

Approved: January 20, 2026
Resolution No. 26-359

1. **PURPOSE.** The purpose of this policy is to establish a system for the preparation and issuance of policies/procedures promulgated by the Board of Commissioners of the County of Gratiot. These policies provide written guidelines for actions, achieve consistency and uniformity in the handling of business affairs, and improve internal communications and understanding.
2. **AUTHORITY.** 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)). Policies shall be subject to revision or termination by the Board at its discretion.
3. **APPLICATION.** This policy/procedure applies to all department heads, elected officials, and agencies of Gratiot County government.
4. **RESPONSIBILITY.** The Board of Commissioners shall be responsible for the adoption of all policies.
 - 4.1. Elected officials, department heads, and County agencies shall be responsible for:
 1. Implementation of policies adopted by the Board of Commissioners.
 2. Development of formal procedures, as necessary, for policies adopted by the Board of Commissioners.
 3. Maintaining a complete and up-to-date policy manual.
 4. Distribution of policies and procedures to employees and securing compliance with the same.
 5. Notifying employees of new and revised County policies.
 - 4.2. The County Administrator shall be responsible for:
 1. Assignment of an appropriate four-digit code to policies.

2. Maintaining a record of all policies approved by the Board of Commissioners.
3. Distribution of all new and revised or amended policies to elected officials, department heads, and agencies of Gratiot County, as well as others, as appropriate.

5. DEFINITIONS.

- 5.1. A “*policy*” is a deliberate system of rules adopted by the Board of Commissioners to guide decisions and achieve rational outcomes for the conduct and management of the administrative affairs of County government.
- 5.2. A “*procedure*” is a clear guide that states specific parameters and steps required to implement a policy, including who is responsible for drafting, control, and administration.
- 5.3. A “*policy manual*” is a loose-leaf binder containing administrative policies and procedures adopted by the Gratiot County Board of Commissioners, complete with an index of all policies.

6. POLICY.

- 6.1. Subject Categories. Policies will be issued under one of the following four (4) subject categories:
 1. General and Administrative – 100
 2. Financial – 200
 3. Personnel – 300
 4. Facilities and Equipment – 400
- 6.2. Numbering System. Policies will be numbered sequentially according to the four-digit code assigned to each subject category.
- 6.3. Policy Form. Policies shall be written as outlined below.
 1. Purpose
 2. Authority
 3. Application

4. Responsibility
5. Definitions
6. Policy
7. Administrative Procedure
8. Administrator and Legal Counsel Review

6.4 Review of Proposed Policies. Drafts of proposed policies or proposed amendments to existing policies will be submitted to the Board of Commissioners. The appropriate standing committee will research and review the need for the proposed policy and, whenever suitable, will approve the drafts for submission to the Board of Commissioners. Copies of all proposed new or amended policies will also be distributed to department heads and elected officials for review. All policies and amendments are subject to approval by a majority vote of the members of the Board of Commissioners elected and serving.

6.5 Exceptions to Policy Guidelines. Policies are intended to serve as guidelines for the administration of Gratiot County government. All Committees of the Board, Department Heads, Elected Officials and Agencies shall follow the guidelines contained in each policy. The Board of Commissioners reserves the right to waive any policy requirement upon an affirmative vote of a majority of Commissioners elected and serving.

7. ADMINISTRATIVE PROCEDURES.

7.1. Department heads and/or elected officials identified in the responsibilities section of any policy shall be responsible for the development, revision, and implementation of any associated administrative procedures not already stated in a policy.

7.2. Each elected county officer reserves the right to determine non-economic work rules and regulations for their respective offices, subject to collective bargaining under the Michigan Public Employment Relations Act (PERA) being MCL 423.201 *et seq.*

8. ADMINISTRATOR AND LEGAL COUNSEL REVIEW. The Administrator shall approve all new and amended policies as to substance. The County Civil 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 and approval.