

STATE OF MICHIGAN

IN THE 86TH DISTRICT COURT FOR THE COUNTY LEELANAU

ADMINISTRATIVE ORDER 1999-02

In accordance with Supreme Court Administrative Order 1998-05, the Court hereby adopts the policy of Leelanau County with respect to unscheduled court closings in the event of bad weather. A copy of the Grand Traverse County policy is attached.

Dated: 6-17-99 *Chief JRM*
JAMES R. McCORMICK
DISTRICT JUDGE

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JUN 18 1999
REGIONAL ADMINISTRATION
REGION 4

The following classes are exempt from compensation for overtime: Elected officials, executive, administrative, and professional employees as defined by the Fair Labor Standards Act, and as identified on the job description.

All overtime worked shall be paid by compensatory time unless otherwise mutually agreed between the employee and the department head in writing prior to working the overtime and shall be granted at one and one-half times the number of overtime hours worked if the work performed is in excess of 40 hours in any one workweek. Compensatory time shall have a maximum accumulation of 40 hours after which payment shall be in wages. When overtime is recorded as compensatory time, it may be used as needed by the employee and as approved by the department head.

5. PAYDAYS - The County provides for a biweekly pay period which will end at midnight every other Sunday. Pay day will be every other Thursday.

An employee wishing to receive an advance payment for a paycheck due during their vacation may apply to Personnel on form PER022 no later than one week prior to their last day worked.

Any questions relative to payment of wages should be directed to the Personnel Office.

6. SEVERE WEATHER - In severe weather situations, such as blizzards, where the Chairman of the Board of Commissioners declares the County Building closed, or when the building remains open and an employee reports late for work, the employee may elect to make up the time lost within one month, use accumulated leave, or take leave without pay for the time missed.
7. RELEASE OF EMPLOYEE LISTS - The release of lists of employee names or other personal information to private profit making corporations is against the policy of Grand Traverse County except as specifically approved by the Board of Commissioners for an approved item for payroll deductions.
8. SOLICITATION - The solicitation of County employees during working hours is prohibited except as specifically approved by the Board of Commissioners for an item approved for payroll deduction.
9. MEDICAL EXAMINATION - The County may require a medical examination by a doctor designated as County Physician at any time during the employment whenever there is reason to believe that the employee cannot perform the essential functions of the job.

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PERSONNEL DEPARTMENT
RECORDS