

Approved: January 20, 2026

Resolution No. 26-360

1. **PURPOSE:** The purpose of this policy is to provide a framework for action and response when situations arise that require the suspension of some or all County functions. The policy also defines and clarifies procedures to be followed in the event of such a suspension.
2. **AUTHORITY:**
 - 2.1 Authority to establish rules and regulations in reference to the management of the interest and business concerns of the county is vested with the Gratiot County Board of Commissioners (MCL 46.11(m)).
 - 2.2 Elected department heads and courts are authorized to determine non-economic work rules relative to their respective offices.
 - 2.2.1 Clerk's Office – MCL 50.61 *et seq.*
 - 2.2.2 Treasurer's Office – MCL 48.35 *et seq.*
 - 2.2.3 Sheriff's Office – MCL 51.68 *et seq.*
 - 2.2.4 Prosecuting Attorney's Office – MCL 49.31 *et seq.*, and MCL 49.41 *et seq.*
 - 2.2.5 Register of Deeds' Office – MCL 53.89 *et seq.*
 - 2.2.6 Drain Commissioner's Office – MCL 280.21 *et seq.*
 - 2.2.7 Courts – Michigan Supreme Court Administrative Order 1998-5, Section VI
3. **APPLICATION:** This policy applies to all County elected officials, department heads and employees.
4. **RESPONSIBILITY:** The County Administrator and Chairperson of the Board of Commissioners are responsible for oversight and implementation of this policy.
5. **DEFINITIONS:**
 - 5.1 "Chairperson of the Board of Commissioners" means the duly elected Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in his/her absence.
 - 5.2 "Administrator" means the Gratiot County Administrator or designee.
 - 5.3 "Department head" refers to the leader, manager or chief of a specific division or unit of County government responsible for the overall supervision, direction, coordination and evaluation of activities within their department.
 - 5.4 "Day" means the 24-hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

- 5.5 “Leave of Absence” refers to time away from work which may be paid or unpaid (such as FMLA leave). Vacation time, sick time, and paid time off (PTO) are not considered leaves of absence.
- 5.6 “Regularly scheduled” means a time period for which an employee is normally scheduled to work. Employees on any type of leave of absence are not considered to be regularly scheduled.
- 5.7 “State of Emergency” refers to a situation of urgent need for help and/or relief, brought about by a natural disaster, act of terrorism, pandemic, or other crisis, as officially declared by the Board of Commissioners.

6. POLICY:

- 6.1 Department Operations. In circumstances where a department head seeks to temporarily suspend some or all department operations and intends for employees to be compensated for time lost, he/she must notify and secure approval of the County Administrator.
 - 6.1.1 Employees asked to work during the period of suspended operations shall be compensated at previously specified rates for the hours they work.
 - 6.1.2 Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.
 - 6.1.3 Employees not working during the period of suspended operations and who are not scheduled to work during the period, including those on an approved leave of absence, shall receive no compensation.
- 6.2 Advance Notice of Operational Suspension. If an operational suspension is announced at least one hour prior to the commencement of regular business hours, then the following rules shall apply:
 - 6.2.1 Employees regularly scheduled to work during the period of suspension shall be paid for their regularly scheduled hours.
 - 6.2.2 Employees who work fewer hours than their regularly scheduled hours during a period of suspension shall be compensated for all regularly scheduled hours.
 - 6.2.3 Employees asked to work during a period of suspension shall be compensated at normal rates for the hours they work.
 - 6.2.4 Employees not working during the period of suspended operations and who are not scheduled to work during the period, including those on an approved leave of absence, shall receive no compensation.
- 6.3 Sudden Notice of Operational Suspension. If an operational suspension is announced less than one hour prior to or after the commencement of regular business hours, then the following rules shall apply:

- 6.3.1 Employees asked to work during the period of suspension shall be compensated at their regular rates for the hours they work.
- 6.3.2 Employees who work fewer hours than their regularly scheduled hours during a period of suspension shall be compensated for all regularly scheduled hours.
- 6.3.3 Employees who do not follow instructions to return home and continue to work during a period of suspension shall be compensated at normal rates for the regularly scheduled hours they work but will be subject to disciplinary action.
- 6.3.4 Employees not working during the period of suspended operations and who are not scheduled to work during the period, including those on an approved leave of absence, shall receive no compensation.

6.4 Compensation.

- 6.4.1 Any period of suspension shall be considered as paid administrative leave time to compensate impacted employees. Employees regularly scheduled to work during the period shall be paid at their regular rates.
 - 6.4.2 Employees not working during the period of suspended operations and who are not scheduled to work during the period, including those on an approved leave of absence, shall receive no compensation.
- 6.5 Return to Work. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations under this policy may use accrued time off to cover absences.
- 6.6 State of Emergency. Upon declaration of a local state of emergency, the Board of Commissioners may determine alternative procedures as deemed necessary and appropriate in light of circumstances giving rise to the declaration.

7. ADMINISTRATIVE PROCEDURES: The County Administrator shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in this policy.

8. ADMINISTRATOR AND LEGAL COUNSEL REVIEW: The County Administrator shall approve all new and amended policies as to substance. County Counsel shall approve all new and amended policies as to legal content. These approvals shall accompany draft policies and amended policies submitted to the Board of Commissioners for consideration.