

(was MCCMH Policy 10-12-010)

Chapter: **DIRECTLY-OPERATED PROGRAM MANAGEMENT**
Title: **PERSONAL USE / PERSONAL GAIN**

Prior Approval Date: N/A
Current Approval Date: 8/27/02

Approved by: _____
Executive Director Date

I. Abstract

This policy establishes standards and procedures for the incorporation of the Macomb County Board of Commissioners' approved policy regarding personal use/personal gain prohibitions in the Macomb County Community Mental Health (MCCMH) Administrative Manual.

II. Application

This policy shall apply to all MCCMH administrative/management staff and directly-operated network providers of the MCCMH Board.

III. Policy

It is the policy of the MCCMH Board that its employees, independent contractors, volunteers, and interns shall comply with the Macomb County Board of Commissioners' policy adopted on March 27, 1980 prohibiting the usage of County equipment for personal gain or to serve their personal interests.

IV. Definitions

A. None.

V. Standards

A. All MCCMH employees, independent contractors, volunteers, and interns and of the MCCMH Board are prohibited from engaging in nonwork-related activities and from the unauthorized usage of County equipment which might result in their personal gain and/or serve their personal interests during the hours of their scheduled and attended work day pursuant to the Macomb County Human Resources memorandum contained herein (Exhibit A).

B. All MCCMH employees, independent contractors, volunteers, interns and of the MCCMH Board are prohibited from the unauthorized usage of County equipment in their

possession during nonwork hours.
See Exhibit A.

- C. Violation of this policy shall result in disciplinary action up to and including the discharge of MCCMH employees, volunteers, and interns or the termination of contracts of independent contractors of the MCCMH Board. See Exhibit A.

VI. Procedures

- A. None.

VII. References / Legal Authority

- A. MCCMH MCO Policy 10-001, "Adoption of Macomb County Personal Policies," §2.16-4 "Outside Employment"

VIII. Exhibit

- A. Memorandum from Joseph Zacharzewski (former Director, Personnel-Labor Relations Department), March 27, 1980

VIII. Exhibit

Exhibit A

Memorandum from Joseph Zacharzewski (former Director, Personnel-Labor Relations Department)

March 27, 1980

TO: All Elected Officials, Appointed Department Heads and Commissions
FROM: Joseph Zacharzewski, Director, Personnel-Labor Relations Dept.
SUBJECT: Personnel Policy

The Board of Commissioners at their regularly scheduled meeting held on March 27, 1980, concurred in the Personnel Committee's recommendation that the following personnel policy be adopted:

"All appointed officials and employees of the County of Macomb are prohibited from engaging in non-work related activities and from unauthorized usage of County equipment, which might result in personal gain and/or serve their personal interests, during the hours of their scheduled and attended work day and are further prohibited from unauthorized usage of County equipment in their possession during non-work hours."

The purpose of the policy is to avoid any possibility of appointed officials and/or employees actually giving or conveying the impression of capitalizing on their public position to serve their personal and private interest while in attendance at their assigned duties.

Violation of the foregoing policy will result in disciplinary action, up to and including discharge.

JZ:ds

Memorandum from Joseph Zacharzewski (former Director, Personnel-Labor Relations Department), March 27, 1980 MCCMH MCO 10-011 Exhibit A