

December 26, 2019

The Board of County Road Commissioners met at 9:00 a.m. for a regular meeting at 1250 S. M-33 West Branch, Michigan

Members present: Chairman Dan Winter, Commissioner Clint Marshall, Commissioner Van Sheltroun, Managing Director Pat Reinke and Board Clerk Brandy Curtis

Chairman Winter called the meeting to order at 9:00 a.m.

Past minutes of December 11, 2019, were reviewed. There being no additions or corrections, the minutes stand as submitted.

Motion by Marshall, supported by Sheltroun, to approve and pay payroll voucher #2012 and payable voucher #2013 in the total amount of \$155,238.92. Motion carried by the following roll call vote: Ayes: Winter, Marshall, Sheltroun. Nays: None. Motion carried.

Motion by Marshall, supported by Sheltroun, to approve the revised Ogemaw County Road Commission Working Rules and Regulations as presented. Motion carried by the following roll call vote: Ayes: Sheltroun, Winter, Marshall. Nays: None. Motion carried.

Reinke informed the Board in 2020 he will hold the position of vice-president for the East Central Council.

A discussion was held on new DOT Clearinghouse. The DOT Clearinghouse was reviewed with employees during the December 24, 2019, safety meeting.

Winter maintenance expenditures were reviewed with 19.27% of the budget spent.

There being no further business, meeting adjourned at 9:25 a.m.

Signed: _____
Dan Winter, Chairman

Countersigned: _____
Brandy Curtis, Board Clerk

Ogemaw County Road Commission Working Rules and Regulations
Effective 11-11-09
Revised 12-26-19

Employees of the Commission may be disciplined or discharged for violation of the following:

- 01) Use of intoxicating beverages or drugs during working hours or reporting for work under the influence of same. The employee shall submit to the necessary tests immediately upon request of management. Refusal will result in discharge.
- 02) Violation of Safety Rules. See General Safety Rules, Appendix "A".
- 03) The Commission will allow up to two (2) working days absence, lateness or a combination of both in any 30 working day period prior to taking disciplinary action. The following reasons will be excluded: Hospitalized, absence covered by doctor's certificate, death in immediate family, compensable injury.
- 04) Dishonesty, stealing, pilferage, or sabotage.
- 05) Sleeping on duty.
- 06) Failure to report accidents, either personal injury or property damage.
- 07) Effective 11-11-09 all bargaining unit employees shall be required to obtain and maintain a valid "Class A" Commercial Drivers License with an "N" endorsement. Said license shall be a condition for employment and the revocation or loss thereof shall constitute sufficient grounds for discharge.
- 08) No firearms will be brought on Commission property or carried in Commission equipment at any time.
- 09) Incompetent or inefficient performance in the duties of the employee's position.
- 10) Every employee, in order to carry out the spirit of the "purpose" of the working policy, is expected to treat all those he comes in contact with during the course of his work in a courteous and helpful manner. Offensive language, conduct or harassment directed towards fellow employees, visitors, youth program employees, employees of companies doing business with the Road Commission etc., will not be tolerated.
- 11) Careless or negligent operation of property or equipment of the Commission.
- 12) Habitual tardiness in reporting for duty or frequent refusal of emergency work after working hours.
- 13) Scandalous and disgraceful conduct while on or off duty where such conduct tends to bring the service of the Commission in public disrepute.
- 14) Violation of any lawful or reasonable Official Regulation or order or failure to obey any lawful or reasonable direction given to him by his supervisor when such violation or failure to obey amounts to insubordination or serious breach of discipline which reasonably may be expected to result in a lower morale in the Department in which he/she works or to result in loss, inconvenience, or injury to the Commission or to the public.
- 15) For taking for personal use a fee, gift or other valuable thing in the course of his work or in connection with it.
- 16) For inducing or attempting to induce any Supervisor or employee in the service of the County Road Commission to commit an illegal act or act in violation of lawful and reasonable Departmental or Official Regulation or Order or has participated therein.
- 17) One coffee break of fifteen minutes is allowed during the morning shift. The break period will be from 9:30 A.M. to 9:45 A.M. unless otherwise approved by supervision. Employees are expressly prohibited to stop at restaurants or homes or to return to the main garage for coffee breaks and lunch periods.

The above practice is during regular working hours and is not intended to prohibit stopping during emergency overtime between 3:30 P.M. and 7:00 A.M. when it is in the interest of safety and working efficiency for the

employee to stop for a short period of rest and refreshment when such practice does not involve additional time and travel.

- 18) All employees shall maintain telephones in order for employer to contact them. The telephone numbers of employees shall be given to management.
- 19) Uncreditable public appearance and conduct.
- 20) For falsifying **entries in the time card kiosk** ~~time cards~~. Each employee shall make a good faith effort to record his time for the day accurately and completely including materials and equipment used in order that records may be kept that completely reflect the day's operations.
- 21) Each man is expected to produce a full day's work for compensation received. Upon completion of his assignment, he shall immediately contact his Supervisor for further assignment. If such Supervisor is not available, he shall return to the main garage immediately and assist the mechanics in keeping the premises and equipment clean until further orders are issued to him.
- 22) **TIME CARD KIOSK** ~~CLOCK RULES:~~
 - (a) All employees covered by this agreement will be paid as per time clock **in the time card kiosk system** ~~record~~.
 - (b) Distribution for employees' time and equipment time shall be made for each day's work in the **appropriate section provided in the time card kiosk system** ~~space provided on the clock card~~.
 - (c) When **an employee** ~~a clock card~~ is intentionally **clocked in or out** ~~punched~~ by an employee, other than whose name appears **in the time card kiosk system** ~~at the top of the card~~, it is a fraudulent act and will be treated as such.
 - (d) ~~Where it is necessary for the daily time card to be filled in by the employee due to the absence of a time clock at the place of reporting for work, all entries must be initialed by the foreman to whom the employee is immediately responsible.~~ **When it is necessary for time to be entered in the time card kiosk due to the absence of the computer system at the place of reporting for work, all entries must be reported to the foreman and entered in the time card kiosk upon earliest opportunity by the foreman. This time must then be approved by the reporting foreman.**
 - (e) **Employees will not clock out of time card kiosk** ~~Clocks will not be punched during lunch period unless an employee is working at the main garage and leaves the premises during the lunch period. If so, he shall clock punch out and in when leaving and returning.~~
 - (f) Pay for **time entered in the time card kiosk** ~~cards punched~~ after regular starting time will start at the next tenth of an hour.
 - (g) Pay for **time entered in the time card kiosk** ~~cards punched~~ before the regular quitting time will stop at the preceding nearest tenth of an hour.
 - (h) All overtime must be **entered in the time card kiosk and approved** ~~initialed on the time slip~~ by the foreman to whom the employee is responsible.
 - (i) **Errors in the time card kiosk must be reported to foreman and approved by the foreman who is responsible.** ~~Clock mistakes or corrections must be initialed by the foreman in charge.~~
- 23) No long distance calls shall be made by employees from Commission telephones, nor shall personal calls be made during working hours.
- 24) Only mechanic or personnel authorized by management or supervision shall have access to the stockroom.
- 25) The regular noon lunch period will be observed when working overtime.
- 26) Only employees of the Road Commission shall be carried as passengers in Road Commission equipment. (Do not pick up hitch hikers).
- 27) Whenever a dump box is lifted up in the air and work is being performed under it:
THE BOX SHALL BE SUPPORTED BY THE SAFETY ARMS OR BLOCKED TO PREVENT THE BOX FROM FALLING DOWN.
 - 1st Offense: Verbal Warning
 - 2nd Offense: Written Warning
 - 3rd Offense: 3 Days off Without Pay
 - 4th Offense: Possible Discharge

- 01) Hard hats shall be worn at all times when employees are working on tree cutting and falling.
- 02) Safety shoes shall be worn at all times by all employees.
- 03) Safety goggles shall be worn at all times when grinding, using a cutting torch or welding.
- 04) Safety glasses shall be worn in the repair shop at all times and in any area where equipment is being repaired, also when using or working around chain saws.
- 05) A work vest of brilliant green that meets the Performance Class 2 or 3 requirements of ANSI/ISEA shall be worn at all times when working between the shoulder points of any state or county highway.
- 06) The circular blade table saw in the sign shop shall not be operated without the blade guard. If the guard is removed for saw adjustment, it shall be replaced immediately.
- 07) Hearing protection shall be worn at all times any employee is exposed to noise levels above a normal conversation.
- 08) Protective chaps shall be worn at all times by all employees operating or working around chain saws.
- 09) Effective immediately (11-11-09) any employee not wearing required safety equipment as enumerated in the working rules will be required to punch out immediately and receive no pay for the day. A written reprimand will also be issued at the same time and placed in the employee's file.