



Wexford County

HUMAN RESOURCES / PUBLIC SAFETY COMMITTEE

Michael Bush, Chair

NOTICE OF MEETING

The Human Resources / Public Safety Committee of the Wexford County Board of Commissioners will hold a regular meeting on Tuesday, October 28, 2025, beginning at 4:00 p.m. in the Commissioners' Room, third floor of the Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

TENTATIVE AGENDA

- A. CALL TO ORDER
- B. ROLL CALL
- C. ADDITIONS / DELETIONS TO THE AGENDA
- D. APPROVAL OF THE AGENDA
- E. APPROVAL OF THE SEPTEMBER 23, 2025, REGULAR MEETING MINUTES 1
- F. PUBLIC COMMENTS
Designated for topics on the agenda only.
- G. AGENDA ITEMS
 - 1. Sheriff's Monthly Report (*Sheriff Taylor*) 4
 - 2. MMR Monthly Update (*D. Mosholder*) 9
 - 3. Emergency Management Monthly Report (*E. King*) 12
 - 4. Central Dispatch Monthly Report (*T. Baker*) 13
 - 5. Veterans Services Monthly Report 17
 - 6. FOC Job Description 19
 - 7. Revision to Policy B-14.2 Longevity Pay 22
- H. CORRESPONDENCE
- I. ADMINISTRATOR'S COMMENTS
- J. PUBLIC COMMENTS
Open to any public comment.
- K. COMMITTEE COMMENTS
- L. CHAIR COMMENTS
- M. ADJOURN

COUNTY OF WEXFORD
HUMAN RESOURCES/PUBLIC SAFETY COMMITTEE
REGULAR MEETING MINUTES
Michael Bush, Chair
September 23, 2025

The regular meeting was called to order by Chair Michael Bush at 4:00 p.m., in the Commissioners' Room, third floor, Historic Courthouse, 437 E. Division St., Cadillac, Michigan.

Members Present: Michael Bush, Jason Baughan, Brian Potter, Gary Taylor
Members Absent: None
Also Present: Travis Baker, 911 Director; Jami Bigger, Dept. Administrator/HR Director; Chris Emmons, Veterans Services Director; Daniel Mosholder, MMR Operations Manager; Kristi Nottingham, Treasurer; Sheriff Trent Taylor; Alaina Nyman, Clerk; Megan Swanberg, Executive Assistant

ADDITIONS OR DELETIONS TO THE AGENDA

None.

APPROVAL OF THE AGENDA

A motion was made by Comm. Taylor and supported by Comm. Baughan to approve the agenda. A vote was called, all in favor. Motion passed.

APPROVAL OF THE MINUTES

A motion was made by Comm. Taylor and supported by Comm. Potter to approve the August 27, 2025, Regular Meeting Minutes. A vote was called, all in favor.

PUBLIC COMMENTS

None.

AGENDA ITEMS

G.1. Sheriff's Office Monthly Report (August 2025)

Sheriff Taylor informed the Committee of the following:

- The current headcount at the jail is 85.
- The jail has four openings.
- Amy Cox, the new Social Worker, is up and running.
- The new cars are in the process of being built.
- They are currently down one deputy.

G.2. MMR Monthly Update (August 2025)

Mr. Daniel Mosholder, Operations Manager, informed the Committee:

- A new full-time medic has started.
- All EMS trucks are fully staffed.
- October 7th there will be a full-scale active shooter training.

G.3. Emergency Management Monthly Report (August 2025)

Mr. Erik King, Emergency Management Director, was unable to attend the meeting. A report was provided in the packet.

G.4. Central Dispatch Monthly Report (August 2025)

Mr. Travis Baker, Dispatch Director, informed the Committee of the following:

- The Zetron phone system installation is going well.
- There were 5,100 phone calls for the month of August.
- Friday nights around 8:00 pm have been the busiest time for calls.
- The LEIN audit is scheduled for next month.

G.5. Veterans Services Monthly Report (August 2025)

Mr. Chris Emmons, Veterans Services Director, informed the Committee of the following:

- They aided 61 veterans last month; zero of which received emergency assistance and one that was ineligible or denied assistance. One county burial benefits and letters were initiated.
- Mr. Emmons received an email in late August that the FY26 County Veteran Service Funds budget has not been passed yet and to not expect we will receive the funding.

G.6. On-site Flu Clinic

A motion was made by Comm. Baughan and supported by Comm. Potter to forward to the full board a recommendation to approve Cadillac Family Physicians provide on-site flu immunizations and Wexford County pay the full \$45 for any employee whose cost is not covered by insurance. A vote was called, all in favor.

G.7. Employee Recognition

A motion was made by Comm. Potter and supported by Comm. Baughan to forward a recommendation to the full board to present the Certificate of Appreciation to Robert Kulpafor 15 years at the Board of Commissioners meeting on October 2, 2025. A vote was called, all in favor.

G.8. Resolution No. 25-16 Extending Appreciation for Randy Boike's Dedicated Service

A motion was made by Comm. Taylor and supported by Comm. Baughan to forward a recommendation to the full board to approve Resolution No. 25-16 Extending Appreciation for Randy Boike's Dedicated Service. A vote was called, all in favor.

G.9. Sheriff's Request to Send Two Cadets to Police Academy

A motion was made by Comm. Taylor and supported by Comm. Potter to forward a recommendation to the full board to approve the Sheriff's request to send up two cadets to the Police Academy in January 2026. A vote was called, all in favor.

Sheriff Taylor noted it is unknown at this time if grant funds will be available to cover costs for the academy.

G.10. Safe Workplace Policy

A motion was made by Comm. Baughan and supported by Comm. Taylor to forward a recommendation to the full board to approve adding the Safe Work Policy to the County's Policy Manual. A vote was called, all in favor.

CORRESPONDENCE

None.

ADMINISTRATOR'S COMMENTS

Deputy Admin. Bigger informed the Committee one union negotiation meeting was held for dispatch unit. She is still working on getting the other two units scheduled.

PUBLIC COMMENTS

None.

COMMITTEE COMMENTS

None.

CHAIR COMMENTS

None.

ADJOURN

A motion was made by Comm. Taylor and supported by Comm. Baughan to adjourn at 4:21 p.m. A vote was called, all in favor.

Michael Bush, Chair

Megan Swanberg, Recording Secretary



OFFICE OF THE SHERIFF • WEXFORD COUNTY

Trent J Taylor
Sheriff

Jeffrey T. Harnish
Undersheriff

Wexford County Office of the Sheriff

Monthly Report

SEPTEMBER

2025

Wexford County Animal Shelter

Reporting Month September 2025

The Wexford County Board of Commissioners requires monthly submission of the following information in accordance with County Ordinance #35 Section 3 (B).5 as amended. This report must be submitted to the Wexford County Board of Commissioners within 15 days of the end of the month. This is to be completed according to the guidelines for the Animal Shelter Annual Report -per Act 287, Section 9(a) but on a reporting month basis.

Type of Companion Animal received into the shelter reporting month	Total number of animals received by the shelter during the reporting month less than 6 months of age	Total number of animals received by shelter during reporting month at 6 months of age & older	Total number of animals by type received into the shelter during reporting month	Total number of animals type adopted during reporting month (at the time of adoption) per ref 1		Total number of animals by type sold during reporting month per ref 2	Total number of animals by type transferred to allowable entities during reporting month per ref 3	Total numbers of animal by type euthanized during reporting month	
				Altered	Not Altered			Shelter Animals	Owner Requested
Dogs	17	1	18	11	0	11	6	2	0
Cats	3	3	6	9	1	10	0	0	0

Financial Results	Cats Altered	Cats Not Altered		Dogs Altered	Dogs Not Altered		Total
Adoption Fees	0.00	0.00		150.00	0.00		150.00
Sterilization Deposits	0.00	25.00		0.00	0.00		25.00
Ordinance Fee Refunds							
Reclaim Fees	5 animals reclaimed						60.00
Donations Received							

References:

1. MCL 287.338.8a Sec (1)
2. MCL 287.388
3. MCL 287.338.7; MDARD-registered shelters, law enforcement agencies, or service dog organizations

Printed Name of Person Submitting the Reported Rebecca Jenema	Date Submitted 9-2-2025
Submitter's Signature	Phone 231-779-9530

LAW ENFORCEMENT DIVISION

The Wexford County Sheriff's Office, Law Enforcement Division, is comprised of 24 sworn Officers; The Sheriff, Undersheriff, 1 Law Enforcement Lieutenant, 1 Detective Lieutenant, 1 Detective Sergeant, 4 Law Enforcement Sergeants, 14 Deputies and 2 Court Bailiff's.

The Law Enforcement Division received 1033 calls for service. Of those calls, 210 reports were taken. As a result of those complaints, 41 arrests were made, and 219 citations were issued.

Law Enforcement Statistic Re-Cap:

Total Calls for Service	815
Total Complaints Taken	195

Felony/Misdemeanor Arrests	37
Citations Issued	82

COURT SECURITY/DEPUTY ARRESTS

Court Arrests	4
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TNT:

The Wexford County Sheriff's Office has one Deputy assigned to the Traverse City Narcotic Team.

Original Reports	7
Intelligence Reports	18
Arrests	7
Assist Other Agencies	8

CIVIL PROCESS:

The Law Enforcement Division provides Civil Process Services within the county for citizens, as well as for Courts and Prosecutor's Office.

Total Civil Papers Received	44
Total Civil Papers Completed	33

ADDITIONAL SERVICES:

In addition to the many services provided by the Wexford County Sheriff's Office, the Office provides Live Scan Fingerprinting, and Pistol Purchase Permits for individuals who wish to purchase a handgun from an individual. The office is also responsible for registering firearms purchased from citizens with the State of Michigan Firearms Unit.

<u>Live Scan Fingerprint:</u>		<u>Pistol Information:</u>	
Michigan School Employment	38	Pistol Permits Issued	50
Concealed Pistol Licensing	30	Denied Permits	0
Other	6	Indiv. Pistols registered	102
Court	0		
Total Prints.....	74		

ANIMAL CONTROL DIVISION:

The Wexford County Animal Control Division is comprised of two Animal Control Officers and is overseen by the Law Enforcement Lieutenant. The Animal Shelter has a shelter attendant that assists in taking care of the animals and advocating for their adoptions. The shelter took in 25 animals, adopting 10 and reuniting 2 with their owner(s).

<u>ACTIVITY:</u>	
Total Calls	61
Total Complaints/Reports	10
Animal Bites	5
Citations Issued	2
Animals Lodged in Pound	24
Animals Adopted Out	20
Animals Transferred to Rescue	6
Animals Claimed by Owners	5
Animals Euthanized	2

CORRECTIONS DIVISION:

The Wexford County Corrections Division is comprised of 4 Sergeants, 17 Correctional Officers and is overseen by the Jail Lieutenant.

Average Daily Inmate Headcount	92
Total number of inmates Booked	95
Total Inmates Booked -Year to date	872
Total Number of Inmates Released	97
Number Released-Year to date	885
Transportation Costs/Month	\$0
Transportation Costs/Year	\$0
Jail Overcrowding/State of Emergency	NO

TRAINING/RECOGNITIONS:

September 2, 2025

All corrections staff attended a training update refresher on the Livescan fingerprint machine – Trainer MSP Aimee Eggleston

September 5, 2025

Deputies Koponen, Ramirez, Webster and Dahlstrom attended 8 hours of Behavioral Health and Crisis Response Training. Hosted by Kirtland Community College

September 23, 2025

Sgt Quiggin, Deputies Reed and Cole attended legal update at Kirtland Community College

September 25, 2025

All of Command and Law Enforcement attended body camera and dash camera training at the Sheriff's Office- Training provided by Motorola Solutions.

All corrections staff attended training for the V300 Motorola Body Cameras

September 26, 2025

Sgt. Rowell & Sgt. Yager attended LEIN LASO training

Wexford County 911 Responses September 2025

Nature of Call	Wexford County	Total
10-Chest Pain (Non-Traumatic)	18	18
12-Convulsions/Seizures	11	11
13-Diabetic Problems	2	2
17-Falls	52	52
18-Headache	1	1
19-Heart Problems / A.I.C.D.	15	15
1-Abdominal Pain/Problems	1	1
21-Hemorrhage/Lacerations	8	8
22-Inaccessible Incident/Other Entrapments (I	1	1
23-Overdose / Poisoning (Ingestion)	5	5
25-Psychiatric/ Abnormal Behavior/Suicide At	7	7
26-Sick Person (Specific Diagnosis)	63	63
27-Stab/Gunshot/Penetrating Trauma	1	1
28-Stroke (CVA)	12	12
29-Traffic/Transportation/Accidents	8	8
2-Allergies (Reactions)/Envenomations (Sting	5	5
30-Traumatic Injuries (Specific)	4	4
31-Unconscious/Fainting (Near)	23	23
32-Unknown Problem (Man Down)	19	19
3-Animal Bites/Attacks	1	1
4-Assault/Sexual Assault	3	3
6-Breathing Problems	25	25
7-Burns (Scalds) /Explosion	14	14
9-Cardiac or Respiratory Arrest/Death	2	2
Total	301	301

Call Disposition	Wexford County	Total
Transport	171	171
Refusal	80	80
Cancelled	50	50
Total	301	301

Response Priority	Wexford County	Total
P-3 Non-Emergent	30	30
P-18 Stage	3	3
P-1 Conditional Respon	71	71
P-1 Echo Response	8	8
P-2 Emergency No Ligh	189	189
Total	301	301

Wexford County Twp Responses

September 2025

	10 MA302 A	10 WA150 A	10 WA150 B	10 WA150 C	10 WA160 C	10 WA161	10 WA170 A	10 WA170 B	10 WA170 C	10 WB150 A	10 WB150 B	10 WB150 C	10 WB160 A	10 WB160 B	10 WB160 C	10 WB161 B	10 WB162	10 WEX E1 A	10 WEX E1 B	10 WEX E1 C	Total
Wexford-Cedar Creek	0	0	1	0	1	0	1	0	1	1	1	0	3	4	2	1	0	0	2	0	18
Wexford-City of Cadillac	0	2	0	0	2	0	33	40	34	3	4	2	0	1	0	1	1	3	7	5	138
Wexford-City of Manton	0	0	1	0	0	0	0	1	1	0	1	0	3	7	2	2	2	0	3	0	23
Wexford-Clam Lake	0	0	0	0	1	0	9	12	9	0	0	0	0	0	0	1	0	0	0	0	32
Wexford-Colfax	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	1
Wexford-Greenwood	0	0	0	0	0	0	0	0	1	1	1	0	1	0	2	0	0	0	0	1	7
Wexford-Haring	0	2	3	1	2	0	4	12	4	9	14	4	0	3	0	0	0	3	2	2	65
Wexford-Liberty	0	0	1	0	0	1	0	1	0	0	0	0	1	3	2	0	0	0	1	1	11
Wexford-Slagle	0	0	0	0	0	0	0	0	1	2	1	1	0	0	0	0	0	0	0	0	5
Wexford-Wexford	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	1	4	6	1	6	1	47	67	51	16	22	7	8	18	8	5	3	6	15	9	301

Munson HC Cadillac Hospital
YTD Transfers

As of 10/1/2025 12:08:05AM



		P-5	P-7	P-10	P-17	Total
MUNSON HC-CADILLAC HOSPITAL	January, 25	15	70	4	22	111
	February, 25	23	67	3	38	131
	March, 25	21	90	10	21	142
	April, 25	21	69	6	23	119
	May, 25	31	80	3	39	153
	June, 25	21	79	5	36	141
	July, 25	23	78	1	32	134
	August, 25	18	77	6	25	126
	September, 25	16	84	4	28	132
	Total	189	694	42	264	1,189



Emergency Management Monthly Report

SEPTEMBER 2025

- Regional Emergency Management Meeting
- Regional Exercise and Training Committee Meeting
- Baker College Tabletop Exercise
- Saint Annes Catholic School Site Safety Visit
- PEM Exam
- Hodenpyl Dam Exercise AAR
- Callouts: Residential Fire (Boon), Missing Person (Lake County), Residential Fire (Haring)

Erik King, EMD



WEXFORD COUNTY CENTRAL DISPATCH STATISTICS REPORT

DATE: September 2025

TOTAL LEIN RESPONSES: 14,434

CAD GENERATED INCIDENTS

SHERIFF DEPT: 932
 ANIMAL CONTROL: 61
 MICHIGAN STATE POLICE: 520
 CADILLAC POLICE DEPT: 938
 MANTON POLICE DEPT: 18
 EMS CALLS: 700
 FIRE CALLS: 115
 SUPPORT SERVICES CALLS: 25
 CENTRAL DISPATCH: 131
 911 HANGUP/TEXT BACK: 145
TOTAL CALLS FOR SERVICE: 3,585

PHONE CALLS RECEIVED

911 (LANDLINE): 33
 911 (WIRELESS): 1054
 TEXT: 10
 VOIP: 112
 ADMIN CALLS: 1758

TOTAL CALLS: 2,967

BUSIEST DAY OF THE WEEK

Monday

BUSIEST TIMES OF THE DAY

1600



September 2025

FIRE

100	<u>1</u>
300	<u>1</u>
400	<u>10</u>
500	<u>4</u>
600	<u>16</u>
700	<u>6</u>
900	<u>8</u>
1000	<u>0</u>
1100	<u>2</u>
CF	<u>51</u>
57/28/51	<u>0</u>
NWEMA	<u>16</u>
DNR	<u>0</u>

EMS

Rescue 41	<u>59</u>
Har Res	<u>29</u>
MMR	<u>549</u>
NWEMA	<u>62</u>
AERO	<u>0</u>
Blair	<u>1</u>
57/28	<u>0</u>

LAW

WXSH	<u>932</u>	76/77	<u>21/40</u>
MSP	<u>520</u>		
CPD	<u>938</u>		
MPD	<u>18</u>		
DNR/FS	<u>3</u>		

SUPPORT

DPW	STS	RC	EM-1	VSU	RR
<u>5</u>	<u>2</u>	<u>9</u>	<u>6</u>	<u>0</u>	<u>0</u>

DISPATCH

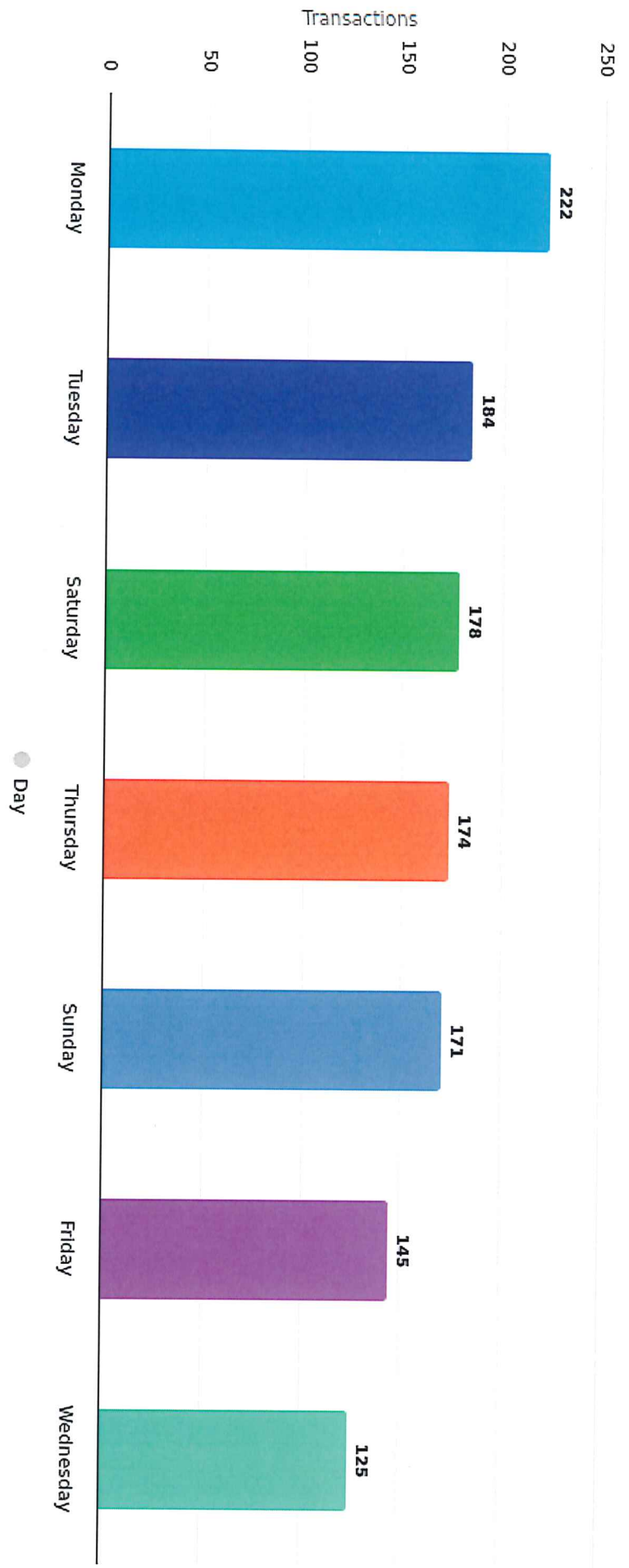
276

hangups	911 open	911 text	other
<u>100</u>	<u>44</u>	<u>1</u>	<u>131</u>

ESRP Calls by Day of Week

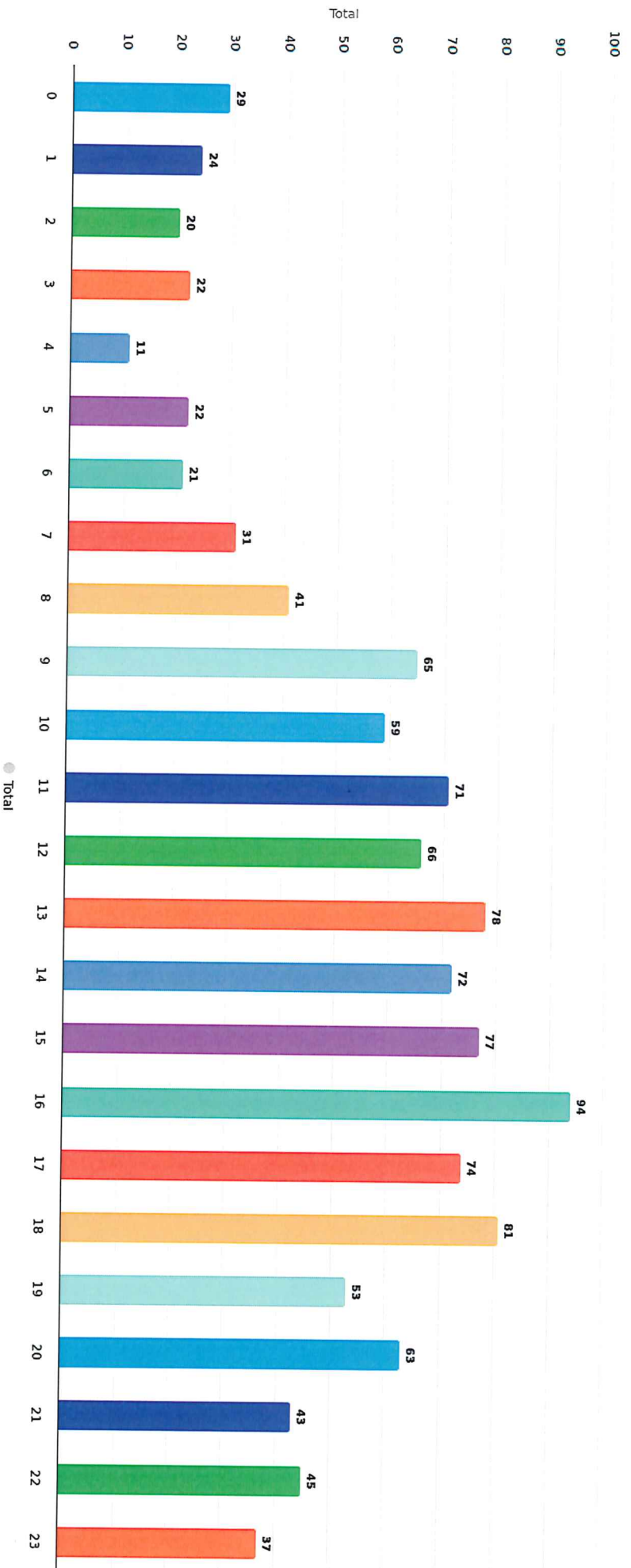
MI: 2025-09-01 00:00:00 to 2025-09-30 23:59:59

PSAPs: Wexford County Central Dispatch, Wexford County Central Dispatch (Geo Route), Wexford County - MAK



ESRP Calls by Hour

MI: 2025-09-01 00:00:00 to 2025-09-30 23:59:59
PSAPs: Wexford County Central Dispatch, Wexford County Central Dispatch (Geo Route), Wexford County - MAK



October 28, 2025

September 2025 Overview

- Veterans who received emergency assistance - 0
- Veterans that were ineligible/denied for emergency assistance - 0
- County Burial benefits and letters that have been initiated - 2
- Veterans that were ineligible for County Burial Benefits - 0
- Veterans serviced - 56

This month, we aided 56 Veterans, including 9 Service Connected Claims, two Higher Level Reviews, six VA Healthcare Applications, 76 personal interviews and 592 File Reviews. Additionally, we supported 10 aging Veterans (aged 70 or older) and two female Veterans.

MVAA Grant

- All invoices for FY25 grant have been submitted. Rewriting FY26 grant with a deadline of November 7th, as the categories of allowable expenses have changed to payroll, training, office space, and IT/Equipment.

Training

- VA Advanced Appeals: Date to be determined

Networking, Collaboration, and Community Engagement

This month, we held productive meetings with key stakeholders:

- **Cadillac Area Public Schools (CAPS) Athletic Director Meeting:** Discussed how we can provide meals for Salute to Service games at Cadillac High School. The initiative is to reach younger Veterans and educate them about our services.
- **Michigan Association of County Veteran Counselors (MACVC) Conference:** Attended a wonderful training conference that provided great information that keeps us up to date with changing VA processes and procedures.
- **Daughters of the American Revolution (DAR) Wreaths Across America Meeting:** Met with Darlene Fowler from DAR to discuss their Wreaths Across America event in December. We verbalized monetary support to her cause.
- **Council on Aging (COA) Senior Expo 2025:** We had a booth at the Senior Expo where we provided information on our services. It was nice to see some of our Veterans amongst the crowd.
- **Senior Networking and Advocacy Group (SNAG):** We attended the monthly SNAG meeting where we strengthened our relationships with other agencies in the community and discussed upcoming community events for seniors.

Taking care of our American Heroes...past...present...future...

Administrative Updates

- We are assisting with records retrieval for WWI Veterans to complete the memorial wall at the courthouse. We recently received records back on two WW1 Veterans.

Upcoming Focus

- Veteran Organization Meetings

Conclusion

We remain committed to making a positive impact on the lives of those we serve. Thank you for your continued support and collaboration.

Respectfully,

Chris Emmons

Director of Veteran Services

Taking care of our American Heroes...past...present...future...



Wexford County

Request for Board of Commissioner Action

Department: Friend of the Court
Submitted by: Rob Kulpa
Subject: Request to Change Position Titles
Committee: Human Resources/Public Safety
Committee Meeting Date: October 28, 2025
BOC Meeting Date:

Action Request (proposed motion for the Board to consider):

Motion to change title of Mediator to Human Services Specialist/Mediator.

Financial Information (note the total cost, if the cost is budgeted, if there will be any future costs, e.g., maintenance contracts, and any other information that would assist the commissioners with this decision):

None

Summary (explain why the action is necessary and the desired outcome after implementation):

I am requesting to change the title of this position as art of a reorganization of office duties. The duties that have been performed by the Human Services Specialist have been reorganized and combined with the duties of the Mediator position. As such, I would like to request the title of Mediator to be changed to reflect those duties.

Timeline (if request is approved at BOC meeting date noted above):

As soon as possible

List of Attachments:

Proposed Human Services Specialist/Mediator position description

WEXFORD/MISSAUKEE FRIEND OF THE COURT

HUMAN SERVICES SPECIALIST/MEDIATOR

Start Date:

GENERAL SUMMARY:

An individual assigned to this position will conduct formal and informal mediation sessions, pre and post judgment; present the monthly SMILE classes; conduct screening for all new cases and when motions are filed; assist the public with providing access to area resources, as needed; interact and meet with different area groups; develop and maintain the FOCAP work search and assistance program; operate and maintain the Friend of the Court Legal Aid Clinic; keep up on the different area resources available to the public; maintain the Friend of the Court and SMILE Facebook pages

SUPERVISION:

Work will be performed under the general supervision of the Friend of the Court.

ESSENTIAL RESPONSIBILITIES, ESSENTIAL DUTIES, AND FUNCTIONS:

1. Present the SMILE program twice monthly to parents required to attend.
2. Conduct formal and informal mediation sessions, pre and post judgment to help parents draft orders regarding custody, parenting time, and support.
3. Conduct screening for all new Friend of the Court cases
4. Operate the FOCAP program to help parents find employment and other assistance needs, as appropriate
5. Operate the Legal Aid Clinic, which includes scheduling, informing the community of those dates, and arranging for attorney participation
6. Maintain knowledge about area resources, specifically related to counseling, substance abuse treatment, housing, and other related fields
7. Provide general availability to speak to public about area resources
8. Interact with area groups
9. Maintain the Friend of the Court Facebook page
10. Learn and maintain awareness of grants applicable for job duties
11. Provide other duties as necessary to office function

*(An employee in this position may be called upon to do any or all of the above tasks. These examples **do not** include all of the tasks which the employee may be expected to perform.)*

ESSENTIAL FUNCTIONS, QUALIFICATIONS, ABILITIES FOR EMPLOYMENT:

1. Ability to pass a background and security check
2. Must possess a high degree of professionalism
3. Must have the ability to work and communicate effectively with employees and the public
4. Must have the ability to prepare accurate documents
5. Must possess a strong character and have the ability to deal with stress

6. Must possess a valid Michigan Motor Vehicle Operators License
7. Ability to travel to a variety of locations relevant to the position
8. Must be proficient in Microsoft Word, Excel, and Outlook
9. Must be proficient or have the ability to quickly gain proficiency with the State of Michigan's IV-D software
10. Must be proficient with or have the ability to quickly gain proficiency with Zoom video conferencing
11. Must have the ability to maintain confidential client information
12. Must have the ability to organize, process, and coordinate office work
13. Educational requirement: A bachelor's degree in social work or in a related field is required. Equivalent work history in a related field may also be considered. Must also successfully pass training as a mediator.
14. Friend of the Court experience or awareness of family law functions is preferred.
15. Prior social work history is also preferred

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.)

PHYSICAL REQUIREMENTS:

- Ability to access department files
- Ability to enter and retrieve information from computer systems
- Ability to file and carry folders and files
- Ability to access all areas of the office
- Ability to travel to courthouses in Cadillac and Lake City. Also the ability to conduct travel to other locations as necessary to obtain the requisite knowledge of area resources required to complete the functions of the position

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

WORKING CONDITIONS:

- Works in an office setting
- Exposure to clients in various emotional states, some of which may be verbally abusive or hostile

Personnel Management
B-14.2 Longevity Pay

County Board Approval: July 17, 1996; Amended April 2, 2008; May 1, 2013; Reviewed January 6, 2021; Amended effective January 1, 2026

A. General.

1. Longevity pay is a fringe benefit based on an employee's continuous length of service with the County.

~~u.a.~~ Eligibility is based on full years of service as of October 1st in any given year.

~~v.b.~~ The Clerk, Register of Deeds, Treasurer, Prosecutor, and Sheriff will receive longevity benefits ~~as of February 20, 2008~~. All other elected officials are not eligible to receive this benefit.

~~w.~~ ~~This benefit does not apply to employees hired after May 1, 2013.~~

B. Procedure.

1. All regular full-time employees who are employed as of October 1st each year who have completed five (5) years of continuous full-time employment with the County shall receive longevity pay calculated on the basis of thirty dollars (\$30.00) for each full year of continuous service.
2. The maximum longevity sum to be paid to any employee in a single year is six hundred dollars (\$600).
3. Employees who are on leave of absence or layoff, including a suspension for disciplinary reasons, will retain all service time earned prior to the absence toward the calculation of longevity benefits but will not accrue any additional time toward longevity benefits nor will they receive longevity pay during such absence.