

"Menominee – Where the best of Michigan Begins"

MENOMINEE COUNTY BOARD OF COMMISSIONERS

*Menominee County Courthouse
839 10th Avenue
Menominee, MI 49858*

*– County Administrator
Sherry DuPont – Administrative Assistant
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MENOMINEE COUNTY PERSONNEL COMMITTEE MEETING

~A QUORUM OF THE BOARD MAY BE PRESENT~

DATE: Wednesday ~ February 8, 2017
TIME: 4:00 PM
PLACE: Menominee County Courthouse ~ Administrative Office

*****AGENDA*****

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda
5. Approval of Previous Meeting Minutes
December 8, 2016
6. Public Comment *(Statements, not debate, limited to 5 minutes per person on agenda items only)*
7. Business
 - a. Administrator Interview Process
 - b. Job description for IT person
 - c. Personnel Manual
 - aa. Exhibit B
 - bb. Discuss Section 8-Classification Plan
 - cc. Drug free work policy
 - dd. Other changes needed within
8. Public Comment
9. Commissioner Comment *(limited to 5 minutes)*
10. Adjournment

Steven Gromala

Charlie Meintz – Chairperson

William Cech – Vice Chairman

Larry Phelps

John Nelson

Jan Hafeman

Gerald Piche

Bernie Lang

Larry Schei

7

Menominee County Personnel Committee
Minutes of Meeting
December 8, 2016

*****DRAFT*****

The Personnel Committee met on December 8, 2016 at 4:00 PM at the Menominee County Courthouse, Administrative Office.

Others present at the meeting were Sherry DuPont, Jodie Barrette, Peggy Schroud & Marc Kleiman and Rich Sexton.

Call Meeting to order: Commissioner Furlong called the meeting to order at 4:00 PM.

Pledge of Allegiance: The Pledge of Allegiance was recited.

Roll Call: All present

Agenda was approved by Com. Piche and supported by Com. Lang to approve the agenda as written. Motion approved 3/0.

Previous Meeting minutes: Previous minutes from September 7 & 8, 2016 were approved. Moved by Com. Piche and seconded by Com. Lang - Carried 3/0.

Public Comment: None

Business:

- a. **Job description for New IT person:** **Sherry-** A couple that I found, Delta County, and what we have to do is create one for Menominee County. We have a contract with UES, so there is some language in the contract that we can put into a job description. Public Health sent me there's also, so I have four different things we can work with to try to create a job description for an IT person. **Bernie** questions: Is the board committed to hire an IT person? **Sherry:** Yes it is in the budget. It will be a full time position. There will be discussion with the City of Menominee now that the city manager is there. **Bernie:** Will this IT person take on some of the Administrator duties? **Sherry:** Some of the commissioners would like to see this happen. Conversation with IT person from UES said there wouldn't be many duties involving admin that would be included, website possibly. **James:** What about the Health Dept.? Do they have their own IT? **Sherry:** Yes, but I don't have any information about who or where. Our current UES IT person said that 2 full-time people could be used here easily, Sheriff Dept. takes up a great deal of time, besides the Annex, Road Patrol, etc. **James:** Certainly not opposed to an IT person, however does not agree with Comm. Nelson that they should share admin duties. Looking outside the box, doing something different, but in this case not a good idea. We want the IT person fixing servers and strictly IT. We will need to come up with a plan and a job description. **Bernie:** Will this person be local and what should the qualifications be? Degree? **James:** Minimum of Associates degree. **Jerry:** Motion to have the position strictly an IT person and will not be a part of Administration. Supported by **Bernie.** Motion approved 3/0 **Marc:** I have been here for 17 years now. And technology has changed and every department has different software. Important we get on this right now because we will only get further behind and there is a need for this position. There definitely is a need for this position. **Sherry:** Cost with UES has gone up, but they are always on-call and at our beck and call, always with a response. Even with UES there will be a need for an IT person. **Jerry:** Is there anything in that contract that specifies that we use just them? **Sherry:** No, I've checked. This IT person should be available at all times, **Rich Sexton** commented that his son-in-law

is an IT and carries his computer with at all times and can often remote in to the companies he works for. **Jerry:** What amount is in the budget for this position? **Sherry:** We put quite a bit, \$102,000.00 this includes the \$32,000 that would involve the City of Menominee. Questions as to whether this person could handle both the county and the city.

- b. **Personnel Manual:** Hand out for corrections to be made. **Sherry-** I need time to update, I'm backlogged. This manual needs to coincide with contracts, because there are a lot of discrepancies right now. **James:** How many contracts are there? **Sherry:** Library Director, Juvenile Probation officers, Courthouse, 911, Road Patrol, District Ct., Corrections, Sheriff Sup. Unit. Updates are necessary but to find the time is the issue. She is backlogged so far that she can't. **Rich-** Maybe Krista can type. **Sherry-** Possible she can help with the typing, she has 25 hours a week at the annex maybe we can increase her hours. That could be another option. We will look back at the minutes to see what was said about getting someone in to help with Manual corrections. I need help. **Bernie:** Not knowing who is going to be the administrator, we are sort of in limbo, can someone be hired through an agency? Who does Sherry have to help her? **Sherry:** Having someone come in from Treasurers office for 1 to 1-1/2 hours a day isn't working well, because she has to teach that person and it still takes up too much time. **Bernie:** Does this take board action? To hire someone? He would like to make a motion to take to the board that someone be hired to assist Sherry. **Marc:** Thought that the Board had already approved that. Had discussed having Brenda come down, but if that wasn't enough, go to a temp agency. **Jerry:** Did not think that it had been an official vote. **James:** If you have the authorization to bring down the girl from Stephenson to work here, she needs to be in Stephenson, but can do work from there. **Rich:** After December, Building Code will slow down, she will have time to help. **Bernie and Sherry** agree that it would be a big help to have someone in that office to answer phones and direct traffic. **James:** How much time from an extra person would be needed? **Sherry:** Hard to say, she is the only one there, she would have to train someone, and she just doesn't have the time. **James:** Won't second Bernie's motion then, the more work that can be given to the girl at the annex would be better. **Sherry:** That would probably be easier. She will get things to Krista. **James:** If there are any changes/additions to the contracts, let Sherry know and in the meantime she will be working on them. Then she can get them to Krista to work on.

Public Comment: Jodie: Questions on Personal Manual regarding contracts. Question on what insurance will be offered to Brian now that he will be 911 Director. Debra said one thing and it looks like the manual says another. Who does he follow, a contract or the Personnel manual? **Sherry:** He will follow the Personnel manual, but the courthouse insurance would not take another person. So for insurance, he has the 911 plan. **Jodie:** It is very confusing and is wrong. Question of contract/union/dept. head and the personnel manual is unclear. **James:** Hopefully when an administrator is in place, that position will be more available to do things that have been allowed to fall away, meetings are important, but takes so much time away from office and everyday duties.

Commissioner Comment: Jerry- Peggy is here Sherry is here ... I will say that for Sherry the letter was inappropriate even if correct. For the next two, three months for things to run smoothly he thinks that Sherry should write something to Peggy. The letter was inappropriate, written to a Dept. head, and it was basically out to the public. **Sherry:** No, it was written to Peggy and the Board members only, if was let to the public, it was by a board member or Peggy. **Jerry:** He feels that if she doesn't write something back that it won't be a good thing. **Bernie-** I don't feel it was inappropriate, Sherry was in charge. As acting administrator, it is her job to keep employees in line. **James-** I don't feel it was inappropriate as well. Sherry is the boss, Jerry maybe you should sit down with both and find out what the problem is. Help to find some common ground and to let people know that Sherry is the boss here. Department heads answer to Sherry, like it or not. I also want to say this is my farewell. I took a job with Anchor Coupling and I am being switched to third shift. So time has come for me to move on; this is my last meeting and I wish you all good luck, Happy New Year! **Bernie-** We are going to miss you James.

Adjourn: Moved by Com. Lang supported by Com. Piche to adjourn the meeting at 4:47 P.M. Motion approved 3/0.

Administrator Search Schedule
TIMELINE

DATE

<u>10.1.2016</u>	County Board begins discussion of administrative position
<u>Discuss only</u>	County Board begins revising position description and discussing salary range
<u>10.28.2016</u>	County begins advertising through local newspapers
<u>1.13.2017</u>	Application deadline
<u>1.17.2017</u>	Applications are distributed to Commissioners for review
<u>1.17.2017</u>	County Board reviews applications. Narrows list to 4 finalists.
_____	County Board interviews 4 finalists
_____	County Board approves job description and salary range for position
_____	County Board approves entity to conduct background and reference checks on top finalist(s)
_____	County Board reviews proposed employment contract language
_____	County Board Selects Administrator
_____	County Board meets with Administrator to negotiate employment contract
_____	County Board approves employment contract for new Administrator

JOB DESCRIPTION

POSITION TITLE: INFORMATION TECHNOLOGY DIRECTOR

GENERAL COMMENTARY:

This position works closely with the Director of Administration/Finance and Menominee County Board of Commissioners and is responsible for all aspects of the information systems operation with the County including a wide range of computer hardware, software, networking equipment and telecommunications equipment. Plans, budgets, designs, purchases, installs and maintains the various County information systems. Develops policies for safeguarding of data and usage of the County systems.

DUTIES AND RESPONSIBILITIES:

Designs, develops, and maintains computer programs by conferring with requesting departments to discuss content, output requirements, and the extent of programming required.

Directs information technicians and information system vendors.

Organize and prioritize service requests. Responds to trouble calls. Repairs and/or works with vendors to resolve problems. Works with the user to test the solution of the problem.

Provides system management and administrative services including regular system backup. Perform purges, restores libraries/files as necessary or requested. Set-up, maintains, and deletes user profiles, ensuring proper system access and data security. Performs regular system tests to ensure the integrity of new and existing software programs.

Researches and evaluates new software and hardware technologies which could enhance the computer system.

Works closely with the Menominee County Board of Commissioners in the establishment of computer equipment purchases, budgeting, and long range planning.

Maintaining and expanding the County Web page with constant monitoring to maintain integrity of system.

Works closely with the Central Dispatch Authority to maintain the central dispatch system.

Works with the Sheriff in maintaining the jail software systems.

Works with the Michigan State Police with the lein system.

Maintains the three Courtroom and hearing room digital recording and video systems.

Researches, recommends and maintains the building security as well as the security camera systems.

Works closely with MERIT representatives to maintain the County fiber connections.

Works with the Menominee County Police agency in maintaining the technology grant install and equipment.

Continually researching and expanding data sharing with local governmental units.

QUALIFICATIONS:

Minimum of a two year computer related degree bachelor's degree in a computer field.
Five years of work related experience.

Qualified applicants may be subject to a background check and pre-employment physical and drug testing.

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all job duties performed.

Menominee County is an equal opportunity employer.

Menominee County Position Description

Position Title:	Information Technology Director	Creation Date:	2/2017
Department:	Information Technology	Affiliation:	
Reports To:	County Administrator	Grade:	

Purpose of Position

The Technology Director is responsible for the County's physical and virtual infrastructure and security administration activities with the objective of maintaining a high level of system availability and security. This position relies on extensive experience and professional discretion to provide recommendations and expertise for the entire systems environment including project management, analysis, design, implementation, support, maintenance, and monitoring. Researches, recommends and executes the server/security-related portions of the annual budget for completeness, accuracy, and conformance to the IT vision and strategy.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plan, design, procure, implement, support, maintain, monitor, and troubleshoot
 - Server operating systems, server applications, databases, disaster recovery technologies and system management tools including upgrades and patches
 - Server and computer backup systems
 - Virtualization technologies
 - Network Storage (SAN, NAS, etc.)
 - Department specific applications and interfaces including upgrades and patches
- Administer Windows Active Directory, Microsoft Group Policy, Domains, Domain Schemas, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Security policy configuration.
- Observes, interprets, and monitors installed systems. Checks application performance for potential bottlenecks, identifies solutions, and works with developers to implement fixes.
- Responsible for system and file security - secure/harden/patch/monitor all system environments within this position's jurisdiction. Administrate client and server security applications.
- Create, change, delete/audit user accounts per request. Controls access privileges and restrictions ensuring that policies and practices allow for specified account management controls.
- Serves as project leader of internal and external resources for installations and upgrades of complex technology systems.
 - Define system scope, integration, security, and reporting needs.
 - Create technical specs for RFPs, ensuring technical feasibility.
 - Coordinate purchase, installation, implementation, and training.
 - Manage project budgets, internal staff resources, third party vendors
- Provides highest level technical support including mentoring of other employees to assist and direct them to resolve technical issues and configuration problems.

- Maintain highest level of system security by researching/recommending/implementing new technologies and industry best practices. Administer client and server security applications (Secure email, Antivirus, Malware, Phishing, Spam, Application Firewalls, etc.)
- Analyze, respond to, and lead security incidents, including Application and Systems attempted and realized breaches. Prepare detailed written analyses of incidents with remediation and prevention documentation. Prepare risk assessments.
- Research, recommend, justify and prepare annual 3 year and Capital IT plans including presentation to committee. Assist other departments in preparation of their plans. Perform budget analysis to determine cost-benefits.
- Extracts digital evidence and performs examinations, preserving it for later use as evidence, analyzes the data, and prepares clear reports for Management, Legal, or Public review.
- Consults with internal and external users to determine their needs - recommend new products, presenting procedures, and methods of operation to improve business goals in a cost efficient manner.
- Establishes and maintains relations with hardware and software vendors. Engages with vendors and other IT personnel for problem resolution.
- Verifies all County systems follow established IT standards by approving or adjusting department recommendations.
- Documents network systems, applications and procedures with flowcharts, diagrams, manuals, detailed instructions, and other documentation.
- Administrate hardware (Servers, Appliances, etc.) inventory/warranty and software licensing (O/S, Applications)
- Prepares/Updates training materials and documentation for departmental and internal IT systems. Conducts training of end users regarding the operation of computer hardware and software.
- On-call as necessary for maintaining operating function
- Performs other duties as assigned.

Minimum Training and Experience Required to Perform Essential Job Functions

Associate Degree in Computer Science or related field with five years network experience, OR any combination of education and experience that provides equivalent knowledge, skills, and abilities.

- Ability to provide briefings to both technical and non-technical audiences.
- Excellent communication skills and exceptional customer facing skills with a high degree of professionalism. Logical, clear, and concise written and verbal communication skills.
- Strong ability to take ownership of assigned tasks and responsibilities.
- Must be able to use extensive independent judgment.
- Must display initiative, ability to work independently and within a team. Ability to react quickly to a fast paced, rapidly changing environment.
- Strong project management and organizational skills with ability to prioritize effectively.
- Strong knowledge of Microsoft Group Policy and Security policy configuration and administration. Experience with File Security, Domain Name System (DNS), Dynamic Host Configuration Protocol (DHCP), and Domain and LAN administration
- Understanding of virtualization technologies and configurations using VMware and Citrix. Experience with administration of Citrix XenApp and Provisioning Services. Experience with virtual machine creation and maintenance.
- Working knowledge of Microsoft SQL Server 2005/2008/2012/2014.
- Working knowledge of Microsoft Exchange
- Working knowledge of network storage (SAN, NAS, Backup, etc)
- Must have strong technical ability and outstanding troubleshooting skills. Ability to properly utilize logging information to diagnose issues and troubleshoot problems reported by users.

- Knowledge of networks, data processing, data communications, best practices, and current evolving technology.
- Experience and discretion in handling confidential information.
- Ability to learn new software with or without formal training
- Considerable ability to adapt and learn new technical concepts
- Ability to troubleshoot in unfamiliar environments
- Ability to manage project scope and schedule.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical Requirements

- Ability to operate a variety of office equipment including personal computer, printer, copier, calculator, telephone, etc.
- Regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards, or controls; reach with hands and arms; and talk or hear.
- Frequently required bend, stoop, lift, and move computer equipment.
- Occasionally required to stand, kneel and crouch.
- Specific vision abilities required include close vision, color vision, depth perception, and ability to adjust focus.
- Ability to lift, carry, push, pull or otherwise move up to 25 pounds regularly and up to 50 pounds occasionally, understanding and utilizing proper body mechanics.
- Ability to work in all locations where computer equipment is located (inside squad cars, wiring closets, etc.).

Mathematical Ability

- Ability to add, subtract, multiply, divide, in all units of measure, using whole numbers, common fractions and decimals.

Language Ability and Interpersonal Communication

- Ability to read, comprehend and interpret a variety of documents including computer documents and graphics, log sheets, policies and procedures, inventory reports, product literature, hardware and software manuals, trade publications, and general correspondence.
- Ability to analyze and design information flow
- Ability to analyze software/hardware and make recommendations
- Ability to understand and interpret departmental user needs.
- Ability to problem solve issues between department and IT and to resolve conflicts.
- Ability to prepare a variety of documents including equipment placement and requirement reports, purchase requests, hardware/software documentation, and general correspondence.
- Ability to use and interpret computer related terminology.
- Ability to maintain confidentiality.
- Ability to work independently making sound decisions using good judgment.
- Ability to communicate effectively with County department personnel, computer users, consultants, sales representatives, outside agencies, and the general public verbally and in writing.
- Ability to apply common sense understanding to carry out instructions and make decisions

Menominee County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

*Original
D.M.G.*

APPENDIX "B"
MENOMINEE COUNTY
JOB CLASSIFICATION LIST - GRADE ORDER

Grade	Annual Salary Range			Job Code and Title
	Minimum	Mid-Point	Maximum	
5	18274	21929	25584	2005 Bookmobile Assistant (library) 2006 Branch Attendant - Hermansville (library) 1204 Custodian (B&G) 2007 Library Assistant (library)
6	20096	24115	28134	2003 Circulation Coordinator (library) 1102 Building Inspector Secretary (PT) (bidg code) 1308 Deputy Clerk (PT) (clerk) 1904 Computer Operator/Clerk (FOC) 2312 Cook (sheriff) 1503 E911 Telecommunicator (e911) 1203 Park Ranger (Parks)
7	21918	26302	30686	2002 Cataloger (library) 1405 Deputy District Court Clerk (dist ct) 2004 Outreach Coordinator (library) 1903 Computer Operator/Secretary (FOC) 1306 Dep. Cnty Clerk - Circuit/Family Ct (clerk) 1304 Dep. Cnty Clerk - Cir Ct records & Pay (clerk) 1305 Dep. Cnty Clerk - Elec&Acct Payable (clerk) 1307 Dep. Register of Deeds (register of deeds) 2203 Dep. Register of Probate (pro/fam ct) 2204 Dep. Register of Probate/Juvenile (pro/fam ct) 2404 Dep. Treasurer 1801 Extension Secretary (ext) 1702 Staff Cartographer/Tax Bill Coord (equalization)
8	23740	28489	33237	1002 Administrative Secretary (admin) 1303 Chief Deputy ROD (clerk/register of deeds) 1404 District Court Clerk (dist. ct) 1403 District Court Reporter (dist ct) 2308 Secretary (sheriff) 2311 Bailiff (sheriff) 2310 Corrections (sheriff) 2313 Corrections - Corporal (sheriff) 1502 E911 Telecommunications Specialist (E911) 2104 Legal Secretary/Computer Operator (Prosecutor) 2501 Veterans Service Officer 2403 Dep. Treasurer - Taxes
9	25563	30674	35787	1202 Asst. Maintenance Superintendent (B&G) 1902 Caseworker (FOC) 1402 Dist Ct Probation Officer (dist ct) 2205 Intense Probation Officer (prob/fam ct)

				2103 Investigator (prosecutor)
				2202 Register of Probate/Juv Court Rec (prob/fam ct)
10	27385	32861	38339	Emergency Services Coordinator
				2402 Chief DptyTreasurer/Financial System Admin (treasr)
				2404 Jail Sergeant
				2309 Road Patrol
				1302 Cheif Deputy Cnty Clerk/ROD (clerk/rod)
11	29207	35048	40889	1101 Building Inspector
				2201 Juvenile Probation Officer/Referee (prob/fam ct)
				2303 Road Sergeant
12	31027	37233	43439	2001 Library Director (library)
				1401 Magistrate (dist ct)
				1701 Dep. Equalization Director
13	32850	39420	45990	1501 E911 Director (E911)
				2305 Liet. Detective
				2307 Liet/Jail Administrator
				2306 Liet/Road Patrol
14	34673	41607	48542	1301 County Clerk
				2401 County Treasurer
				1901 Friend of Court
15	36494	43793	51091	1201 B&G/Parks Superintendent
				2302 Undersheriff (sheriff)
				Equalization Director
17	40138	48166	56194	2102 Assistant Prosecuting Attorney (Prosecutor)
19	43782	52538	61295	2301 Sheriff
22	47813	57376	68946	1001 County Administrator (admin)

SECTION 7

OVERTIME

A. Overtime. Employees working more than 80 hours a pay cycle shall receive time plus one-half (1/2) of their hourly rates. This provision will exclude bargaining units and exempt employees of the county.

B. Compensatory Time. Time will be earned on an equal hour for hour basis. This will be allowed for exempt employees at the discretion of their Department Heads.

C. Exempt Employees. "Exempt" employees, as used in this Article, shall refer to employees exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, *et seq.* These employees shall be compensated on a salary basis. These employees include, by way of example and not limitation:

1. Officers elected by popular vote and persons appointed to fill vacancies in such offices.
2. Officers and employees for whom the Constitution specifically directs the manner of appointment.
3. Members of the boards and commissions specifically required by law to be appointees of the Board of Commissioners, the Governor or other non-County officials or official bodies.
4. Persons appointed by elected official to policy making positions (generally the one chief deputy or assistant to each of the elective officers.)
5. Bona fide Executive, Administrative and Professional employees as defined by the Fair Labor Standards Act legislation and in its implementing rules and regulations.
6. Non-Exempt Employees. "Non-exempt" employees, as used in this Article, shall be employees that are not exempt from the overtime provisions of the Federal Fair Labor Standards Act, being 29 USC 201, *et seq.*

SECTION 8

CLASSIFICATION PLAN

A. The County has adopted a classification plan provided by its consultant, DMG - Maximus, which is labeled Exhibit B, and is a part of this Personnel policy. All of the positions in the County are grouped into classifications so that all positions doing the same general type of work or with the same general level duties and responsibilities shall have the same classification. The classification of each position has been determined by the Study adopted by the Board of Commissioners on September 24, 2001. The Study will be effective starting October 1, 2001.

Requests for reclassification due to the assignment of significant additional duties will require the completion of a new compensation questionnaire by the Department Head and be approved by the Board of Commissioners. It will then be submitted to DMG who will provide a new job description and pay classification for the position. The

request for new positions will follow the same process. The Board of Commissioners may, at its discretion, initiate the reclassification process.

B. Establishment and Classification of New Positions. New positions shall be established only by the Board of Commissioners on the recommendation of the Personnel Committee. A Department Head wanting a new position established and classified shall make such a request to the Personnel Committee, through the County Administrator. A DMG Position Questionnaire must be completed by the Department Head and forwarded to DMG for a job description and classification, if approved by the Board

C. Reclassification Determination of Existing Positions. A Department Head wishing to recommend the reclassification of a position within their department shall make such a request to the Personnel Committee through the County Administrator, only if there has been a substantial addition or deletion of requirements to the position. The same position questionnaire as mentioned in B. must be completed by the Department Head. This process, if approved by the Board, will begin during the budget construction process for the next fiscal year. Implementation action will begin at the start of the next fiscal year, if funded.

SECTION 9

COMPENSATION

A. All County wages and salaries shall be set by the Board of Commissioners. All employees covered by these policies will be classified and placed on the approved Wage Schedule for each year. This wage rate shall not include longevity, shift differential, or other bonuses.

B. Starting Wage Rates. The starting wage rates for an employee in a given classification will normally be the base rate of the wage range, except:

1. When the employee enters the new classification by way of promotion from another County classification with a lower maximum wage rate, the employee shall be started at the lowest rate in the new classification which is at least three percent (3%) higher than the employee's current rate of pay.
2. When the employee brings recent directly comparable work qualifications to the classification, the Department Head may petition the Board of Commissioners to start the employee at a rate up to the two (2) year level, provided this rate will be within the Department's budget and the Department Head notifies the County Board of the starting rate.
3. Menominee County utilizes a six (6) year wage progression range.

C. Longevity Bonus. As of this contract those employees who have not received longevity will receive it effective on their 3rd anniversary date. Employees currently receiving longevity pay will continue receiving it on December 1st of each year, one hundred dollars (\$100) plus twenty-five dollars (\$25) for each additional year above three (3) years, up to a maximum of six hundred and fifty dollars (\$650).

MENOMINEE COUNTY

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Part F. The regulations published in the January 31, 1989 Federal Register, require certification by grantees that they will maintain a drug-free workplace.

Menominee County's policy of maintaining a drug-free workplace:

Drugs shall be prohibited in the workplace, agency owned vehicles or in places designated on a temporary basis as a "workplace". i.e. Conference/meeting place locations, etc. Drugs shall be defined as: controlled substances as defined in the Michigan Public Health Code (marijuana, amphetamines, heroin, cocaine, barbiturates, psychedelic drugs, etc.) and alcohol. Drugs shall not be used by any employee during work hours or any time when work performance could be affected, unless they are over-the-counter drugs or drugs prescribed by a licensed physician and used in accordance with the physician's instructions.

Drug counseling, rehabilitation and employee assistance program information shall be available to employees.

With respect to positions that due to their job duties require handling or possession of legal or illegal substances as defined by the Drug-Free Workplace Act, this policy does not apply in those circumstances.

With respect to positions that could affect the safety of clients and/or other employees, drug testing may be required with suspicion of violation. Drug testing may be required preceding return to work following rehabilitation. Testing will be at the expense of the agency.

The penalties that will be imposed upon employees for drug abuse violation occurring as a condition of employment may include suspension and/or termination. The employee will be asked to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local health, law enforcement or other appropriate agency.

As a condition of employment, the employee will:

1. Abide by the terms of this statement; and
2. Notify the employer of any criminal drug status conviction for any violation occurring in the workplace no later than five (5) days after such conviction.

EMPLOYEE SIGNATURE

DATE