

OGEMAW COUNTY BOARD OF COMMISSIONERS

COUNTY BUILDING - COMMISSIONERS ROOM
808 W. HOUGHTON
WEST BRANCH, MICHIGAN 48661

April 11, 2000

TO: ALL COUNTY DEPARTMENT HEADS
FROM: PERSONNEL & POLICY COMMITTEE
RE: EMPLOYEE COMPLAINTS BY GENERAL PUBLIC

As you know we have designated a smoking area for smokers behind our county building. We have also requested county department heads and employees not to park on specific streets and/or around the county building. These actions have been taken to benefit the general public.

If department heads are informed of complaints concerning violation of these or any other county policies, you will be required to proceed with discipline in the following manner:

- First step – Verbal warning (note in personnel file)
- Second step – Written warning (note in personnel file)
- Third step – Written warning (note in personnel file)
- Fourth step – One unpaid day off

Please share this information with your department staff. We are here to serve the general public. If you have any questions please contact any member of the Personnel & Policy Committee.

Thank you for your cooperation and consideration in this matter.