

## Contracts between County Employees or Officials Policy

### PURPOSE

To establish the requirements related to contracting with current or former employees of Grand Traverse County for the provision of goods and/or services.

### POLICY & PROCEDURE

#### Principles

Grand Traverse County is committed to ensuring its contractual process and standards are consistent, transparent, provide sound financial stewardship, facilitate delivery of quality services, and balance efficiency of operations with operational and financial risk.

To ensure contracts, particularly sole source contracts, with current or former Grand Traverse County employees are held up to the utmost scrutiny, accountability, are consistent with the Grand Traverse County's Conflict of Interest Bylaw, and reflect fairness in spending public funds.

Restrictions on contracting with current or former employees apply whether the employee is providing the goods or services directly to Grand Traverse County or through a company that is owned, controlled, or managed by the employee or by an immediate family member of the employee. The current or former employment relationship must be disclosed by the current or former employee as part of the normal procurement process and/or during the negotiation of any contract in accordance with Grand Traverse County policy.

#### Full time Officials and Employees

An officer or employee who is paid for working an average of more than twenty-five (25) hours per week for the County shall not be a party, directly or indirectly, to any contract between himself or herself and the County. A full time employee shall not participate, directly or indirectly, in the solicitation, negotiation or approval of any contract between himself and the County.

#### Part time Officials and Employees

An officer or employee who is paid for working an average of twenty-five (25) hours or less per week for the County shall not be a party, directly or indirectly, to any contract between himself or herself and the County unless all of the requirements of MCL 15.323 have been met. A part time employee shall not participate, directly or indirectly, in the solicitation, negotiation or approval of any contract between himself and the County unless all of the requirements of MCL 15.323 have been met.

#### Conflict of Interest Questions

Officers and employees who are unsure about whether a conflict exists should consult the prosecuting attorney.

It is important to note that the definitions of full time and part time apply to this particular "Contracts with County Employees or Officials" policy only.

Note: This policy may differ for those employees who are members of recognized unions, organizations, or associations. Any questions related to the content of this policy, or its interpretation, should be directed to Human Resources.

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