

**Leelanau County Board of Commissioners**  
**Personnel Committee – Tuesday, November 7, 2023**  
Tentative Minutes

*Proceedings of the meeting are being recorded (audio and video). The video of the meeting can be found at the following link: <https://www.leelanau.gov/meetingdetails.asp?MAId=2602#video>*

Meeting called to order by Personnel Committee Chairman Kama Ross at 3:15 p.m. Today's meeting is being held at the Government Center, 8527 E. Government Center Drive, Suttons Bay, Michigan.

Roll Call:	District #2	James O'Rourke	PRESENT
	#5	Kama Ross	PRESENT
	#6	Gwenne Allgaier	PRESENT

Pledge of Allegiance/Moment of Silence:

The Pledge of Allegiance to the flag of the United States of America was recited, followed by a moment of silence.

Approval of Agenda and Late Additions/Deletions:

Personnel Committee Chairman Ross requested to add to the agenda as 5c discussion regarding the Sheriff's Office Administrative Secretary's upcoming retirement and request to overlap staffing.

**MOTION BY O'ROURKE TO APPROVE THE AGENDA AS AMENDED. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 3 (O'Rourke, Ross, Allgaier)**

**NO – 0**

**MOTION CARRIED.**

Public Comment (3 minutes):

None.

Commissioner Comment:

None.

Action Items – Discussion/Potential Recommendation –

Approval of Minutes – October 10, 2023:

**MOTION BY ALLGAIER TO APPROVE THE MINUTES FROM OCTOBER 10, 2023.**

**SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 3 (Allgaier, O'Rourke, Ross)**

**NO – 0**

**MOTION CARRIED.**

Employee Conversations, October 30, 2023, Commissioner Ross –

Summary:

Committee Chairman Commissioner Ross stated she was overwhelmed by the fine staff who took the time to talk to her and who were very passionate about their thoughts and were grateful to her for listening. She extended an invitation to her fellow committee members to have similar listening sessions and did provide her fellow committee members her summary of what she learned. Ross commented that she tried to highlight some of the commonalities that were raised repeatedly and also not to forget some of the lone voices that had concerns that she felt need to be addressed. She said she hopes in the future she can share with everyone in the hopes there is a path forward to address these concerns in a positive way. Her promise to the staff was that she would get back with them and she asked the employees to hold her accountable for taking action on these conversations and doesn't expect everyone to digest this information immediately. Ross continued that there is quite a bit to think about and have follow up conversations and she thinks the biggest fault she could have is not following up on this, so she is looking for support from the Committee in taking these words seriously and seeing what we can do to make it a more positive building environment for all. She stated she would ask that we not worry about taking this too quickly and it should be a thoughtful process and so please take your time and do it in a thorough manner. Ross stated she was given some information that was shared with Chairman Wessell in September of 2022, and from comparing what was learned September 15, 2022 and what was shared with her on October 30, 2023, is that the biggest challenge is acting positively.

Commissioner O'Rourke asked if it was kept confidential and were any priorities assigned?

Committee Chairman Commissioner Ross responded the majority was confidential and no, she didn't assign any priorities.

Commissioner O'Rourke stated we have to be careful to not go into this too quickly.

Committee Chairman Commissioner Ross stated the survey is a step forward in positive change and she would like to respond sooner rather than later. She said she has spoken to 35 employees of the one hundred and some and that is a good start and a good representation.

Commissioner Allgaier asked if the Committee members should wait until the survey to speak with employees?

Committee Chairman Commissioner Ross responded no and said that it is important to have dialogue in-house to just offer your ear to have someone to listen, but she thinks she needs help and that it shouldn't just be her. Ross said she would appreciate both Committee members to set up and offer a listening period so that more employees can feel comfortable coming forward.

Commissioner discussion ensued regarding each committee member taking time to talk with employees either one on one or if two committee members should meet one on one with employees.

Commissioner Ross said she believes in the Committee structure and it's a positive change.

Next Steps on Sharing Those Thoughts and Ideas and Furthering Positive Change:

No discussion.

Employee Survey Proposals –

Amy Cell Talent:

Amy Cell Talent, HR Recruiting Firm from Ypsilanti, Michigan, was present via Zoom and presented a proposed survey.

The Amy Cell Talent survey proposal can be found at the following link: (pages 18–21)

[https://www.leelanau.gov/downloads/11072023\\_personnel\\_comm\\_pkta.pdf](https://www.leelanau.gov/downloads/11072023_personnel_comm_pkta.pdf)

Administrator Allen asked Cell what the earliest availability would be to start and Cell responded right away.

Cell explained her background to the Committee and that the survey would be done remotely and continued that if there is work needed after the survey, she could would be able to help with the results.

Commissioner Ross thanked Cell for the proposal.

Michigan Leadership Institute:

Dr. John Scholten, Michigan Leadership Institute (MLI), Regional President, Northern Michigan, was present for the Agenda Item and gave a brief history about the Michigan Leadership Institute.

The MLI proposal can be found at the following link: (pages 22–24)

[https://www.leelanau.gov/downloads/11072023\\_personnel\\_comm\\_pkta.pdf](https://www.leelanau.gov/downloads/11072023_personnel_comm_pkta.pdf)

Dr. Scholten explained his work experience and what benefits MLI could provide by having an onsite survey and one on one conversations with employees. He said that those that don't get the opportunity to be available for in person conversations would then have the option of responding online.

Commissioner Allgaier asked Dr. Scholten if it would be group conversations and he responded it would not be groups and would be one on one conversations. He further stated the best results are when conversation is handled one on one.

Commissioner Ross asked Dr. Scholten what percentage he feels of the employees would participate and Dr. Scholten responded it will probably be between 50% to 60% in-person but hopes it would grow with the availability of the online option.

Commissioner Ross stated the survey is confidential.

Dr. Scholten said he will make certain everyone understands that what they say will be shared. He stated he does want to caution though if the employee does want anonymity that the employee doesn't get too specific so that someone can figure it out. Dr. Scholten commented that getting to the root of the issue is going to be critical for the Board, which is phase one. He continued that then with phase two is what the assessment is and are going to be tasked with what will you do better. He stated if the Board commits to this process and you make the time and they can see as employees the Board is genuine, then he can pretty much guarantee the Board will see positive results.

Commissioner Allgaier asked if there was to be a next step, after the survey results, could MIL do that?

Dr. Scholten replied that he would want to find out the details first before he can make any kind of commitment. He stated he does have other resources he can reach out with similar parallels if necessary.

Commissioner Ross asked in the process of starting the questions and stuff, do you need any input from the Board or you stated you have been speaking with HR Director Weaver?

Dr. Scholten replied he would want direction there but he has been working with HR Director Weaver and she is your HR person. He continued that this is an HR issue and she has given him enough insight and he has asked a lot of questions and she has been really helpful in explaining to him the culture, along with him giving her his two cents and Weaver agrees that is spot on or where we are at. Dr. Scholten stated he would most likely be working closing with her (Weaver) and then from there if we make this where it is the Board's decision to write the questions you typically hire outside person to do that. He said that they would put the questions together and then let them find out what the issues are.

Commissioners thanked Dr. Scholten.

Commissioner Ross asked if Planning Director Trudy Galla and Undersheriff James Kiessel would be willing to comment or give any feedback to what they have heard today by sitting in the audience.

Galla and Kiessel thanked the Committee members for asking for a survey and the willingness to get feedback from employees.

**MOTION BY O'ROURKE TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ENTER INTO AN AGREEMENT WITH THE MICHIGAN LEADERSHIP INSTITUTE (MLI) FOR AN EMPLOYEE SURVEY. SECONDED BY ALLGAIER.**

Discussion – none.

**AYES – 3 (O'Rourke, Ross, Allgaier)**

**NO – 0**

**RECOMMENDATION PASSES.**

Blue Cross/Blue Shield Insurance Renewal:

C&M Insurance Health/Employee Benefits Agent Lew Wolters was present for the agenda item and stated he will be back before the full Board in December to discuss renewal information.

Commissioner discussion ensued regarding the County's policy and Wolters answered Commissioner questions.

Wolters explained he will be in attendance once again as he has in past years to discuss with employees their county benefits at the employee meetings scheduled in the near future.

**Committee consensus to keep the Blue Cross/Blue Shield Insurance benefits the same.**

Staffing Levels: Request for Temporary Staffing Level Increase –  
Planning Director:

HR Director Darcy Weaver was present for the agenda item and explained she is looking for support to increase the staffing level of the Planning Department to have two Planning Directors overlap from the approved staffing level from as soon as possible to the middle of January.

Commissioner Allgaier asked if there is someone in-house to elevate within the department or are we going out for a new position?

Weaver responded she is looking into those options at this point.

Administrator Allen said she can tell the Committee since that is the role of the HR Director and the Administrator we have already accepted and posted the position. She continued they are accepting resumes for that, so we are starting the interview process. Allen stated they are making phone calls; phone interviews and they already have some thoughts in mind but she wants to see how things progress. She said she anticipates moving that as quickly as she can so that there is a cross training or training opportunity and so that is this where this comes in. When we are hiring someone to replace someone and want to have a training opportunity then we need this approval to have the overlap.

Commissioner Ross asked if there is a time component and Weaver replied that it will be through the middle of January because the official retirement date is somewhere around the 16<sup>th</sup> of January.

Commissioner O'Rourke asked how many hours of overlap?

Weaver explained it will be 35 hours a week at the current Planning Director's rate of pay and that most likely she is thinking the new Planning Director will be coming to the County at a lower rate of pay than the current director.

Administrator Allen said she won't know that until she hires the person, so if there is an up to then that certainly covers any flexibility that would be needed in the department.

Commissioner Allgaier asked Allen if she needs a recommendation to move this forward to next week's meeting?

Administrator Allen stated there are three of the same scenarios so maybe we get through all three, and then the Committee may have a recommendation to make.

Executive Assistant:

HR Director Darcy Weaver present for the Agenda Item and explained she is looking for support to increase the staffing level of the Board of Commissioners to have an overlap for the retirement of the Executive Assistant position whose last physical day is December 8, 2023.

Commissioner O'Rourke if the position has been advertised and you are doing interviews?

Weaver replied yes.

Administrator Allen confirmed it has been posted, but there have not been any interviews yet.

Commissioner Ross asked if there is a maximum amount of time and how much are you asking for?

Weaver replied there is no County policy in regards to the use of vacation time to extend an employees retirement date. She stated that the employee will be on the payroll until March of 2024.

Late Addition – Administrative Secretary:

HR Director and Undersheriff Kiessel were present for the Agenda Item and explained the Administrative Secretary is retiring in April of 2024. Kiessel stated that he does not have any support to train a new employee as the current employee has held the position for so long. He would like to request three months of overlap and stated he has prepared an EDS for the December, 2023, meeting.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO ALLOW FOR STAFFING LEVEL OVERLAPS WITHIN THE PLANNING DEPARTMENT FOR A DIRECTOR, THE BOARD OF COMMISSIONERS DEPARTMENT FOR AN EXECUTIVE ASSISTANT AND THE SHERIFF'S OFFICE FOR AN ADMINISTRATIVE SECRETARY DUE TO EMPLOYEE RETIREMENTS. SECONDED BY O'ROURKE.**

**AYES – 3 (Allgaier, O'Rourke, Ross)**

**NO – 0**

**RECOMMENDATION PASSES.**

Update to Board Policy #1.07 (Legal Requirement):

HR Director Weaver was present for the Agenda Item and explained the changes regarding the Paid Medical Leave Act.

Administrator Allen said she finds it appropriate for the committee to recommend to the full Board the amended policy.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO AMEND BOARD POLICY #1.07 NON-UNION PERSONNEL POLICY, AS PRESENTED. SECONDED BY O’ROURKE.**

Discussion – none.

**AYES – 3 (Allgaier, O’Rourke, Ross)**

**NO – 0**

**RECOMMENDATION PASSES.**

Medical Sick Leave Donation Policy:

HR Director Weaver was present for the Agenda Item and explained she previously brought the proposed policy to the Committee on October 10, 2023. She said at that time the Committee asked her to email the policy out to the Department Heads requesting feedback. Weaver said she received feedback from four employees.

Commissioner Ross asked Weaver it was just four employees?

Weaver replied yes that it was just four employees and Commissioner Ross said that surprises her.

Weaver explained the only feedback she received was that it looked good to some and the one person identifying a concern of what happens to the hours if not all the donated hours can be used. She said that her recommendation is to replace that language to state “to be placed into an employer managed bank and to be used for future FMLA event regardless of who it was.”

Commissioner Allgaier stated that way it could be used for anyone, if not used by that individual.

Weaver agreed with Commissioner Allgaier.

Administrator Allen stated that is approved by the IRS to put it into an employee managed bank.

Commissioner Allgaier said that some of the concerns she heard was that if felt more personal before because people knew they were donating to employees and that portion remains?

Weaver responded this policy does allow you to know who you are donating to, but it does have specific requirements that person has to meet in order to be able to receive those donated hours. She said that otherwise you have tax implications to both employees.

Commissioner Allgaier said as long as the personal element is in there somehow.

Weaver explained two different scenarios to the Committee regarding how the policy would affect employees receiving donated vacation time.

Commissioner Allgaier asked what if the employee needs 20 hours then do they still qualify and Weaver responded that if there was an event, yes, and 20 hours to her is a significant loss of income.

Commissioner Allgaier asked Weaver when do you decide that it qualifies as a significant loss and Commissioner Ross asked Weaver if that is her judgment or the employees judgement?

Administrator Allen replied that she thinks it is if they meet the requirement for FMLA and that they have had a loss that is kind of one of the qualifying indicators.

Commissioner Allgaier asked if there is a qualification, if this qualifies as a loss, and do you have to lose more than 10 hours or more than 100 hours?

Administrator Allen replied they have to have used up all of their time and it has to be a qualifying event that they have some health issue or some related. She continued that an FMLA has been the standard and it has also recommended by Rehmann in terms of how they recommend to do this process as well.

Weaver stated that should that person receive all those hours and then something happened and they came back to work then whatever hours were still left in that bank would then be moved to an employer managed bank for the next FMLA event for whoever.

Commissioner O'Rourke asked Weaver how are you going to go about trying to collect the hours?

Weaver explained that there will be a form to complete and submit it. She said we have a form that we have used in the past and that form with a little updating would work just fine.

Commissioner O'Rourke asked if in the initial request an employee donates ten hours could they come back and donate another 25 hours?

Weaver asked for clarification and Administrator Allen stated that if an employee donates ten hours and then wasn't sure if he was going to use all their own bank could the employee donate ten more later. Allen said she thinks there is a requirement of the employee making the donation that the employee needs to maintain enough so as not to deplete their own bank of time.

Weaver stated the employee who is donating the time is also protected so that if the donating employee has something unexpected happen then we are not asking for donations back and forth.

Commissioner O'Rourke asked Weaver if there is a minimum requirement of a donation amount and Weaver responded the policy stated the donating employee must have a remaining balance of 40 hours vacation but she doesn't think there is a qualification to a maximum.



Commissioner O'Rourke stated he would want to be cautious about giving too many donated hours that then will be transferred to a bank where he wouldn't know the person who ends up with it when it is all said and done.

Weaver stated but her point is that she wouldn't be able to ask for more then what she projects this person will need.

Commissioner Allgaier asked if once a donation is taken from an employee's bank and they go unused then does the employee get those hours back and Weaver replied that once they are donated, they will not be given back.

Commissioner O'Rourke clarified that unused vacation donation hours go into a bank.

Commissioner Allgaier said she appreciated that Weaver got feedback from the staff.

Commissioner Ross asked Weaver where do we stand right now?

Weaver replied right now we don't' have a policy.

Commissioner Ross stated so you are not accepting any donations and no one has asked. She asked Weaver if there is a need that we have missed because of this policy change?

Weaver said there could have been.

Administrator Allen said that nobody came forward.

Commissioner Ross restated what Weaver and Allen said that no one came forward specifically asking.

Commissioner Ross asked if we know if we have heard from all the employees though.

Weaver said she has given them the opportunity and she feels that has been provided.

Commissioner Ross asked Weaver if she has addressed all their concerns?

Weaver replied that the one she knew of was the concern about sitting in their bank unused. She said with the Committees approval she would go ahead and change that language to say it would go to an "employer managed bank".

Commissioner Ross asked if there will be an opportunity to go over this with the employees at a meeting because she fielded quite a few questions and concerns from employees when she met with them one-on-one. She said she sensed there was more than four people being unhappy or having questions and concerns, so she just wants to make sure we have heard from employees that were used to the other system, were happy with it, and this all got changed kind of abruptly and she just want it to be a positive change for everybody.

Administrator Allen stated that she would just like to clarify that we do understand why the change happened because we were notified that there was a legal issue that the county was not compliant. She said it was not just an arbitrary, it was a predetermined rationale for why we had to change the process, so with that being said we did send out information to all the Department Heads and let them know about the change. Allen stated information was passed on as to why it was required and Weaver has sent then the two follow-up communications to everyone. She said she thinks that certainly we can have more dialogue after the process has changed, because she is concerned that if we don't make a decision to move forward then her hands are tied somewhat to. Allen commented she would be happy to move forward with something so that it can be moved forward and at least then she has a vehicle for people when they do have an issue but if there are changes we need to make to make it better, than this certainly doesn't have to be the last time we look at it and she said she thinks it is important to get something moving forward so people know there are options.

Commissioner Ross asked if there is a system in place where we do review these on regular basis?

Administrator Allen replied she thinks there would be one now once we have a policy.

Commissioner O'Rourke stated first of all we had to do this to be compliant with the IRS, which is what got us into this. He continued that FMLA is a law that is black and white and this can be in place so the employees can help someone out.

Commissioner Allgaier said she would support moving this forward and if there are more concerns, then the HR Director can go to the departments and explain.

Weaver stated this policy was written by legal counsel and then updated for the IRS component by the tax experts at Rehmann. She said that this isn't like she just made this up.

Commissioner Ross said that she does want to share that any big changes like this that we get again that it is taken slower and get more input from staff before we close it or change it. She continued that she heard that loud and clear and that she feels bad for this change not supported by all staff and the good-will that we want to share with each other.

Weaver stated that this was by no means intended to punish anyone, isolate anyone, or cause any grief but this was to protect Leelanau County.

Administrator Allen stated it would be wise to make a motion.

**MOTION BY ALLGAIER TO RECOMMEND TO THE LEELANAU COUNTY BOARD OF COMMISSIONERS TO MOVE THE RESOLUTION TO ADOPT A VOLUNTARY MEDICAL SICK LEAVE DONATION POLICY FORWARD TO THE EXECUTIVE BOARD. SECONDED BY O'ROURKE.**

Discussion – none.

**AYES – 3 (Allgaier, O'Rourke, Ross)**

**NO - 0**

**RECOMMENDATION PASSES.**

Public Comment (5 minutes):

The following individuals spoke in person: Undersheriff James Kiessel, Chief Deputy Clerk Jennifer Zywicki, and Planning Director Trudy Galla.

Commissioner Comments:

Commissioner O'Rourke stated he thinks the Committee did a good job today.

Commissioner Ross thanked the Committee members and the staff for working through these issues with her.

Adjournment:

The meeting adjourned at 4:59 p.m.

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Kama Ross, Chairman  
Leelanau County Board of Commissioners

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Jennifer L. Zywicki, Chief Deputy Clerk for  
Michelle L. Crocker, Leelanau County Clerk

COUNTY OF LEELANAU  
JOB DESCRIPTION

**ACCOUNT CLERK**

Supervised By: ~~County Clerk and Chief Deputy County Clerk~~ Finance Director  
FLSA: Non-Exempt

**General Summary:**

Under the supervision of the ~~County Clerk and Chief Deputy~~ Finance Director, the Account Clerk performs a variety of financial functions that include, but is not limited to, grant preparation, billings, payroll, accounts payable, budget preparation, yearly audit preparation and participation, inventory, and depreciation

**Essential Job Functions:**

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. An individual must be able to perform each essential function successfully.

1. Processes payroll, checking employee time sheets and codes, preparing for computer run, and distributing checks within established procedures, staying compliant with Governmental Accounting Standards and IRS regulations.
2. Operates a computer to compile data, run printouts and generate required reports and must have knowledge of multiple software applications to process and produce the information.
3. Prepares and/or reviews daily receipts, warrants and various journal entries to the appropriate ledger.
4. Compiles, calculates data, and maintains a variety of periodic financial reports, including multiple grants, cash balances, inventories, cash management projections, and escrow account reports.
5. Provides accounting assistance, both over-the-counter, by telephone and by email to individual County employees, department heads, Elected officials, vendors, and contractors.
6. Processes accounts payable billings for weekly and monthly distribution of checks and maintains related records verifying accuracy, proper coding, available funds, and compliance with county policy.
7. Assists with compiling, analyzing, and reconciling financial documents and other information for a variety of department activities, such as participating in year-end financial closing activities; resolves issues that may result from changes to established policies, procedures, or conditions.
8. Processes a variety of both routine and complex financial forms, documents, payments, adjustment requests, and information.

9. Monitors department budget activity, identifies and reports potential financial overruns and variances at an early stage and notifies supervisors.
10. Performs the duties of other personnel as workloads, absences, and emergencies dictate.
11. Performs other duties or projects as assigned.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. This is not to be construed as an exhaustive list of all job duties performed by personnel so classified.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualification necessary to perform the essential functions of the position:

- Proficiency in English grammar, spelling, punctuation, simple mathematical functions, such as addition, subtraction, multiplication, division, percentages, ratios
- Knowledge of generally accepted accounting principles, terminology, procedures, theory, and practices
- Specialized knowledge related to the function of the position, with a keen eye for attention to detail and an ability to work effectively under stress, with priorities and deadlines constantly changing
- Skill in operation of modern office equipment, such as computers, facsimile, copiers, scanners and telephones
- Skill in use of computer software, including spreadsheet development and word processing
- Interpersonal skills necessary to work courteously and effectively with other employees and the public
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to comprehend, process, and apply both verbal and written skills appropriate to the job
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to detect errors and make corrections as directed and under established procedures

Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

**Education:**

Possession of an Associate's Degree or High School diploma or G.E.D., supplemented by advanced college coursework in Accounting or related field.

**Experience:**

One year of directly related experience; three- to six-month orientation period.

The qualifications and experience listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job will be considered.

County of Leelanau  
Job Description

**FOIA COORDINATOR**

**Supervised By:** County Prosecutor  
**FLSA Status:** Non-Exempt

**General Summary:**

Under the supervision of the Prosecuting Attorney, coordinates and processes FOIA and requests pursuant to the Freedom of Information Act of the Department of Commerce FOIA regulations (MCL 15.240). The employee shall ensure consistency with the guidelines and policy requirements of the County and of all other applicable laws.

**Essential Duties and Responsibilities:**

An employee in this position must be able to perform the following essential functions satisfactorily. These examples **do not** include all of the duties which the employee may be expected to perform.

- Receives, prepares, edits, coordinates and disseminates FOIA information.
- Reviews and analyzes records that have been located in response to FOIA requests and determines whether any of the FOIA exemptions apply. Properly redacts any protected information consistent with the statutory exemption and case law.
- Prepares final response letters and related correspondence including acknowledgment letters, time extension letters, and requests for clarification.
- Prepares response letters within 5-day time period or issues Notice of Extension of Response Time (10 day) if necessary.
- Communicates with requestors about scope of request and propose alternatives for records production.
- Locates all records and after research, assesses application of FOIA exemptions and privilege.
- Read, review, and interpret all writing, photographs, audio files and video recordings (with exception of anybody cam or dash cam video).
- Calculate and handle all billing based on allowable statutes.
- Maintain filing system for completed FOIA's as required by statute.
- Apprise supervisor of requests that involve high profile cases/requests or that involve a Leelanau County employee.
- Ability to meet deadlines and scheduled action dates.

- Ability to work independently.
- Ability to prioritize, organize, and meet deadlines.
- Coordinate appeals- review case files, analyze documents and advise whether additional records can be released.
- Coordinates with other departments.
- Perform any other related duties as assigned.

**Employment Qualifications:**

Education: Possession of a high school diploma or the equivalent.

Experience: Experience working with law enforcement and records

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills and abilities to perform the job are considered.

A background check shall be required initially and maybe periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

accumulate unused vacation leave beyond two hundred twenty-five (225) hours, (thirty (30) days.)

Employees on a 40-hour workweek shall not be permitted to accumulate unused vacation leave beyond two hundred forty (240) hours, (thirty (30) days.)

8. Regular part-time employees shall earn vacation leave based upon their length of continuous service to the County, such vacation leave being prorated on the ratio of regularly scheduled hours worked to the normal hours of the workweek.
9. Vacation leave shall apply to regular full-time and regular part-time employees only.
10. Benefits Upon Separation. After completing one (1) year of service, employees who leave the employ of the County prior to their anniversary date in any year will receive prorated pay for accrued, but not yet credited, vacation time for that year, in addition to any other unused accrued vacation time earned.

Employees who leave the employ of the County may receive pay for accrued but unused vacation leave in any of the following circumstances:

- If an employee retires in accordance with the retirement plan currently in effect.
- If an employee resigns from employment and a minimum of two (2) weeks advance notice is given.
- If an employee is laid off and requests payment of vacation leave pay, provided, however, that such vacation leave pay shall be designated to the period of the layoff.

Employees who are terminated from their employment with the County are not entitled to receive pay for accrued but unused vacation leave.

- B. Personal Days. During the first 90 days of employment with Leelanau County, an employee shall not be entitled to take personal days. However, after an employee has completed 90 days of employment with the County, he/she shall be entitled to the personal days accrued from the date of employment. An employee must notify his/her Supervisor prior to taking personal days. (Updated to comply with Michigan Paid Medical Leave Act)

1. Effective January 1, 2015, new hires shall receive eight (8) personal days



annually. Hourly personal time has been eliminated.

2. Regular full-time employees hired prior to January 1, 2015, who are scheduled to work a thirty-five (35) hour workweek, shall be credited on January 1<sup>st</sup> of year each with twelve (12) personal days, and an additional seven (7) personal hours of leave to be used on an hourly basis.
3. Regular full-time employees hired prior to January 1, 2015, who are scheduled to work a forty (40) hour workweek, shall be credited on January 1<sup>st</sup> of each year with twelve (12) personal days, and an additional eight (8) personal hours of leave to be used on an hourly basis.
4. Regular part-time employees shall be credited with personal days on a prorated basis.
5. New hires employed after January 1<sup>st</sup> shall receive prorated personal days in relation to the number of months left in the year.
6. One (1) personal day shall equal seven (7) hours, seven and one half (7½) hours, or eight (8) hours, depending on the employee's work schedule, at the employee's regular hourly rate of pay when he/she takes a personal day. Personal days may be taken in increments.
7. Employees shall normally give the Employer at least forty-eight (48) hours advance notice of their intent to use a personal day unless sickness or injury prevents same. Personal days will normally be granted unless an emergency exists or required staffing cannot be scheduled.
8. Employees who leave the employ of the County, other than for retirement, shall have that year's personal leave pro-rated in relationship to the number of months worked in the year the employee leaves. Any excess Personal Leave taken will be deducted from the final paycheck.
9. Accumulation of Personal Days. No accumulation or carryover shall be allowed from year to year. All unused personal days and hours shall be forfeited.
10. Holiday. If a holiday as defined in this policy falls within an employee's personal day off, it shall not be counted as a personal day unless the employee was scheduled to work on a holiday.
11. Leave of Absence. Personal days shall not accrue during periods of leave of absence.
12. Personal Day Schedules. Personal day schedules for time off for