



## Introduction to Employment Policy

### PURPOSE

This policy has been prepared to acquaint you with the different personnel policies, procedures, and fringe benefit programs covering the employees of Grand Traverse County. Nothing contained in this policy is intended to limit the right of the County Board of Commissioners to direct the County affairs, including the direction of all employees, or to exercise any authority given to them under the law, including, but not limited to, the right to create departments, abolish departments, merge departments, to add to or subtract from the jobs, or to change the duties and content of various jobs.

### POLICY

It is the intention of the Board of Commissioners that Grand Traverse County, as a growing organization, be a good employer with progressive personnel policies and working conditions. The County expects to attain maximum staff productivity by fully utilizing the skills, abilities and efforts of both supervisory and non-supervisory employees. Employees are expected to conduct themselves as responsible business people engaged in an effort of great importance to the people of the area, and to focus their efforts and interests on the realization of the County's mission, the County Board's vision, and their department's strategic plan.

Each employee is expected to avail himself/herself fully of opportunities to become better informed about the County's business, to keep up with developments in his/her field of work, to make constructive suggestions for increased productivity, to seek self-improvement in all areas of their work assignments, and to perform their assignments as part of an effective working group in accordance with established standards. They are also expected to bring their problems and suggestions to their supervisor's attention promptly so that disrupting conditions can be corrected promptly rather than be allowed to become of a greater magnitude of concern.

Employment with us is considered "at will" permitting either party to end the relationship at either party's own discretion with or without cause or notice. No one other than the Board of Commissioners has any authority to enter into an agreement for employment for a specified period of time or to make any agreement which is contrary to this statement. Any such agreement with the Board must be in writing or it shall not be binding.

Employees who are placed into jobs which require a license (including driver's license), certification or registration are expected to maintain such license, certification or registration, and are required to notify the Human Resources department in writing immediately upon loss of such license, certification or registration. It is the employee's responsibility to keep current on all certifications required by their job. Failure to do so may result in the employee's termination of employment. Grand Traverse County will reimburse an employee for licenses that are required to perform your job, excluding driver's licenses.

The policies on the intranet apply to all full-time and part-time personnel in all departments, offices, and positions in the county service, including employees of elected officials, except Family Court. However, members of the County Board of Commissioners and elected County department heads, including the Clerk, Treasurer, Register of Deeds, Prosecuting Attorney, Sheriff, Drain Commissioner,

Surveyor, and Judges of the Circuit, Probate, and District Courts are not covered by these policies. The personnel policies and the system for administering them are reviewed and revised periodically. Employee ideas and comments are encouraged in the form of written suggestions to the Director of Human Resources, who shall advise administration of all suggestions, and recommend appropriate action. After review, the Human Resources Director may recommend an amendment to the Board of Commissioners for approval. The Human Resources Department shall make every reasonable attempt to provide each employee notice of the amendment through the employee newsletter or by providing them a copy of the amendment.

## **Paydays**

The County provides a biweekly pay period (usually 26 pays per year\*) that ends at midnight every other Sunday. Pay days occur every other Friday for both hourly and salaried employees. Employees hired after January 1, 2001, are encouraged to have their pay electronically transferred to their financial institution(s). Only one transfer per institution and two separate institution transfers may be made. Arrangements must be made with the institution for transfers to multiple accounts.

## **Medical Examination**

The County requires a pre-employment drug screening and may require a medical examination by a doctor designated as County Physician at any time during the employment whenever the County believes such examination is mandated by business necessity.

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.

\*Note: There may be 27 pays in a given year.

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