

PERSONNEL COMMITTEE

****Start Time Immediately Following Finance Committee****

3/15/2017

304 E Grand River, Conference Room 4A, Howell, Michigan 48843

8:30 AM

AGENDA

- 1. CALL MEETING TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. CALL TO THE PUBLIC**
- 4. APPROVAL OF MINUTES**
Meeting Minutes Dated: February 15, 2017
- 5. TABLED ITEMS FROM PREVIOUS MEETINGS**
- 6. REPORTS**
- 7. RESOLUTIONS FOR CONSIDERATION**

08 Human Resources
RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY
CREATED 911 DIRECTOR POSITION AT GRADE 14

09 Human Resources
RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY
CREATED EMS DIRECTOR POSITION AT GRADE 14

10 Human Resources
RESOLUTION TO ESTABLISH THE SAFE DRIVER POLICY

11. DISCUSSION
Last Chance Agreement

12. ADJOURNMENT

MEETING MINUTES

LIVINGSTON COUNTY

FEBRUARY 15, 2017 – 8:00 A.M.

ADMINISTRATION BUILDING – CONFERENCE ROOM 4A

304 E. Grand River Avenue, Howell, MI 48843

PERSONNEL SUBCOMMITTEE MEETING

COMM. GRIFFITH COMM. LAWRENCE COMM. GREEN COMM. BEZOTTE

JENNIFER PALMBOS, CINDY CATANACH, KEN HINTON, ELIZABETH HUNDLEY, KEVIN WILKINSON,
JENNIFER SLATER, SUE BOSTWICK, MIKE MURPHY, COMM. DOMAS, RICH MALEWICZ, JONI
HARVEY, JULIE WITHERS, JILL BREEN, JEFF BOYD, ADAM CARROLL

1. **CALL TO ORDER: Meeting called to order by: Comm. Griffith at 8:50 am.**

2. **APPROVAL OF AGENDA:**

APPROVE THE AGENDA

Moved by: LAWRENCE / SECONDED BY: GREEN

ALL IN FAVOR - MOTION PASSED

3. **CALL TO THE PUBLIC:**

- **Sheriff, Mike Murphy addressed the committee regarding the upcoming 911 Director vacancy. He relayed to the board that his understanding a few years back was that Chad Chewning was brought in as Deputy Director to be utilized in the succession planning system which would result in promotion to Director position when ready. He has seen a lot of good changes within the department and how they communicate with the public safety field as vastly improved.**
- **Chief Hartland Deerfield Fire Authority, Adam Carroll spoke as well and concurred with everything that Sheriff Mike Murphy stated in support of Chad Chewning to be appointed as Director.**

4. **APPROVAL OF MEETING MINUTES of January 18, 2017 and Closed Session Meeting Minutes of December 21, 2016:**

MOTION TO APPROVE THE MINUTES OF JANUARY 18, 2017 AND

CLOSED SESSION MEETING MINUTES OF DECEMBER 21, 2016

Moved by: LAWRENCE / SECONDED BY: BEZOTTE

ALL IN FAVOR – MOTION PASSED

5. **TABLED ITEMS FROM PREVIOUS MEETING: None.**

6. **REPORTS: None.**

7. RESOLUTIONS FOR CONSIDERATION:

- 8. COUNTY CLERK: Resolution To Approve The Change of Title For A Vital Records Clerk Position (Position #20500104) To Senior Vital Records Clerk**

**MOTION TO APPROVE THE ABOVE RESOLUTION
MOVED BY LAWRENCE / SECONDED BY BEZOTTE
ALL IN FAVOR – MOTION PASSED**

- 9. HUMAN RESOURCES: Resolution To Approve The Pay Grade For The Newly Created Crime Analyst Position At Grade 5**

**MOTION TO APPROVE THE ABOVE RESOLUTION WITH
SLIGHT CORRECTIONS – MAKING FULL-TIME TO PART-TIME
MOVED BY GREEN / SECONDED BY BEZOTTE
ALL IN FAVOR – MOTION PASSED**

10. DISCUSSION: PROCEDURE TO FILL UPCOMING DIRECTOR VACANCIES (EQ/911)

- **KEN HINTON BEGAN THE DISCUSSION INFORMING THE COMMITTEE OF TWO POSITIONS BECOMING OPEN IN THE NEAR FUTURE IN EQUALIZATION AND 911 CENTRAL DISPATCH. HE IS SEEKING DIRECTION FROM THE COMMITTEE ON HOW TO PROCEED IN FILLING THESE POSITIONS.**
- **CURRENTLY FOR OUR COUNTY EQUALIZATION DEPARTMENT, WE EXPECT TO HAVE A VACANCY IN THE DEPARTMENT DIRECTOR ROLE AS THE CURRENT DIRECTOR EXPECTS TO RETIRE IN APRIL, 2017. LIVINGSTON COUNTY IS UNDER REGULATIONS FROM THE STATE TAX COMMISSION THAT ALLOWS OUR COUNTY DIRECTOR TO BE A LEVEL 3. THEREFORE, WE CAN HIRE A LEVEL 3 QUALIFIED CANDIDATE OR PROMOTE WITHIN AS OUR CURRENT DEPUTY DIRECTOR HAS LEVEL 3 QUALIFICATIONS.**
- **FOR 911 CENTRAL DISPATCH, OPEN DISCUSSION OCCURRED FROM ALL COMMITTEE MEMBERS AND SEVERAL OTHERS IN ATTENDANCE.**

- **COMMISSIONER LAWRENCE MADE A MOTION FOR A ONE-TIME EXCEPTION TO THE CURRENT POLICY TO RECOMMEND TO THE COUNTY ADMINISTRATOR KEN HINTON TO RECOMMEND APPOINTMENT OF CHAD CHEWNING TO THE POSITION OF 9-1-1 CENTRAL DISPATCH DIRECTOR TO THE BOARD OF COMMISSIONERS.**

MOTION FOR A ONE-TIME EXCEPTION TO CURRENT POLICY TO RECOMMEND TO THE COUNTY ADMINISTRATOR KEN HINTON TO RECOMMEND APPOINTMENT OF CHAD CHEWNING TO THE POSITION OF 9-1-1 CENTRAL DISPATCH DIRECTOR TO THE BOARD OF COMMISSIONERS

Moved by GREEN / Seconded by BEZOTTE

ALL IN FAVOR – MOTION PASSED

11. ADJOURNMENT

MOTIONED BY GREEN / SECONDED BY BEZOTTE

TO ADJOURN AT 9:43 AM

ALL IN FAVOR – MOTION PASSED

Respectfully Submitted,

**KELLI HAWORTH
ADMINISTRATIVE SPECIALIST**

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED 911 DIRECTOR POSITION AT GRADE 14

WHEREAS, Resolution 2017-03-047 approved the reorganization of both 911 Central Dispatch and EMS, creating a department director position for 911 Central Dispatch and removing the 911 Central Dispatch director duties from the EMS Director position; and

WHEREAS, the 911 Director position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 14; and

WHEREAS, this position approval will require a budget amendment for the 2017 budget.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created 911 Director position at Grade 14, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of 911 Director received Board approval under resolution 2017-03-047.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

March 8, 2017

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

Dear Ms. Palmbos,

This letter is in regard to your request for our firm to conduct classification analyses for two new positions in the Livingston County organization, including the Director – 911 and the Director of EMS. In completing the classification analyses for these positions I have performed the following tasks:

- Reviewed job-related information including the job description information developed and submitted by the two directors.
- Reviewed information regarding Livingston County's classification and compensation system including job evaluation totals and the grade structure.
- Point-factored the two classifications utilizing the accumulated understanding of the positions, the pay structure and the job evaluation (point factor) plan.
- Developed a recommended pay grade level for each classification.

The results of the classification analyses for the two positions are included in the attached Table A. Each position was evaluated based on ten compensable job factors. These are the same factors and values that were utilized to develop Livingston County's existing pay grade structure.

BACKGROUND FOR THE DIRECTOR – 911 AND DIRECTOR OF EMS POSITIONS

At the time of the initial classification and compensation study (completed in 2015) 911 Central Dispatch and Emergency Medical Services were administered through a single director overseeing both operations. Each is a complex operating area in its own right and the County has now decided to create two separate director positions – one for each of these important emergency operations. The original combined services director position will be eliminated and each new director will have a level of autonomy similar to other directors reporting to the County Administrator. Our evaluation has focused on determining the appropriate grade level for the two new positions.

POINT FACTOR ANALYSIS AND RESULTS

As noted above, we have evaluated each position using the ten point factors which comprise the County's job evaluation plan. The results of this evaluation are summarized in the attached Table A. In summary, the analysis has resulted in a point total of 2,754 for the Director of EMS and 2,753 for the Director – 911. This would place both of the new positions in grade 14 of the County's pay grade structure.

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We have appreciated the opportunity to assist Livingston County in these important classification analyses. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

**LIVINGSTON COUNTY
JOB DESCRIPTION**

DIRECTOR - 911

Supervised By: County Administrator

Supervises: All employees of the 911 Central Dispatch Department, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the supervision of the County Administrator is responsible for issues pertaining to the 911 central dispatch. Responsible for the execution of authority and responsibilities in the areas of executive leadership, managerial and organizational effectiveness, fiscal planning, budgeting, auditing, human resources development, public service and communication.

Essential Job Functions:

An employee in this position may be called upon to do 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. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures, and regulations.
2. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees, and assures necessary training and professional development. Takes disciplinary action according to established procedures.
3. Oversees the hiring process of all central dispatch personnel including interviews, background checks, and selection of new hires.
4. Evaluates department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs and makes recommendations for improvement. Monitors operational costs and makes recommendations for increasing efficiency.
5. Prepares and presents annual budget requests, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.

6. Recommends building and capital improvement projects, and participates in such planning, in conjunction with the County Administrator.
7. Reviews and/or develops various reports including, but not limited to department operations, monitoring compliance with applicable laws, rules, and regulations, researching current trends in 911 services, and utilizing statistical data to analyze staffing levels to ensure the department is meeting the demands on the 911 center.
8. Researches and completes special projects and reports for the County Administrator on department operations and programs, future needs, financial grants, and other areas as requested.
9. Coordinates the selection, maintenance, and repair of current and future department equipment and technology and maintains inventory of related equipment.
10. Negotiates and monitors service and repair contracts, consistent with the County Purchasing policy.
11. Oversees the implementation of an emergency preparedness and terrorism response plan and related emergency operations. Serves as the primary emergency operations center command team member in the event of a disaster.
12. Leads the department in the initial and continuing accreditation process.
13. Administers the labor agreement and serves as a member of the management collective bargaining team.
14. Designated as the HIPAA and compliance official and information security official.
15. Participates in community and other government organizations to promote the department's image and programs and to coordinate related services. Collaborates with local officials, public safety officials, advisory boards, and committees.
16. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.

17. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in communications, public safety, emergency management, or a related field and seven years of progressively more responsible experience in police, fire, or EMS dispatch including prior supervisory experience.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Certifications required: Emergency Medical Dispatcher (EMD) certification, Emergency Fire Dispatcher (EFD), Emergency Police Dispatcher (EPD), Emergency Medical Quality Assurance (EMD-Q), Emergency Fire Quality Assurance (EFD-Q) and Emergency Police Quality Assurance (EPD-Q).
- Michigan Professional Emergency Manager (PEM) certification and Emergency Number Professional (ENP) preferred within two years of hire.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration and resource management, and the ability to identify and implement new best practices.
- Thorough knowledge of the principles and practices of emergency management and managing emergency dispatch call centers.
- Considerable knowledge of applicable telecommunications systems and trends in providing 911 services, 911 surcharge fund allocation, human behavior and performance in emergency situations, maintaining accurate and detailed records, and applicable local, state and federal laws, rules and regulations.
- Skill in assembling and analyzing data and preparing comprehensive and accurate reports.
- Skill in effectively communicating ideas and concepts orally and in writing.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and technology, including Microsoft Suite applications, database entry and maintenance, and dispatch communication software.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MARCH 8, 2017

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Director - 911	383	540	360	120	510	170	110	500	40	20	2753	14
Director of EMS	404	540	360	130	510	170	80	500	40	20	2754	14

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO APPROVE THE PAY GRADE FOR THE NEWLY CREATED EMS DIRECTOR POSITION AT GRADE 14

WHEREAS, Resolution 2017-03-047 approved the reorganization of both 911 Central Dispatch and EMS, creating a department director position for 911 Central Dispatch and removing the 911 Central Dispatch director duties from the EMS Director position; and

WHEREAS, the EMS Director position has been evaluated by Municipal Consulting Services who is recommending this position be classified as a non-union, Grade 14; and

WHEREAS, this position approval will require a budget amendment for the 2017 budget.

THEREFORE BE IT RESOLVED that the Personnel Subcommittee hereby approves the pay grade for the newly created EMS Director position at Grade 14, effective with the approval of this resolution.

NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee. The resolution to create the new position of EMS Director received Board approval under resolution 2017-03-047.

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MOVED:

SECONDED:

CARRIED:

MUNICIPAL CONSULTING SERVICES LLC

March 8, 2017

Ms. Jennifer Palmbos
Director of Human Resources/Labor Relations
Livingston County
304 East Grand River Avenue, Suite 205
Howell, MI 48843

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We have appreciated the opportunity to assist Livingston County in these important classification analyses. Please feel free to contact me at 734.904.4632 if you have questions or wish to discuss the findings and conclusions.

Very truly yours,



Mark W. Nottley, Principal
Municipal Consulting Services LLC

LIVINGSTON COUNTY JOB DESCRIPTION

DIRECTOR OF EMS

Supervised By: County Administrator

Supervises: All employees of the EMS Department, either directly or indirectly

FLSA Status: Exempt

Position Summary:

Under the direction of the County Administrator is responsible for the overall management of the EMS Departments as well as emergency management and the Medical Examiner's Office. Responsible for executive leadership, managerial and organizational effectiveness, fiscal planning, budgeting, auditing, human resources development, public service, and communication for the department.

Essential Job Functions:

An employee in this position may be called upon to do 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. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Plans, organizes, and directs all aspects of the department and operations including personnel, budgeting, planning, and general administration. Develops and implements departmental policies, procedures, and regulations.
2. Assesses department operations, staffing levels, facilities, and equipment. Analyzes budgetary and resource needs, makes recommendations for improvements, and implements changes. Monitors operational costs and makes recommendations for increasing efficiency.
3. Prepares and presents annual budget request, administers departmental budget, and ensures that the authorized budgetary and purchasing procedures are properly used.
4. Assigns or delegates responsibility for assignment of work, directs personnel, evaluates performance of all employees and assures necessary training and professional development. Takes disciplinary action according to established procedures.
5. Establishes all department fee structures and ensures compliance with applicable laws, rules, and regulations.

6. Maintains knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security/health care operations for the protection of people, data, property, and institutions.
7. Negotiates contracts with suppliers, vendors, state and federal agencies, or other public safety agencies, consistent with the County Purchasing Policy.
8. Participates in community and county agencies, and other government organizations to promote department image and programs and to coordinate related services. Establishes and maintains effective systems of communication and represents the organization with major customers, the medical community, and the public.
9. Administers the labor agreements and serves as a member of management's collective bargaining team.
10. Serves as the EMS Department Medicare Compliance Officer.
11. Keeps abreast of legislative and regulatory developments, new administrative techniques, and current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in EMS, business administration, or related field and eight years of progressively more responsible experience in EMS operations including demonstrated skill in departmental and personnel management .
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- State of Michigan Paramedic License, Hazardous Material Operations certification, and meets or exceeds the Washtenaw/Livingston Medical Control Authority requirements.
- Michigan Vehicle Operator's License.
- Thorough knowledge of the professional public management techniques involved in budgeting, personnel administration, and resource management, and the ability to identify and implement new best practices.

- Thorough knowledge of the principles and practices of emergency management, public administration and program development and implementation.
- Considerable knowledge of insurance program policies, Medicare and Medicaid laws and regulations
- Ability to develop and implement strategic plans and apply policies and procedures, as well as applicable local, state, and federal laws, rules, and regulations.
- Skill in assembling and analyzing data, preparing comprehensive and accurate reports, and formulating policy and service recommendations.
- Skill in effectively communicating ideas and concepts orally and in writing, and making presentations in public forums.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, contractors to the County, representatives of other governmental units, professional contacts, elected officials, and the public.
- Ability to assess situations, solve problems, work effectively under stress, within deadlines, and in emergency situations.
- Skill in the use of office equipment and EMS technologies, Microsoft Suite applications and specialized communications software, databases and equipment.
- Ability to attend meetings scheduled at times other than normal business hours.
- Ability to respond to emergencies or service needs on a 24-hour basis.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents, and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for office employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

TABLE A
LIVINGSTON COUNTY
POINT TOTALS FROM CLASSIFICATION ANALYSIS PROCESS OF MARCH 8, 2017

Classification Reviewed:	1	2	3	4	5	6	7	8	9	10	Recommended Total Points:	Recommended Grade:
Director - 911	383	540	360	120	510	170	110	500	40	20	2753	14
Director of EMS	404	540	360	130	510	170	80	500	40	20	2754	14

RESOLUTION

NO:

LIVINGSTON COUNTY

DATE:

RESOLUTION TO ESTABLISH THE SAFE DRIVER POLICY – HUMAN RESOURCES

WHEREAS, Livingston County places the highest value on the safety and health of its employees and the well-being of its citizenry. Livingston County acknowledges that the safe operation of motor vehicles by municipal employees is essential to ensuring that safety and well-being, and its goal is to ensure that all individuals who are granted the privilege of driving a municipal vehicle are safe and properly licensed operators; and

WHEREAS, Livingston County has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards; and

WHEREAS, this Resolution has been recommended for approval by the Personnel Committee.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves this Resolution and adopts the Safe Driver policy.

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MOVED:

SECONDED:

CARRIED:

Safe Driver Policy

I. POLICY

1. PURPOSE:

Livingston County places the highest value on the safety and health of its employees and the well-being of its citizenry. Livingston County acknowledges that the safe operation of motor vehicles by municipal employees is essential to ensuring that safety and well-being, and its goal is to ensure that all individuals who are granted the privilege of driving a municipal vehicle are safe and properly licensed operators.

Livingston County has full authority to determine who shall drive a vehicle, to establish vehicle operator standards, and to revoke the right to drive for failure to meet the standards. This policy defines the minimum standards for all municipal employees. Nothing herein shall limit individual departments from setting higher standards that may be needed to meet their particular needs.

2. RESPONSIBILITIES:

Livingston County safe driver program depends on the participation and cooperation of employees at all levels of the organization. The specific responsibilities of the employees are identified below.

Department Directors/Elected Officials

- Ensure that all employees are informed of this policy.
- Ensure the safe maintenance and operation of all municipal vehicles.
- Ensure that all vehicle operators are trained in the safe operation of all assigned motor vehicles.
- Enforce municipal-wide departmental vehicle operating standards and procedures.
- Ensure that all assigned vehicles are inspected for safe operation before use.
- Ensure that thorough and timely accident investigations are conducted and reported.

- Identify all employees who operate a vehicle on the job and include those employees in the municipality's Driving Record Subscription Service from the State of Michigan.
- Ensure that any individual departmental policies that define how unsafe vehicle operators will be disciplined are consistent with the overall intent of this policy.

Supervisors

- Ensure the safe operation of assigned municipal vehicles
- Administer and enforce all municipal-wide and departmental policies and procedures regarding vehicle operation

NOTE: Any Supervisor who fails to report the information outlined herein will be subject to appropriate disciplinary action, up to and including discharge.

Employees

- Safely operate their assigned municipal vehicles.
- Maintain a valid driver's license (correct license/endorsement for the type of vehicle driven).
- Advise the duty supervisor immediately of the loss of a valid driver's license by suspension, revocation, or expiration, including being issued a Breath, Blood, Urine Test Report Temporary Driving Permit. Failure to comply may result in discipline up to and including dismissal.
- Perform safety checks of vehicles at the beginning of each work shift as described in the unit work rules.
- Promptly report to an on-duty supervisor any vehicle safety defect found during inspection. Failure to report safety defect found during inspection may result in discipline up to and including employee dismissal.
- Maintain an assigned municipal vehicle's cab, bed, and/or body in a clean and safe condition.
- Properly use furnished seat belts and/or other vehicle safety restraints.

County Administrators

- Establish and maintain the Driving Record Subscription Service to monitor employee driving records (currently maintained by Carpool).
- In cooperation with other departments, ensure that all employees who operate vehicles have a valid driver's license for the vehicle types driven.

- Report driving record activity to employees' departments for review of policy compliance (currently Carpool reports driving record activity to Human Resources and the affected department head).
- Provide consultation and training to the departments as needed.

3. STANDARDS AND PROCEDURES:

All individuals who operate Municipal vehicles, who operate personal vehicles on employer-related basis, who receive payment related to vehicle expenses, and/or are required to drive as a necessary part of their job must possess and maintain a valid driver's license.

Individuals who drive municipal vehicles or are required to drive as a necessary part of their job must notify their immediate supervisor if they receive a ticket/citation that affects and/or restricts their right to operate a motor vehicle, including being issued a Breath, Blood, Urine Test Report Temporary Driving Permit. Such notification must take place immediately upon reporting for work after receipt of the citation.

Individuals are prohibited from operating a municipal vehicle or personal vehicle on business when their driving ability has been impaired for any reason, including but not limited to the ingestion of drugs, medication, or alcohol beverages; physical impairment or restrictions; or other situations/conditions within the individual's control. Any illegal use of controlled substances is strictly prohibited.

No employee shall knowingly operate a vehicle found to be in violation of a state safety code or the laws of the State of Michigan

All employees shall use seatbelts or other safety restraints provided whenever they are operating or riding in a vehicle

Only those employees who are determined to be safe operators will be allowed to drive a vehicle on behalf of the municipality.

4. CORRECTIVE ACTION, INCLUDING DISCIPLINE:

Each department is encouraged to develop and implement a plan for reviewing vehicle accidents and administering appropriate corrective action. The following are minimum standards which should be included in departmental plans:

The goal of corrective action is to ensure that employees who are entrusted with the operation of vehicles are safe drivers. Awareness and knowledge through training are the keys to safe driving. Whenever possible, training should be a first step in a corrective action program. Discipline up to and including discharge may also be an appropriate form of corrective action, depending on the infraction.

An unacceptable motor vehicle driving record is one indication that an employee may not be a safe driver. The administration will identify employees who develop unacceptable driving records and notify the appropriate department. Departments are encouraged to immediately enroll these employees in municipal-sponsored driver's training programs, or consult with the Human Resources department about other appropriate training opportunities, or other corrective actions, depending on the infraction.

Accidents involving stationary objects are the most frequent and preventable type of vehicular accident. Preventable accidents involving stationary objects may result in disciplinary action up to and including dismissal. Involvement in a preventable accident shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.

Failure to comply with any part of this policy shall be considered unsatisfactory job performance, which may result in disciplinary action up to and including discharge.

5. INSPECTIONS:

All vehicles shall be safety-checked at the beginning of each shift by the assigned vehicle operator to ensure safe operating condition according to unit work rules.

Report vehicle deficiencies according to department policies

Each department shall be responsible for ensuring that quarterly safety inspections of all assigned vehicles occur and are properly documented.

6. DEFINITIONS:

Driving Record Subscription Service: A program provided by the Michigan Department of State by which a driving record can be automatically produced and sent to an enrolled municipality when a conviction is posted to an employee's driving record.

Preventable Accident: Any vehicle accident in which the driver/operator failed to do everything he/she reasonably could have done to prevent the accident.

Vehicle Accident: Any occurrence involving a county-owned, rented, leased, or travel-reimbursed motor vehicle or trailer which results in a death, personal injury or property damage.

Employee: Any regular full-time or part-time or temporary full-time or part-time employee, elected officials, volunteers, or any other person who has reason to operate a municipal vehicle.

Municipal Vehicle: Any municipal-owned, rented, leased, or travel-reimbursed motor vehicle or trailer, including personal vehicles, used by an employee for municipal business.

7. APPLICANT SCREENING GUIDE

Conviction of law violations or civil infractions may serve as a basis for disqualification. The applicant's total record will be evaluated; the applicant must have at least two years of documented driving experience. The pattern of law violations, the seriousness, the surrounding circumstances, and the number and recency of violations will be considered. For example, multiple convictions for the same offense can be disqualifying, as they indicate a pattern of inadequate responsibility and disregard for law and order, which may affect safety. Likewise, traffic misdemeanors which do not carry points (i.e. improper plates, expired plates) or civil infractions may indicate an inability to follow rules and a disregard for the law.

For purposes of determining disqualifying violations, the municipality should consider only those offenses followed by a conviction (forfeited bond, jailed, fined, ordered to attend traffic school). For purposes of establishing time frames for disqualification, the municipality should use the date of the actual violation. Here are suggested disqualifying guidelines:

The circumstances noted below will be cause for automatic disqualification:

1. Conviction of a driving-related felony

2. Loss of driving privilege through suspension or revocation of license due to an unsatisfactory driving record as defined by the Michigan Department of State.

EXCEPTION: Applications from those who maintain a driving record free of license suspension or revocation and moving violation conviction(s) in the five (5) years previous to making application to the municipality will be accepted.

3. An at-fault accident resulting in a fatality (an at-fault accident is defined as one in which the applicant has been fined, sued, and received an adverse judgment, applicant's insurance company settled for damages to other party, or applicant settled out of court or otherwise was determined to be liable).

In the five years prior to application, the following circumstances will be cause for automatic disqualification:

4. Accumulated more than six (6) points on the driving record.
5. Convicted of any alcohol/drug related offense.
6. Convicted of driving while license was suspended or revoked.

In the year prior to application, the following circumstances will be cause for automatic disqualification:

7. Accumulated more than three (3) points on the driving record.

8. SUPERSEDES:
Resolution #: N/A

9. APPROVED BY:
Personnel Committee
Finance Committee
Board of Commissioners

10. RESOLUTION: No. 2017-

11. REVIEW HISTORY: