

Craig Longnecker  
County Administrator

Todd Campbell  
Deputy Administrator



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[www.clinton-county.org](http://www.clinton-county.org)

**HUMAN RESOURCES COMMITTEE  
THURSDAY, FEBRUARY 18, 2021 AT 11:00 A.M.  
(OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING)**

**JOIN VIA TELEPHONIC CONFERENCE: Dial 1-253-215-8782 ~ MEETING ID: 991 177 466**

**OR VIDEO CONFERENCE: [HTTPS://US02WEB.ZOOM.US/J/991177466](https://us02web.zoom.us/j/991177466)**

**PURSUANT TO PA 228 of 2020, DUE TO COVID-19 PANDEMIC**

1	11:00	CALL TO ORDER, ADDITIONS TO THE AGENDA
2	11:05	LIMITED PUBLIC COMMENTS (PLEASE PRESS *6 TO UNMUTE AND IDENTIFY YOURSELF CLEARLY BEFORE SPEAKING. PRESS *6 AFTERWARDS)
3	11:10	PERSONNEL MANUAL UPDATE - OVERTIME LANGUAGE CHANGE (ADMINISTRATION)
4	11:20	COMMITTEE/COMMISSION APPOINTMENTS (ADMINISTRATION)
5	11:25	COMMISSIONERS' COMMENTS
6	11:30	ANY OTHER BUSINESS
<b>**MEETING STARTS PROMPTLY AT CALL TO ORDER TIME LISTED OR IMMEDIATELY FOLLOWING THE WAYS AND MEANS COMMITTEE MEETING. AGENDA ITEM TIMES MAY VARY**</b>		
<b>**IF YOU WISH TO PROVIDE INPUT OR ASK QUESTIONS ON ANY BUSINESS THAT WILL COME BEFORE THE PUBLIC BODY AT THE MEETING, PLEASE CALL (989) 224-5120**</b>		

PACKET INFORMATION IS CURRENT AS OF POSTING DATE. **NOTE:** ADDITIONAL INFORMATION MAY BE PRESENTED ON SCHEDULED AGENDA ITEMS. AGENDA ITEMS MAY ALSO BE ADDED DUE TO BUSINESS NEEDS.

TO REQUEST ACCOMMODATIONS OR MATERIALS IN AN ALTERNATIVE FORMAT, PLEASE CONTACT ADMINISTRATION AT (989)224-5120 OR TDD USERS WITHIN CLINTON COUNTY MAY DIAL 9-1-1 FOR GENERAL COUNTY SERVICES OR USE MICHIGAN RELAY 1-800-649-3777 OR THE NATIONAL RELAY NUMBER OF 7-1-1 NO LATER THAN 48 HOURS PRIOR TO THE MEETING.

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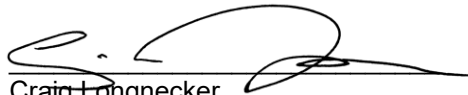
CLINTON COUNTY  
OFFICE OF  
ADMINISTRATIVE SERVICES

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**TO:** Human Resources Committee

**FROM:**



Craig Longnecker  
Clinton County Administrator

**SUBJECT:** Overtime Language Change

**DATE:** February 11, 2021

The pandemic required departments to shift personnel around to cover temporary vacancies due to COVID-19 related issues. As a result, hours worked varied from normal shift hours for some employees. A closer look at our overtime policy showed a discrepancy between policy and practice. In order to continue with the current practice we need to make an adjustment to the policy.

**CURRENT POLICY:**

**OVERTIME** - Overtime is paid at the rate of 1.5 times the regular wage to all FLSA non-exempt employees who, with prior approval of the Department Head, work in excess of eight hours per day or 40 hours per week.

**RECOMMENDED CHANGE:**

**OVERTIME** - Overtime is paid at the rate of 1.5 times the regular wage to all FLSA non-exempt employees who, with prior approval of the Department Head, work in excess of **40 hours per week or in excess of their daily scheduled shift providing that shift is at least 8 hours.**

Remember that the vast majority of our overtime expenditures are governed by union contracts and not subject to the policies outlined in the personnel manual. However, there are instances where nonunion employees regularly work in excess of 8 hours per day as part of their scheduled shift, but do not exceed 40 hours per week. In order to continue to reflect this reality we need to align policy with practice.

**Suggested Action:**

Approve change to overtime policy in personnel manual.

## COMMITTEE AGENDA ITEM

DATE OF MEETING: February 18, 2021	ESTIMATE OF TIME NEEDED: 5 min	NUMBER OF ATTACHMENTS:	REQUESTOR: Administration
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**BRIEFLY DESCRIBE THE ISSUE THE COMMITTEE IS BEING ASKED TO CONSIDER:**

**Vacancies:**

1. **Clinton County Library Board:** There is a vacancy on the Clinton County Library Board for the remainder of a three (3) year term expiring June 30, 2022.
2. **DPW Board:** There is a vacancy on the DPW Board for the remainder of a three (3) year term expiring December 31, 2021.
3. **Zoning Board of Appeals:** There is a vacancy for the "Alternate" member on the Zoning Board of Appeals for the remainder of a three (3) year term expiring December 31, 2021.
4. **Construction Board of Appeals:** There is a vacancy on the Construction Board of Appeals for the remainder of a two (2) year term expiring December 31, 2022.

**Reappointments:**

1. **Jury Board:** Jeanette Mehney's six (6) year term on the Jury Board is due to expire on April 30, 2021. Honorable Judge Sullivan has recommended that she serve another term.

**For Informational Purposes Only – No action required:**

2. **Soldiers & Sailor's Relief Commission:** According to statute, the terms for the Soldiers' and Sailors' Relief Commission must be appointed by the Honorable Judge of Probate. The following members have been appointed by the Honorable Judge Sullivan, pursuant to authority vested in the Probate Court by MCLA 35 22; MSA 4.1052.
  - William Kost has been reappointed to the Soldiers' and Sailors' Relief Commission for a three (3) year term expiring March 4, 2024;
  - Tabitha Tate has been reappointed to the Soldiers' and Sailors' Relief Commission for a three (3) year term expiring March 4, 2024;
  - Barry Walter has been reappointed to the Solders' and Sailors' Relief Commission for a three (3) year term expiring March 4, 2024.

**REQUESTED ACTION:**