

SAGINAW COUNTY POLICY INDEX



100 - General/Administrative

- 110 General
 - 111 Policies/Procedures (Policy on Policies)
 - 112 Freedom of Information Act (FOIA) Request Policy
 - 113 Enhanced Access to Public Records Policy
 - 114 Identity Theft Prevention Program
 - 115 Brand Identity Guide
 - 116 County Facility Security & Access
- 120 Legal
 - 121 Elected Officials Legal Representation
 - 122 General Liability/Worker's Compensation Insurance Claim Policy
 - 123 Authority to Sign Contracts Policy
- 130 Administrative
 - 131 Emergency Management Program Policy
 - 132 County Facility Closure and Restricted Access Policy
 - 135 Employee Combined Charitable Campaign Policy (Deleted 10-15-19)
 - 136 Policy for Employee Solicitation by Private Businesses
 - 137 Friday Casual Dress Day Policy (Eliminated 11-20-18)
 - 139 Social Security Number Privacy Policy
- 140 Miscellaneous
 - 141 Civil Rights Policy
 - 142 Animal Care & Control Volunteer Policy, Code of Conduct and Training
- 150 Information Technology
 - 151 Employee Internet Use, Email & Required Training Policy
 - 152 Information Technology Policy
 - 153 Remote Access Policy
 - 154 Information Security Policy

200 - Financial

- 210 Accounting
 - 211 General Financial Policy
 - 212 Claims Processing Procedure Policy
 - 213 Tax Increment Financing Policy
 - 214 Investment Policy
 - 215 Electronic Transactions Policy
 - 216 Federal Grant Awards Policy
- 220 County Budgets
 - 221 Fund Balance Policy
 - 222 Delinquent Tax Revolving Fund Policy
 - 223 Public Improvement Fund
 - 224 Sheriff Services Millage
 - 225 General Fund Budget Surplus Distribution Policy

- 230 Payroll
 - 231 Lapsed Salary Policy
 - 232 Retirement Financing Policy
 - 233 Retiree Health Care Fund Policy
- 240 Purchasing
 - 241 Purchasing Policy
 - 242 Cash Advances Policy
 - 243 Vendor/Credit Card Policy
 - 244 Responsible Contractor Policy
- 250 Miscellaneous
 - 251 Prisoner Reimbursement Policy
 - 252 Drain Assessment Policy
 - 253 Fair Housing Policy
 - 254 Economic Development Commercial Rehabilitation Act
 - 255 Gifts, Donations and Memorials

300 - Personnel Policies

- 301 Objectives and Scope of Personnel Policies
- 310 Hiring Practices
 - 311 Recruitment, Selection, Appointment
 - 312 Equal Employment Opportunity Policy
 - 313 Affirmative Action Policy (Sunset 12/12/06)
 - 314 Separation and Layoff
 - 315 Job Description Policy
 - 316 Recruitment, Selection, Appointment of Interns and Student Service Placement Workers
- 320 Standards of Conduct
 - 321 Standards of Conduct
 - 322 Sexual and Other Unlawful Discriminatory Harassment Policy
 - 323 Concealed Weapons Policy
 - 324 Smoke-Free Policy
 - 325 Drug-free Workplace
 - 326 Workplace Violence Policy
 - 327 Political Activity
 - 328 Office Relationships
 - 329 Social Media Policy

- 330 Employment Practices
 - 331 Standard Practices
 - 332 Position Classification
 - 333 Hours of Work
 - 334 Continuous Length of Service
 - 335 Compensation
 - 336 Personnel Records and Transactions
 - 337 Grievance Procedure
 - 338 Compensatory Time Accrual and Usage
 - 339 Americans' with Disabilities Act Accommodation (ADA) Policy
- 340 Employee Benefits
 - 341 Paid Time Off (PTO)
 - 342 Holidays
 - 343 Employee Insurance
 - 344 Educational Reimbursement
 - 345 Workers' Compensation
 - 346 Retirement
 - 347 Remote Work
- 350 Employee Reimbursements
 - 351 Travel
 - 352 Meetings and Related Expenses (Deleted Policy; 8-25-09)
 - 353 Wellness Activity Reimbursement
- 360 Leaves
 - 361 Disability Leave
 - 362 Bereavement Leave
 - 363 Leave of Absence
 - 364 Family and Medical Leave Policy
 - 365 COVID-19 Emergency Paid Sick Leave Act Policy (*Reinstated*)
 - 366 Family Medical Leave Act (FMLA) Expansion Policy (*Expired*)
 - 367 COVID-19 Paid Sick Time Off Policy
 - 368 Earned Sick Time Act Policy
- 370 Employee and Public Health Protections
 - 371 Cleaning and Disinfecting of Personal Workstations and Office Spaces
 - 372 Symptomatic Employee
 - 373 Social Distancing
 - 374 Personal Hygiene
 - 375 Personal Protective Equipment

400 - Facilities/Equipment

- 410 Facilities
 - 411 Policy on the Sale of Real and Personal Property
 - 412 Asbestos Management Policy
 - 413 Alternate Heat Source and Extension Cord Use
 - 414 Use of County Grounds & Facilities

- 420 Equipment
 - 421 Administrative Policy on Vehicle Assignment Utilization
 - 422 Administrative Policy on Cellular Telephones
 - 423 Capital Assets Policy
- 430 Property
 - 431 Leasing Policy for Land Leases
 - 432 Parking Policy and Procedures for the Courthouse Complex
(Deleted Policy and amended Ordinance on September 23, 2008–
Report 2.1)

500 - Information Technology

- 501 Cybersecurity Awareness and Training
- 502 Account Management
- 503 Access Control Management
- 504 Mobile Device Management
- 505 (No Policy)
- 506 Web Content Accessibility Guidelines
- 507 Data Classification
- 508 Artificial Intelligence