Policy

Dear Chairman Boyd:

Attached for the consideration of the Labor Relations Committee is a new proposed County Policy titled, Remote Work. The new policy is being proposed in response to requests from several Departments for such a policy. It was developed to allow employees and Departments greater flexibility in work arrangements, while still addressing some of the challenges that can arise from remote work. In preparing the draft, remote work policies from other counties, cities and other entities were considered. After completion of an initial draft, several case studies were piloted in different departments following the draft policy. The information learned during those studies was used to further refine the draft. The draft policy was then provided to Department Heads and Elected Officials so they would have an opportunity to review and provide comment on it. Their input was also considered prior to finalizing the policy.

The draft policy establishes the County will provide remote work as a viable, alternative work arrangement to employees when it is mutually beneficial to both the County and the employee and when the employee and job characteristics are best suited to such an arrangement. It then sets out general guidelines for remote work including criteria to be used in determining whether or not an employee or position is suitable for a remote work arrangement. The draft policy further notes remote work arrangements will be made on a case-by-case basis, and that remote work is not an entitlement or a County-wide benefit. Remote work must strike a balance between providing flexibility for employees seeking a better work/life balance with still achieving the needed level of productivity for the position.

The policy goes on to outline additional general provisions associated with remote work. These include such areas as assignment of needed equipment, dependent care arrangements, professionalism, work performance, and requirements for on-site work. Finally, administrative procedures relating to requesting and approving remote work arrangements on either an on-going or periodic basis are established. Language was also included noting that while the policy sets general expectations and requirements for remote work, that Departments may through departmental policies and procedures set additional or higher standards as needed, to ensure the successful operation of remote working arrangements.




(989) 790-5210



administratorsoffice@saginawcounty.com

Legal Counsel has reviewed and approved the new policy. I will be available at the August, 2024 Labor Relations Committee meeting to address any questions Commissioners have regarding this new policy.

Sincerely,



Jennifer Broadfoot  
Personnel Director

cc: Mary Catherine Hannah, County Administrator





Category 300

Number:

Subject: **REMOTE WORK POLICY**

1. **PURPOSE:** The County will provide remote work as a viable, alternative work arrangement to employees when it is mutually beneficial to both the County and the employee and when the employee and job characteristics are best suited to such an arrangement. Remote work is best suited to positions that require independent work, little face-to-face interaction, concentration, a measurable work product and output-based monitoring. The goal of remote work is to give flexibility to employee and employer needs in order to improve the delivery of services within the County.
2. **AUTHORITY:** The Saginaw County Board of Commissioners.
3. **APPLICATION:** The rules and regulations herein set forth apply to all employees paid by Saginaw County, pursuant to Policy # 301. These guidelines do not apply to employees who work at home as a temporary or permanent reasonable accommodation approved under the Americans with Disabilities Act. The policy sets the general expectations and requirements for remote work in Saginaw County. Departments may, through departmental policies or procedures, set additional or higher standards as necessary to ensure the successful operation of remote working arrangements within their areas.
4. **RESPONSIBILITY:** Employees and Department Heads will complete applicable sections of the remote work agreement and the Department Head will approve or deny the agreement. The Administrator's Office will maintain a copy of the completed agreement in the employee's personnel file and will monitor approvals and denials made by Departments for consistency in decision making.
5. **DEFINITIONS:**
  - 5.1 **Remote Work:** A voluntary work arrangement that allows an eligible employee to work outside of their primary work location. Remote work may be:

**Ongoing/Formal:** Any work arrangement that allows an individual to work outside of their primary work location at an alternate location for a defined timeframe and in accordance with a set schedule on a regular basis in accordance with an approved remote work agreement.

**Periodic/Informal:** Any work arrangement that allows an eligible employee to work outside of their primary work location at an alternate work location on a non-regularly occurring basis. Such an assignment typically involves a short-term, critical work task or project that may be performed more efficiently or effectively away from the primary work location. Periodic remote work may also be considered for such reasons as bad weather, an employee's mild illness, overlong commutes, or emergencies. An approved remote work agreement is not needed for such an arrangement.

- 5.2 Remote Work Location: A worksite other than the employee's primary work location with the County.
- 5.3 Primary Work Location: An established location of County business that an employee would normally work from to complete his/her job tasks.
- 5.4 Remote Work Agreement: A formalized document which outlines the details of an ongoing/formal remote work arrangement. Additional information on the use of Remote Work Agreements can be found in Section 7.

6. POLICY:

- 6.1 Saginaw County supports remote work and is committed to providing innovative working solutions to retain and recruit a diverse and talented workforce. This policy is intended to allow each Saginaw County Department the option to implement arrangements where employees may work remotely some of the time along with being on-site a portion of the week as well. Such arrangements have the potential to improve productivity, employee engagement, attraction and retention; reduce absenteeism; and enable employees to more effectively balance personal and professional obligations.

It is also recognized, however, that in-person interaction is needed for work that requires high levels of coordination, to effectively integrate new members into a team, to maintain social connections necessary for teamwork and to preserve strong workplace cultures. Many of these benefits can best be achieved when all members of a team are working onsite at the same time.

Remote work arrangements must strike a balance between providing flexibility for employees seeking to balance their work and personal lives and still achieving the level of productivity required for their position.

Approval of remote work arrangements will be made on a case-by-case basis. Remote working is not an entitlement nor is it a County-wide benefit, it is a privilege. It is not suitable for all positions. If an employee changes positions, or their position's essential duties change, the current arrangement whether formal or informal will end. In addition, departments that coordinate with other departments to provide services to the public must work together to ensure that remote work does not inadvertently create unworkable challenges for each other.

An employee who has completed six months of service in the position covered by the remote work arrangement is eligible to submit a remote work application. An employee's work performance and any disciplinary actions will be considered in assessing eligibility and maintaining a remote work arrangement.

The following criteria should be considered in determining whether an employee/position is suitable for a remote work arrangement:

- 6.1.1 The position:



- Has tasks which are portable, can be performed away from the main worksite and benefit from uninterrupted work. Such tasks include, but are not limited to: writing, editing, reading, analysis, design work, computer programming, word processing, and data entry.
- Requires minimal amounts of support and non-computerized reference materials from the primary worksite. It does not require access to computer databases or highly secured or protected information for which access is not permitted or possible from the remote location according to department or legal confidentiality requirements.
- Does not require the employee's immediate presence at the primary worksite to address unscheduled events, unless alternate arrangements for coverage are available. The position is also not essential to the management of on-site workflow.
- Has well-defined job objectives and output, can be monitored with quantifiable tasks or by deadlines and quality standards pre-established before the remote work assignment begins and/or through the setting of progress reports to ensure it is being completed in a satisfactory fashion.

#### 6.1.2 The Employee:

- Does not require close supervision or face-to-face contact with fellow employees and in office public contact is minimal or can be scheduled.
- Possesses a high level of skill and knowledge of the work to be performed remotely and has demonstrated conscientiousness about work time and productivity.
- Has demonstrated they can work productively on their own, are self-motivated and flexible, dependable and trustworthy, are knowledgeable about their jobs, department procedures and guidelines, are organized, are good communicators and are generally good at trouble shooting computer issues.

#### 6.2 Other general provisions associated with remote working include:

- 6.2.1. Access Issues. If an employee on a remote work status must access County systems to accomplish assigned work and cannot reasonably do so within one hour due to an internet outage, significant degradation of services or connectivity disruption at their location that prevents work, the employee's supervisor may direct the employee to report to the traditional worksite to accomplish the assigned work or use banked leave time to cover their absence.
- 6.2.2 Communication. While remote working, an employee shall be reachable by phone, e-mail, video conference or chat during agreed upon work hours by

his/her supervisor, co-workers, other County employees and others outside County employment with which job-related communication is necessary. As part of the Remote Work Agreement, the Department Head and employee shall agree on expected turnaround time and the method(s) of communication.

6.2.3 Conditions of Employment. The remote working employee's conditions of employment shall remain the same as those for non-remote working employees. Wages, benefits, PTO accrual etc. remain unchanged.

6.2.4 Equipment. The Department will determine the appropriate equipment needs for each remote working employee on a case-by-case basis. The Personnel and Information Technology (IT) Departments will serve as a resource in this matter. The remote work location's furniture and equipment (telephones etc.) shall generally be provided by the remote worker.

6.2.4.1 If computer equipment or software is provided by the County for use at the remote work location, use of the computer or software is limited to the employee only for County purposes. Software cannot be duplicated.

6.2.5 Equipment Liability. Any equipment supplied by the employee, if deemed appropriate by the County, will be maintained by the employee. The County accepts no responsibility for damage or repairs to employee-owned equipment.

The County will repair and maintain, at the primary worksite, any computer equipment provided to the employee for use at the remote work location. The employee will be responsible for any damage to the computer resulting from gross negligence by the employee or any other individual present at the remote work location or from not following any safety measures required by the IT Department.

The County may pursue recovery from the remote worker for County property that is deliberately or through negligence damaged, destroyed or lost while in the remote worker's care custody or control.

6.2.6 General Liability. The County is not responsible for any damage done to the remote work location resulting from remote work. Employee should check their insurance for incidental office coverage to ensure their homeowners policies do not exclude claims arising from the use of their home for remote work. Any additional cost incurred for the proper insurance coverage will be at the expense of the employee.

6.2.7. Dependent Care. The County recognizes that remote work can provide valuable flexibility to employees with caregiving responsibilities by eliminating time required to commute and expanding employee's choices as to dependent care. However, remote work is not a substitute for routine dependent care. Employees should not engage in dependent care activities while performing official duties. While an occasional, brief interruption may occur when a dependent is present in the house, employees working remotely must be careful to keep interruptions to a minimum. To this end, the primary care needs of those requiring care are expected to be handled by a person other than the employee during work hours.

In the event the level of care needed for a dependent prevents or significantly disrupts work, remote workers should notify their supervisors as soon as possible about the situation. Remote workers should then request approval for appropriate leave while performing dependent care responsibilities.

6.2.8 Remote Work Site. Remote working employees must establish and maintain a dedicated worksite that is quiet, clean and safe. No business-related meetings may be conducted on site. Employees must adhere to local municipal zoning and IRS regulations and the County is not responsible for any zoning or IRS violations.

6.2.8.1 Saginaw County is not responsible, or liable, for any Americans with Disabilities Act reasonable accommodations that need to be made for the remote worker to work away from their primary work location. If there is a reasonable accommodation that needs to be made, Saginaw County will review the request for accommodation, and if granted, it will be fulfilled at the primary worksite. Any reasonable accommodations that are to be made in the home to perform tasks associated with their jobs are to be made by the employee.

6.2.9. Hours of Work. In a formal agreement, the remote worker will have regularly scheduled work hours agreed to with the Department Head and detailed within the remote work agreement. The agreement will generally specify the number of days of remote work each week, the work schedule the employee will customarily maintain, and the manner and frequency of communication. In an informal arrangement, discussion will occur with the Department Head as to the general days/hours that the individual will be working from home. Department Heads will approve the schedule.

The amount of time the remote working employee is expected to work shall remain the same as for the primary work location. The agreed upon work schedule shall comply with FLSA regulations. Remote working employees are to be given the same breaks as they would regularly receive at their primary work location. For non-exempt employees, any work in excess of the normal work schedule and/or overtime work must be approved by a supervisor. Failure to comply with the above requirement can result in the immediate cancelation of the remote work agreement.

6.2.10 Incidental Costs. All incidental costs such as utilities, operating, home maintenance, property liability insurance, etc. is the responsibility of the remote worker.

6.2.11 Inclement Weather or Other Emergency. If the primary work site is closed due to an emergency or inclement weather, the Department Head will contact the remote working employee and provide instruction about the continuation of work at the remote work location. If there is an emergency at the remote worksite, such as a power outage, the remote working employee shall contact the Department Head as soon as possible. The remote worker may be assigned to the primary worksite or an alternate worksite or may be required to take PTO.

- 6.2.12 Inspections. In cases of injury, theft, loss or tort liability related to remote working, the remote worker must allow agents of the County to investigate/inspect the remote work location.
- 6.2.13 Injuries. The remote working employee may be covered by workers' compensation for job related injuries that occur at the remote work location during the defined work period, as allowed under Michigan law. In the case of injury occurring during the defined work period, the employee shall immediately report the injury to the supervisor. Workers' compensation will not apply to non-job-related injuries that might occur in the home. The County does not assume responsibility for injury to any persons other than the remote worker at the remote work site and does not accept liability for employee injuries occurring in the employee's home workspace outside the agreed upon remote work hours.
- 6.2.14 Leave. Remote working employees must follow established protocol related to the approval of leave time. On a case-by-case basis Department Heads can give prior approval to change an employee's remote workday or hours of work to accommodate personal needs.
- 6.2.15 Network Access. The County is committed to supporting remote working employees by increasing access to remote locations. However, network access is not guaranteed. Where provided, employees must ensure computers maintain all levels of safety and security required by the IT Department for remote access and they must comply with all requirements of the Remote Access Policy (County Policy #153) and any other applicable County IT Policies.
- 6.2.16 Office Supplies. The County shall provide all necessary office supplies. Reimbursement for supplies normally available in the office will not be provided.
- 6.2.17 Onsite Work. With most remote work arrangements, employees are expected to be scheduled to work on-site as well. To the extent feasible, departments should schedule meetings when all employees are working on-site and try to reserve remote workdays for work tasks that employees can complete independently.

With at least 24 hours' notice by the Department Head, remote working employees will be required to attend job-related meetings, training sessions and conferences. In addition, the remote worker may be required, on occasion, to attend short-notice meetings with less than 24 hours of notice. In such cases, the Department Head will provide sufficient notice to allow employees a reasonable amount of time to travel to the primary work location or other site to participate in the meeting. If an employee is at a remote worksite and is requested to report to their typical workstation partway through their workday, they will not receive mileage but will be paid for travel time to the office. Hourly employees who are asked to come on-site for a meeting, work assignment etc. are not eligible for call-in/call back pay.

- 6.2.18 Professionalism. Employees working remotely are representatives of Saginaw County, and as such should maintain standards of professionalism like those that would apply for on-site work. This includes manner of dress and personal hygiene/grooming,

attentiveness to others when they are talking or presenting, minimizing distractions caused by others, and use of appropriate background and lighting while videoconferencing.

- 6.2.19 **Work Performance.** The employee's duties, obligations and responsibilities remain unchanged under a remote work agreement. The employee must maintain the same or an improved level of productivity and work quality while remote working. If productivity and/or work quality begin to decline, the remote work agreement will be re-evaluated to determine if changes can be made or if the agreement will be terminated.
- 6.2.20 **Policies.** County policies, rules and practices shall apply at the remote worksite. Failure to follow policy, rules and procedures may result in termination of the remote work agreement and/or disciplinary action.
- 6.2.21 **Security and Confidentiality.** Security and confidentiality shall be maintained by the remote worker at the same level as expected at all worksites. Restricted access or confidential materials shall not be taken out of the primary worksite or accessed through a computer without prior approval by the Department Head. The remote worker is responsible to ensure that non-employees do not access County records or files.
- Employees must be in a secure location when viewing or discussing confidential information related to their job. Viewing or discussing County information while not at a secure location could put the County at risk and can be subject to discipline.
- 6.2.22 **Taxes.** Remote workers are encouraged to consult with a tax expert to examine the implications of a home office. It is the responsibility of the employee to cover all federal, state, and local tax obligations that result from remote working.
- 6.2.23 **Phone/Internet Expenses.** Any increased costs for employees' internet, phone usage or facsimile transmissions will be covered by the employee. The County will not cover any installation or service fees. The County may choose to provide a wireless device for internet services.
- 6.2.24 **Travel.** The remote worker will not be paid for time or mileage involved in travel between the remote worksite and the primary worksite. If the remote worker must travel between the remote worksite and another location, mileage will be paid utilizing the remote work location as the worksite and in accordance with County Policy. Remote working while driving is strictly prohibited.
- 6.2.25 **Termination of Agreement.** Ongoing/formal remote work agreements can be terminated at any time without cause at the request of the employee or the County. When practical, a two-week notice should be provided. The maximum term of a formal/ongoing Remote Work Agreement is 12 months, subject to extension. Extension of the terms requires re-authorization by completing a new Remote Work Agreement. The County is not obligated to extend an existing Remote Work Agreement.
- 6.2.26 **Trial Period.** All ongoing/formal remote working agreements will be subject to a trial period for the first three months if the remote work arrangement is scheduled to last one

year or one fourth of the proposed length of the requested remote work arrangement if less than one year. The purpose of the trial period is to allow for any adjustments that may be necessary to the terms of the agreement. At the conclusion of the trial period, the employee and Department Head will meet to complete a review of the arrangement and make recommendations for continuation or modification.

7. ADMINISTRATIVE PROCEDURES: Eligible employees who desire to work at a location other than their primary work location on an ongoing or formal basis shall complete a Remote Work Agreement and submit it to their Department Head. The Department Head will approve or deny the request, and forward a copy of the Agreement to Personnel for inclusion in the employee's personnel file. Requests should generally be processed by the Department within 30 days. Both approved and denied Remote Work requests will be retained in the employee's personnel file. The denial or cancellation of a Remote Work Agreement action is not considered to be disciplinary action nor is it subject to the grievance procedure.

Periodic/Informal requests to work from home will be approved by the Department Head. Such requests should be tracked by the Department Head, and if the requests become more frequent or on-going in nature, a formal agreement shall be developed.

- 7.1 Emergency Authorization Procedures. The County Administrator may in certain emergencies such as a natural disaster, employee illness, disease outbreak etc. waive the trial period and other provisions of the policy and authorize employees to work remotely on an ongoing/formal basis.

8. CONTROLLER/CAO LEGAL COUNSEL REVIEW: The County Administrator 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 Saginaw County Board of Commissioners.

Approved as to Substance:  
Saginaw County Administrator

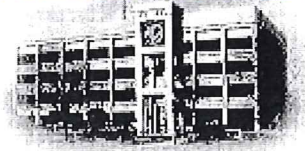
Approved as to Legal Content:  
Saginaw County Civil Counsel

# COUNTY OF SAGINAW

**BRIAN J. WENDLING**  
**PUBLIC WORKS COMMISSIONER**

Governmental Center  
111 S. Michigan Avenue  
Saginaw, Michigan 48602-2086  
Phone 989-790-5258 • FAX 989-790-5259

# LABOR RELATIONS



July 25, 2024

8-20-28

Honorable Chairman Boyd  
Saginaw County Board of Commissioners  
111 South Michigan Avenue  
Saginaw, MI 48602

SAGINAW COUNTY BOC  
JUL 25 '24 PM7:59

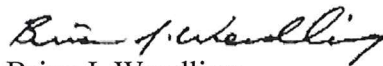
Dear Chairman Boyd,

Please allow this letter to serve as request to meet with the Labor Relations Committee at its August 12, 2024, meeting regarding the following matter:

- Removal of the Maintenance Worker III position and addition of a second Maintenance Engineer position within my office.

I will be in attendance on August 12<sup>th</sup> to provide additional information and answer any questions you or the committee may have.

Respectfully,

  
Brian J. Wendling  
Public Works Commissioner



## County of Saginaw

# LABOR RELATIONS

111 South Michigan Avenue  
Saginaw, MI 48602

Mary Catherine Hannah  
County Administrator

July 29, 2024

Commissioner Chris Boyd, Chairman  
Board of Commissioners  
111 S. Michigan Ave.  
Saginaw, MI 48602

8-20-29

SAGINAW COUNTY BOC  
JUL 29 '24 PM1:52

### **Re:2024 MERS Annual Retirement Conference – Officer and Employee Delegate Certification**

Dear Chairman Boyd:

**Request Section:** Saginaw County Retirement and Benefits Department requests the certification of the officer and employee delegate to the MERS Annual Conference. The employee delegate will be elected at the July 31, 2024 election.

**Background Information Section:** Each year employees have the opportunity to elect a delegate to attend the conference and report back on what they have learned at the MERS conference.

**Financial Information Section:** Cost of \$255 each for employee and officer delegates to be paid from Education and Training funds.

**Partnership/Collaboration Section:** No future partnerships or collaborations are anticipated.

**Strategic Planning Section:** The officer and employee delegates are required to report what they have learned to the other employees, bringing each of their own perspectives to the information provided at the Conference. This will help generate interest and provide accurate information on our MERS retirement offerings.

**Recommendation Section:** I respectfully recommend that the Board of Commissioners approve the officer and elected employee to attend the 2024 MERS Annual Retirement Conference.

I will attend the August 12<sup>th</sup> Labor Committee meeting to provide the results of the elections and answer any questions you or any other committee member may have regarding this request.

Sincerely,

Patricia Johnson  
Retirement/Benefits Administrator



(989) 790-5210



administratorsoffice@saginawcounty.com



Christina A. Harrington, M.P.H.  
Health Officer



Saginaw County  
**HEALTH DEPARTMENT**  
Caring experts, advocates & champions.  
For health. For everyone.

Delicia J. Pruitt, M.D., F.A.A.F.P.  
Medical Director

**LABOR  
RELATIONS**

August 7, 2024

Honorable Christopher Boyd, Chairman  
Board of Commissioners  
County of Saginaw  
111 S. Michigan Ave.  
Saginaw, MI 48602

8-20-30

SAGINAW COUNTY BDC  
AUG 1 '24 PM 12:13

**RE: REQUEST TO EXTEND CONTRACTS AND ADD TEMPORARY PCN**

Dear Chairman Boyd:

Please permit this letter to serve as my request to meet with the Labor Committee regarding the following matter:

- **Request to extend retiree contracts with retirees Mary Patnode and Bethany Jacques through fiscal year 2025**
- **Request to add temporary PCN, Health Specialist II, to the Immunization Program (22160112) until December 1, 2024**

I am requesting approval to extend retiree contracts with Bethany Jacques and Mary Patnode within the department. Bethany is providing consultative services through our transition to a new electronic health record system, Epic which we went live in June 2024. I would like to keep Beth on to work towards full epic implementation, workflow updates, and customization through the next fiscal year. Mary Patnode, a retiree public health nurse has been contracted to help augment current nursing positions at SCHD. Mary has continued to be an asset to supporting family planning clients with clinical services and filling in where needed with nursing vacancies. I am therefore requesting we continue to contract with both Mary and Beth through the next fiscal year.

My next request is to temporarily add a PCN to the immunization program in preparation for an employee retirement in December 2024. Our current Health Specialist II, Margie Dwenger, will be retiring from the County and I would like to move her into a temporary PCN so that the permanent full-time position can be filled and proper onboarding/training by Margie can occur. We only have one health specialist II position at the department. This will incur an extra expense of approximately \$6,000 for which can be absorbed within the current immunization program budget.

Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Christina Harrington".

Christina A. Harrington, MPH  
Health Officer

**GILBERT & SMITH, P.C.**  
ATTORNEYS AT LAW

721 SOUTH MICHIGAN AVENUE  
SAGINAW, MICHIGAN 48602-1529

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www.gsb-law.com

**LABOR  
RELATIONS**

DAVID M. GILBERT  
LAWRENCE WM. SMITH  
AMY L. LUSK

SAGINAW (989) 790-2500  
FAX (989) 790-2889

August 6, 2024

8-20-31

SAGINAW COUNTY BOC  
AUG 6 '24 PM2:42

Chairman Michael A. Webster  
Saginaw County Board of Commissioners  
111 S. Michigan Avenue  
Saginaw, Michigan 48602

Re: MOU between Saginaw County, Saginaw County Sheriff and POAM Unit  
312 (Deputies)

Dear Chairman Webster:

I am submitting an MOU between Saginaw County, Saginaw County Sheriff and POAM Unit 312 regarding salary step for cadets entering into the police academy for consideration by the Labor Relations Committee on Monday, August 12, 2024.

I will be in attendance at the August 12<sup>th</sup> Labor Relations Committee meeting to answer any questions.

Respectfully,



David M. Gilbert  
Civil/Labor Counsel

DMG/dms  
Enclosure

MEMORANDUM OF UNDERSTANDING  
AND AGREEMENT

This MEMORANDUM OF UNDERSTANDING AND AGREEMENT made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024, by and between the COUNTY OF SAGINAW and the SAGINAW COUNTY SHERIFF ("EMPLOYER") and POLICE OFFICERS ASSOCIATION OF MICHIGAN UNIT 312, representing full-time Deputies ("UNION").

WHEREAS, EMPLOYER and the UNION are parties to a Collective Bargaining Agreement ("CBA"), which covers the time period January 17, 2023 through September 30, 2025;

WHEREAS, EMPLOYER desires to start a cadet entering the police academy at Step Level 00, which is \$1.00 per hour less than the Step 1 pay scale for a Deputy;

WHEREAS, UNION also desires to start a cadet entering the police academy at Step Level 00, which is \$1.00 per hour less than the Step 1 pay scale for a Deputy;

WHEREAS, EMPLOYER also desires that once the cadet graduates from the police academy and is sworn in as a Deputy, the cadet will progress to a Step 1 on the Deputy pay scale and the probationary period will commence as of that date;

WHEREAS, UNION also desires that once the cadet graduates from the police academy and is sworn in as a Deputy, the cadet will progress to a Step 1 on the Deputy pay scale and the probationary period will commence as of that date;

THEREFORE, it is agreed to as follows:

1. A cadet entering the police academy will start at Step Level 00, which is \$1.00 per hour less than the Step 1 of Deputy pay scale.
2. Once the cadet graduates from the police academy and is sworn in as a Deputy, the cadet will progress to Step 1 of the Deputy pay scale and the probationary period will commence as of that date.
3. This MOU shall be binding upon the EMPLOYER and UNION; shall not be considered precedent setting; and shall not affect the CBA in any other manner than that which is specifically set forth herein.

FOR THE EMPLOYER:

FOR THE UNION:

\_\_\_\_\_  
Christopher S. Boyd, Chairman  
Board of Commissioners

\_\_\_\_\_  
Steve Sellers

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Mary Catherine Hannah,  
County Administrator

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Kurt Weber – Union President

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William L. Federspiel – Sheriff

Approved as to Form:

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David M. Gilbert – Labor Counsel  
Gilbert & Smith, P.C.