

ANTRIM COUNTY
Hiring and Employment Policy
Revised: May 4, 2023

1.0 Application for Position Opening

All applicants seeking employment with the County, including former or current employees, must complete a job application form. The purpose of the application is to obtain pertinent information related to the applicants' education, training, and qualifications. Applications may be kept on file for one (1) year.

The County considers the accuracy of the information the applicant provides during the employment process to be of utmost importance. The County may reject employment applications or dismiss current employees if it finds inaccuracies in the job application or submitted résumé. Further, applications may be rejected for reasons including, but not limited to, the following:

- The applicant is found to lack any of the established qualifications or requirements for the position.
- The applicant has made a false statement on his/her application or résumé with regard to any material facts.
- The applicant has practiced or attempted to practice deception or fraud in their application or résumé, in his or her examination or interview, or in securing eligibility for appointment.

2.0 Accommodation of Disabilities

The Michigan Persons with Disabilities Civil Rights Act and the Americans with Disabilities Act (ADA) prohibit discrimination in employment against qualified individuals with a disability. These laws also require employers to reasonably accommodate applicants and employees with a disability so that they may participate in the job application process, perform essential functions of a job, and enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities.

According to the ADA, an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having an impairment. A qualified employee or applicant with a disability is an individual who, with or without reasonable accommodation, can perform the essential functions of the job in question.

Through an interactive process, the County will provide reasonable accommodation to applicants and employees, provided the accommodation does not impose an undue hardship (accommodation is unduly costly, extensive, substantial or disruptive or would fundamentally alter the nature or operation of the business).

Under Michigan law, employees and applicants requiring a reasonable accommodation should make their request in writing with as much notice as possible, and within one hundred and eighty-two (182) days after the date he/she knows or reasonably should know that an accommodation is needed. Under Michigan law, failure to properly notify

the County in writing within the 182-day timeframe will preclude any claim that the County failed to provide accommodation.

Although Michigan law requires an employee to provide a requests for accommodation in writing, the ADA does not include a comparable requirement. Consequently, those in need of accommodation may make oral requests under the ADA. Oral requests for accommodation should be confirmed in writing as soon as possible.

All requests should include the name of the person requesting the accommodation, contact information, date of request, accommodation requested and reason for request (medical condition/disability does NOT need to be identified, rather the activity requiring accommodation should be, for example "to participate in interview"). During the interactive process of reviewing the request and identifying a reasonable accommodation, additional information, including medical verifications, may be sought to clarify the request.

Employees may submit accommodation requests to the Human Resources office. Job applicants or representatives acting on their behalf may make accommodation requests to any employee of the County who will direct such requests immediately to the Human Resources office.

3.0 At-Will Employment

The County of Antrim is an "at-will" employer. This means that employees may be terminated at any time for any reason or for no reason at all, with or without notice and with or without cause.

Similarly, any employee may resign his or her employment with the County at any time for any reason or for no reason at all, with or without notice and with or without cause. This at-will employment relationship with the County exists regardless of any other written statements or policies contained in the Personnel Handbook or any other County document or any verbal statement to the contrary. The at-will employment relationship cannot be changed, except with the written and signed authorization from the Board of Commissioners (such as a collective bargaining agreement).

Nothing in this Handbook should be interpreted as being inconsistent with at-will employment.

4.0 Driving Record

For positions required to operate a vehicle in the course of conducting County-related business, even if the vehicle operated is the own employee's, the County will verify the validity of the employee's driver's license and review their driving record to ensure a safe and consistent driving history and insurability.

5.0 Equal Employment Opportunity

It is the policy of the County to provide equal opportunity to all qualified individuals in its recruitment, hiring, and employment practices and to prohibit discrimination against any person on the grounds of race, color, sex, sexual orientation, gender identity, gender expression, genetic information, age, religion, national origin, marital or veteran status, height, weight, disability, or other protected classes by state or federal statutes. (see

Non-discrimination, harassment, retaliation, disability accommodation and religious accommodation policy adopted August 4, 2022)

6.0 Hiring and Selection

Employment decisions shall be based upon job-related factors which subscribe to the principles of equal employment opportunity. This means any employment decision made by the County will be without regard to the factors outlined in section 5, or other factors not pertinent to performance.

All offers of employment are contingent upon successful completion of a pre-employment screening process as described in this document.

Section 6.1 pertains to all departments unless board action has been taken to establish policy for a specific situation or department.

6.1 Hiring of Full-Time and Regular Part-Time Positions

Prior to hiring a full-time or regular part-time employee for any position in any Antrim County Department, the County Administrator and Director of Human Resources shall be contacted when there is a vacancy and the Finance Director shall confirm that the funding is available.

Elected officials are encouraged to evaluate the need to replace positions which become vacant. Elected officials shall have authority to fill vacant and new full-time and regular part-time positions (see definition in Sections 18.1 and 18.2.1), in accordance with the collective bargaining contract, as long as funding for the position is specifically included in the current fiscal year budget and the position is not targeted to be discontinued by the Board of Commissioners. However, elected officials may request the assistance of the Human Resources Office when hiring an employee for their department.

Appointed department heads are required to evaluate the need to replace positions which become vacant. Upon authorization from the County Administrator, appointed department heads shall have authority to fill vacant and new full-time and regular part-time positions, in accordance with the collective bargaining contract, as long as funding for the position is specifically included in the current fiscal year budget and the position is not targeted to be discontinued by the Board of Commissioners.

In the departments of appointed department heads, preparation for hiring will be administered through the Human Resources Office. The Human Resources Office will post all full-time and part-time positions, advertise if necessary, accept all applications, assist department heads in the screening process and organize and schedule interviews.

Full-time positions in the office of an appointed department head shall be interviewed by the department head and Director of Human Resources. The County Administrator will notify the Board of Commissioners of both vacancies and the name of who was hired for each position.

Applicants for any vacant appointed department head position other than County

Administrator and Finance Director shall be interviewed by the County Administrator, the Chair of the Board of Commissioners, and the Director of Human Resources. If the County Administrator position or Finance Director position is vacant, applicants shall be interviewed by the Board of Commissioners.

6.2 Hiring of Irregular Part-Time Positions Irregular

Part-Time (see definition in Section 18.2.2)

Prior to hiring an irregular part-time regular employee for any position in any Antrim County Department, the County Administrator and Director of Human Resources shall be contacted when there is a vacancy and the Finance Director shall confirm that the funding is available.

The hiring process shall be the same as for a full-time position. However, the Commission on Aging Director and the Transportation Director shall have the authority to hire employees for these positions subject the previous paragraph.

7.0 Hiring of Seasonal or Temporary Employees

Seasonal or temporary employees may be scheduled to work on a full- or part-time basis, as dictated by operational needs and statutory requirements, for specific, limited time periods. Seasonal or temporary employees are not eligible for employee benefits.

Temporary employees may be hired in the following situations:

- When an employee goes on a short-term disability leave.
- When an employee goes on FMLA leave.
- When an employee goes on worker's compensation leave.
- When an employee is on an approved unpaid leave of absence.
- When there is a vacancy of a budgeted position, on a temporary basis, until the position can be filled through the hiring process.

A department head shall contact the County Administrator and/or Director of Human Resources to discuss the hiring of a temporary employee. The County Administrator's approval is required to allow the department head to hire a temporary employee under the following conditions:

- The department must have funds in the budget to support the temporary position; this must be confirmed by the Finance Director.
- The temporary employee is to be paid at the entry rate of the scale for the temporarily vacated position. If the position does not have a scale the County Administrator and the Chair of the Board of Commissioners must agree to a negotiated rate of pay.

The leave must be scheduled for longer than two (2) weeks.

8.0 Criminal History

The County will review criminal conviction records to verify the information provided through the application process.

9.0 Physical Exams, Drug Screening

Upon receiving a conditional offer of employment from the County, applicants and returning temporary/seasonal employees are required to undergo a medical examination including a drug screening. The exam is conducted by a facility designated by the County and is paid for by the County.

In some circumstances and according to strict procedures, an employee may be required to undergo physical or psychological fitness-for-duty exams or submit to drug or alcohol testing.

10.0 Nepotism - Immediate Family

No individual shall be hired in a department if, at the time of their application for employment that potential employee has a member of their immediate family (as an employee, department head, or elected official) working in the same department to which they seek employment. Immediate family shall mean current spouse, child, brother, sister, parents, parents of current spouse, grandparents or grandchildren.

11.0 Nepotism - Commissioner Requirements

No Commissioner shall be employed in any department of the County. No spouse of a Commissioner shall be employed in any department of the County, unless that spouse's employment date is prior to the date of the election of the Commissioner. If any member of a Commissioner's immediate family is employed by the County, such Commissioner shall acknowledge same upon the record of the January meeting each year.

12.0 Nepotism - Preferential Consideration

No individual, not covered in Sections 1 and 2 above, seeking employment shall receive any preferential consideration for employment because of the fact that individual has a relative, by blood or marriage, employed or in an elected County position. All such applications shall be considered for employment strictly on the basis of their qualifications.

13.0 Orientation / Probation Period

New employees are provided an orientation period that typically spans six months during which the employee can learn their positional duties and become familiar with the organization as a whole. New employees typically require six months of orientation to fully master their position and learn the processes of the County; however, the County may provide an extension of the orientation period.

During the orientation period, the County may provide formal and informal training, instruction and direction, and employees should actively seek clarification on policies, processes, procedures and performance expectations.

All new full-time and regular part-time employees shall be considered to be on probation for the first nine hundred seventy-five (975) straight time hours of employment following their first day of work for Antrim County as a full-time or regular part-time employee. Until an employee has completed the probationary period, he/she may be

disciplined, laid off, recalled, terminated or discharged at the County's discretion and without recourse to the grievance procedure set forth in this handbook.

14.0 Outside Employment

The County has no restrictions on supplemental employment for County employees. Employees may not wear a County uniform, work shoes/boots, or any other apparel furnished by the County in performing outside work. Outside work may not be performed during regularly scheduled County work hours or at a County facility, and no County resources, equipment, tools or supplies may be used for outside work.

15.0 Personnel Files

Personnel files containing payroll and benefits information, training records, job performance records, and related employment information are maintained on each employee. Employees are required to keep their information updated, including address, telephone numbers, emergency contacts and related information as required for benefits administration.

Personnel files are secured and are considered strictly confidential with access allowed for very limited reasons as specified by federal or state law. Medical information is filed separately in a secure area with access limited to the office(s) directly responsible for human resource functions, and others on a strict, business-need-to-know basis only.

The County complies with the State of Michigan Social Security Number Privacy Act, the Federal Fair Credit Reporting Act (FCRA) and Fair and Accurate Credit Transactions Act (FACTA) and will take reasonable measures to secure and limit access to social security numbers and other consumer information that may be contained within a personnel file, including pre-employment background investigations or inquiries, credit checks and related information.

Personnel records that contain social security numbers or consumer information will be secured and held confidential with strictly limited access and uses. The County prohibits unlawful disclosure of social security numbers and/or consumer information, and will ensure all records are properly destroyed through shredding or other means that renders the information beyond reconstruction, including electronic information. The County will also take affirmative steps to ensure the reliability of any third party vendor used to dispose of this information.

Requests for personnel information are handled by the office(s) directly responsible for human resource functions. The County only releases confirmation of employment, job title, date of hire, and if applicable, date of separation, unless written authorization is provided by the employee or the release of information is required by law.

Freedom of Information requests will be handled according to established Freedom of Information Act (FOIA) procedure.

Any employee in violation of this policy will be subject to disciplinary action up to and including discharge and criminal prosecution as may be appropriate.

In accordance with the Bullard-Plawecki Employee Right to Know Act, employees are legally entitled to review their personnel records upon reasonable notice, with a request in writing, generally not more than twice per year. A designee of the office(s) directly responsible for human resources functions will, at all times, observe the review of

personnel files to protect against tampering. Copies of file contents may be obtained for a reasonable copy fee.

16.0 References

During the hiring process, the County will verify information provided during the application process through various background and reference checks. The County may utilize the services of professional firms to complete these reviews.

17.0 Vacancies, Recruitment and Employment Postings

The position will be posted internally. Internal applicants may be required to complete a formal application and undergo the employment process as described herein.

If external recruitment is undertaken, the Human Resources office will oversee the advertising, receipt of applications, testing (if required), and the employment screening process for all positions not in offices of elected officials. The offices of the elected officials are the Sheriff, Prosecuting Attorney, Clerk, Treasurer, Register of Deeds, County Surveyor, and Drain Commissioner.

Recruitment will be tailored to the various classifications of positions to be filled and may be posted and published in local and regional publications, professional publications specific to the areas of expertise sought, and other venues as appropriate in order to attract an adequate number of candidates.

The County may opt to utilize an existing applicant pool to fill a position, provided that pool was developed through a recruitment effort within the past year. Occasionally, outside experts or consultants may be used to assist the County in recruiting, testing, and evaluating applicants.

The following DEFINITIONS will appear in the Employee Handbook, but in order to understand the hiring section, the pertinent DEFINITIONS are given below:

Classification & Compensation

18. Employment Definitions

18.1 Full-Time Employee

Full-time employees are regularly scheduled to work either thirty-seven and a half (37.5) hours or forty (40) hours per week. Full-time employees are generally eligible for the following County benefits:

- Health insurance or an annuity*
- Vacation pay (eligible after 9 months of service)
- Paid leave (eligible after 90 days of service)
- Holiday pay
- Sickness and accident insurance
- Bereavement leave
- Pension paid or partially paid by the County based on the wages earned*
- Dental
- Life insurance

18.2 Part-Time Employee

18.2.1 Regular Part-time Employee

A regular part-time employee is an employee who is working at least thirty (30) hours per week on a regular schedule. Regular part-time employees are entitled to the following benefits:

- Bereavement leave
- Holiday pay if scheduled to work on that day (pro-rated)
- Health insurance or annuity*
- Pension paid or partially paid by the County based on the wages earned*
- Dental
- Life insurance

Refer to the pertinent union contract for specifics. Part-time may be covered by certain statutory protections such as Family Medical Leave and workers' compensation.

18.2.2 Irregular Employee

An irregular employee is an employee not included within the above definitions of full-time or regular part-time employees who is working on any other basis. Irregular employees are not eligible for benefits.

18.2.2.1 Irregular Part-time Employee

An irregular part-time employee's work hours are limited to a maximum of 29.5 hours per week annually.

18.2.2.2 Seasonal or Temporary Employee

A seasonal or temporary employee is an irregular employee and is not limited to a maximum number of hours per week, but cannot work more than six (6) months of any year and cannot exceed a total of 1,560 work hours per year. Seasonal or temporary employees are not eligible for benefits.

18.4 Exempt or Non-exempt Employee

Positions that are considered "exempt" are salaried positions that are professional, administrative, or executive in nature which are not entitled to paid overtime, except in special circumstances as approved by the County Administrator

Based on job content, job duties, salary status and other criteria set by the Fair Labor Standards Act, each position within the County is classified as either "exempt" or "non-exempt." Typically, department heads and the County Administrator are designated as exempt employees, but each job description is carefully assessed to make that determination. Non-exempt positions are legally

entitled to overtime pay (time and a half) for any time worked beyond the standard work week, or as otherwise provided by the County.

18.5 Contract Workers

A contract employee works under contract with the County. A contract worker is hired for a specific job at a specific rate of pay. A contract employee does not become a regular addition to the County's staff and is not considered a permanent employee. Contract workers do not receive County benefits unless otherwise stated by the pertinent contract.

It is expected that contract workers will abide by all County policies and procedures, including the contents of this handbook.

*A new employee will be eligible for these benefits on the 61st day of employment with Antrim County.