



# ALPENA COUNTY SHERIFF'S OFFICE

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## Employee Handbook Policy Exception

### Current Bailiff Status

Currently employ two irregular part time bailiff positions.

- One bailiff is currently on a leave of absence until April of 2024.
- The bailiff currently working in District Court will be taking a leave of absence in March of 2024 for five weeks.
- These vacancies require the office to pull Deputies from Road Patrol duties creating a void of law enforcement services in the county.

The Sheriff's Office created a court liaison assignment in 2023 and filled it with a Deputy to assist with bailiff duties and court security issues. This Deputy performs bailiff duties and transports as needed to fulfill the required needs.

### Proposed Plan for 2024

The Sheriff's Office would like to hire one irregular part time bailiff to perform bailiff duties in 2024. These personnel changes would fill the current needs listed below.

- 1 Bailiff to cover Circuit Court Duties two days a week every other week at 7 hours per day and would be approximately 48 days a year.
- 1 Bailiff to cover Family Court duties two days a week for approximately 10 hours per week on an irregular basis for a total of 72 days per year.
- 1 Bailiff in District Court to cover District Court duties for 20 hours a week.
- 2024 Budgeted amount for bailiffs is approximately \$65,000 and I believe that implementing the new plan could be accomplished for around \$30,000.

The Sheriff's Office is currently down to one bailiff and will have no bailiffs in March of 2024. Hiring an additional part time irregular bailiff would offer several benefits to the Sheriff's office for the following reasons:

- Fill the current vacancy created by the bailiff on a leave of absence and help cover the future vacancy.
- More consistent scheduling of bailiff assignments.
- Allow for the Court Liaison Officer to assist with Road Patrol needs.
  - Court Liaison Officer is covering numerous bailiff duty gaps as needed but is unable to cover the current vacancies.
  - Currently MSP has been assisting Oscoda County due to staffing issues and leaving the county with only one or no trooper on at a time.
  - This situation may continue for an extended period of time.

The Sheriff's Office would like the ability to hire a retiree to fill the irregular part time bailiff positions. The bailiff position is hard to find qualified applicants willing to work an irregular part time position with varying hours and work schedules. The Sheriff's Office has a candidate who is a retiree and has been rehired on a part time basis for a grant position working 10 hours a week through District Court. We would like to utilize this same person for bailiff duties in Family Court. This would not create a conflict with the employees MERS retirement benefit. Also, the hiring of an additional bailiff would not be a labor contract issue. I am requesting an exception from section 3.7 of the Employee Handbook, **Re-Employment of Retirees**, for the irregular part time employee that is anticipated to last 6 months. A copy of the pertinent sections is listed below.

### **Re-Employment of Retirees**

An individual is considered to be a County retiree when he/she is being paid a retirement allowance from MERS on account of service with the County. A County retiree may not be employed to fill a full-time position, a regular part time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular position that is anticipated to last 6 or more months. The County may make exceptions to this policy in instances where the County Board of Commissioners determines that the services of the retiree are essential to the continued functioning of the County and there are no other qualified individuals available to perform these services.

- 1.) The County will not accept an application for re-employment from a County retiree until that retiree has been off the County payroll for at least thirty (30) days.
- 2.) The application of a retiree will not normally be considered to fill a full-time position, a regular part time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular full-time position that is anticipated to last more than 6 or more months.
- 3.) In instances where the County is unable to fill a full-time position, a regular part-time position in which the individual will be regularly scheduled to work at least ten days per month or an irregular position that is anticipated to last 6 or more months because there are no other qualified individuals available to perform a particular position, the County may consider an application from a retiree for that position. In order to consider a retiree for such a position, the County will be required to verify that normal recruitment efforts have been unsuccessful and that no other qualified applicants for the position have been located.
- 4.) A retiree hired to fill a full-time position or a regular part-time position in which the individual will be regularly scheduled to work at least ten days per month will be hired as a temporary employee and may only retain that position until the County is able to secure a qualified applicant for that position who is not a County retiree.
- 5.) Re-employed retirees are not eligible for any benefits.