

Category: 300

Number: 303

Policy: **MANAGEMENT RIGHTS AND RESPONSIBILITIES**

Purpose: The purpose of this policy is to define and serve as primary document for the exercise of management rights and responsibilities.

Authority: St. Clair County Board of Commissioners. Administrative policies shall be subject to revision or termination by the Board of Commissioners at its discretion. This policy replaces and supersedes any prior policy on this subject matter.

Application: This policy applies primarily to County Officials and Confidential and Non-Union Employees (CANUE). This policy does not apply to elected co-employers. Employees who are members of Unions should consult the applicable collective bargaining agreement. Where a collective bargaining agreement is silent, this policy shall apply.

Responsibility: Except as provided above, the Human Resources Director or designee shall be responsible for the administration and enforcement of this policy.

MANAGEMENT RIGHTS AND RESPONSIBILITY

Michigan Law and/or County Resolution shall provide the basis for the operational authority of each County department except those administered by a co-employer elected official. Failure by the County or department to exercise its authority shall not negate the authority, nor prohibit exercise of the authority at some future time.

The St. Clair County Board of Commissioners reserves exclusively to itself the right to:

- Establish the overall operational policy and procedure of the County.
- Appoint personnel to positions within its statutory authority.
- Discipline up to and including termination of its direct appointees or County employees concerning which the Board is legally required to decide disciplinary matters.
- Determine the methods, means and shifts and hours of the County's operation.
- Determine the number of employees by classification and by department.
- Determine employee compensation and fringe benefit.
- Determine and designate collective bargaining representatives.
- Exercise authority where not otherwise abridged by statute.

DEPARTMENT HEADS:

The St. Clair County Board of Commissioners delegates to its appointed department heads and/or supervisors shall have the following authority and rights, which shall in no way conflict with the authority and rights reserved to the County Board of Commissioners. Be it also provided, elected County officials shall exercise the following rights in addition to any and all other statutory rights and privileges granted them.

- Where applicable, establish departmental operational policies and procedures consistent with the overall policies and procedures established by the Board of Commissioners or by State and Federal law and/or regulation.
- Appoint departmental staff to positions in accordance with applicable statutes and the County Policy 312 Recruitment and Hiring Policy established by the Board of Commissioners.
- Apply employee discipline consistent with County Policy 341 Discipline and Discharge.
- Employment is at-will, consistent with applicable law, policy or collective bargaining agreement.

- Determine the methods and means of conducting the daily activity of the department.
Determine placement within the compensation plan consistent with the County Policy 342 Salary and Wages Policy established by the Board of Commissioners.
- Determine the assignment(s) of departmental employees.
- Exercise authority where not otherwise abridged by County policies or a collective bargaining agreement.

The Human Resources Director is designated by the St. Clair County Board of Commissioners to have the authority and right subject to the direction of the Administrator/Controller to limit, modify, and interpret any employment policy or procedure which may conflict with any law, ordinance, resolution or regulation imposed upon the County, any County department, County employee or County operation, provided that any such action will be reported in writing within three (3) days to the County Administrator/Controller who shall notify the Board of Commissioners. The Human Resources Director, upon the concurrence of the County Administrator/Controller, shall recommend new, revised or amended employment policy and procedure to the St. Clair County Board of Commissioners.

For further information, an employee may contact the Human Resources department by telephone at (810) 989--6910 or by email at humanresources@stclaircounty.org.

Review: The Administrator/Controller has reviewed and approved this policy as to substance and Corporation Counsel has reviewed and approved as to legal content. The Human Resources Director shall periodically review this policy and make recommendations for changes as needed.

Adopted: June 17, 2021

Revised: September 19, 2024