

**POLICY FOR PER DIEM
[IN ACCORDANCE WITH MCL 45.411 AND MCL 46.415]**

(Amended and Approved December 21, 2022)

Members of the County Board of Commissioners and members of all committees, boards, commissions or authorities appointed by the Board of Commissioners, and County employees shall be compensated for their attendance at meetings in accordance with the following policy:

1. County Commissioners

- a. County Commissioners are eligible for per diem for special county board meetings, committee meetings, and authority or commission meetings of which they are a member or to which they have been assigned by the Board. Per diem is not allowed for attending monthly board meetings or for any event of a ceremonial nature e.g. ribbon cuttings, grand openings, meetings with constituents or similar events. The Board defers the judgment of per diem qualification to the individual commissioners.
- b. County Commissioners are eligible for per diem for meetings of local units of government (city, village, township, and charter townships) within their district.
- c. County Commissioners are eligible for per diem for meetings, seminars, conferences, and tours of an informational or educational nature which have a direct relationship to County Commission duties.
- d. County Commissioners are also eligible for per diem for other meetings not set forth in the above paragraphs 1 through 3, when per diem is deemed appropriate as determined by the individual County Commissioner who is seeking per diem compensation.
- e. Per diem is set at \$65.00 per meeting. All day conferences will be \$110.00.

2. Committee, Board, Commission and Authority Members Other than County

Commissioners

- a. Members of all boards, commissions, authorities, and committees established by the Board of Commissioners, other than Commissioners, shall be entitled to the approved per diem (*if eligible to receive a per diem as determined by the statutes or by-laws of that board*) in accordance with an approved per diem schedule, and in all cases shall be entitled to mileage to and from any meeting in the amount listed in the County Travel Policy.
- b. For the purposes of this Section, a meeting is limited to any regular or special meeting as defined in the Bylaws or a meeting called by the chairman of the board, commission, authority, special or advisory committee at the regular location of the board, commission, authority, special or advisory committee or any meeting of a committee or subcommittee and any assignment given to a member by the chairman if at a location other than the place where a meeting is customarily held.
- c. Per diem is set at \$65.00 per meeting. All day conferences will be \$110.00.

3. Exclusion from Compensation, Employees, Other County Officials

County officials, other than members of the Board of Commissioners, and County employees who serve on a board, commission, or committee established by the Board of Commissioners are entitled to mileage and necessary expenses for attending meetings of the board, commission, or committee. However, no per diem shall be allowed for such attendance unless required by law or approved by the Board of Commissioners.

4. Compensation Procedure

- a. The following process is established for payment of compensation for all boards, commissions, special or advisory committees, including the Board of Commissioners. and other officers or employees who may be eligible to receive per diem compensation.
- b. County Commissioners should submit their meeting compensation form to the administrator's office on a monthly basis. The administrator's office shall be responsible for assuring that all necessary paperwork has been completed and is in order. Other commissioners, board members, committee members, officers and employees should submit their meeting compensation form to the county offices that provide administrative and financial support for particular boards and committees. These other county offices shall be responsible for assuring that all necessary paperwork has been completed and in order. However, requests for per diem compensation for meetings that took place more than 90 days prior to the submission of the meeting compensation form will not be accepted. Fourth (4th) quarter per diem requests must be submitted no later than January 31st of the following year.
- c. All county offices that provide support for boards & committees shall submit the meeting compensation form to the Finance Department subject to approval by the Board of Commissioners.

5. Application of Policy

This policy is not intended to affect in any way the regular compensation (wages, health and retirement benefits) of Members of the Board of Commissioners.

6. Rescind and Replace All Prior Versions of this Policy

Upon final approval of this amended policy, all previous versions will be rescinded immediately.