ATTACHMENT (A)
ORDINANCE NO. O-CC-11-2

PERRY COUNTY COUNCIL

AN ORDINANCE AMENDING THE COUNTY OF PERRY, INDIANA HIGHWAY DEPARTMENT PERSONNEL POLICIES HANDBOOK

WHEREAS the County of Perry, Indiana is an Equal Opportunity Employer, and

WHEREAS it is the intent of Perry County, Indiana to comply with applicable federal and State of Indiana employment laws and regulations, and

WHEREAS the County of Perry, Indiana provides Perry County employees with information about established terms and conditions of employment and employee benefits, AND

WHEREAS the County Council adopted the Perry County Highway Department Personnel Policies Handbook on November 1, 2010, and

WHEREAS it is necessary to amend personnel policies from time-to-time.

NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF PERRY, INDIANA COUNTY COUNCIL THAT:

The attached County of Perry, Indiana Highway Department Personnel Policies Handbook sections and replacement pages are hereby adopted and shall be in full force and effect from and after its passage; and shall supersede and repeal existing oral or written personnel policies and procedures.

1.9 E-Verify
1.10 Eligibility For Local Public Benefits
4.1.1 Terms and Conditions of Vacation Leave
4.2.1 Holidays

COUNTY COUNCIL
PERRY COUNTY, INDIANA

James Adams

Stanley Goffinet

Robert Cassidy

Steve Goodson

Ron Crawford, Sr.

Chet Mathena

Merle Doogs

ATTEST:

Connie Berger, Auditor

1.7 PRODUCTIVE WORK ENVIRONMENT

It is a policy of Perry County to maintain a productive work environment. Verbal or physical conduct by any supervisor or employee which harasses, disrupts, or interferes environment will not be tolerated with another's work performance or which creates an intimidating, offensive, or hostile

1.8 AUTHORIZED ALIEN STATUS AND CITIZENSHIP

All new hires must cooperate with the County in its compliance with the Immigration Reform and Control Act of 1986 and in verifying employment eligibility. New employees shall complete an I-9 form and show proof of identity and employment eligibility within the first three (3) days of employment. Employees who refuse to or are unable to supply the documentation necessary to prove that they are American citizens or aliens authorized to work in this country will be terminated. The County Auditor shall ensure that Form I-9s are properly completed and retained as required by law. Form I-9s are maintained by the Auditor's Office.

1.9 E-VERIFY

The Auditor's office shall administer the e-verify enrollment of all County new-hires; and shall ensure that appropriate forms are properly completed and retained as require by law.

1.10 ELIGIBILITY FOR LOCAL PUBLIC BENEFITS

All County employees shall complete a Verification of Eligibility for Local Public Benefits Form to ensure entitlement to a Federal public benefit as defined by I.C. 12-32-1-2 and State or Local public benefits as defined by I.C. 12-32-1-3. This form shall be administered and retained by the Auditor's office as required by law.

4. EMPLOYEE BENEFITS

The policies contained in this chapter and throughout the Perry County Personnel Policies Handbook apply to all Perry County Highway employees, except when in direct conflict with special employment conditions set forth by various statutes governing employment relationships.

Unless an emergency exists, the Highway Superintendent or Operations Manager must be notified in writing one (1) day in advance of time required off. If an employee gives written notice requesting a day off, he or she must take off such day.

4.1 VACATION

The purpose of paid annual vacation leave is to allow and encourage all employees to renew their physical and mental capabilities and to remain fully productive. Full-time and part-time employees are provided annual vacation leave during each year in order to achieve this purpose. Vacation leave is not earned while an employee is in a non-paid leave status for disciplinary suspensions. The schedule for earning vacation days is as follows:

YEARS OF SERVICE	VACATION TIME OFF
After 1 year	40 hours
After 3 years	80 hours
After 10 years	120 hours
After 15 years	128 hours
After 16 years	136 hours
After 17 years and after	136 hours + 10 hours per year*

*Until maximum of 160 hours

4.1.1 Terms and Conditions of Vacation Leave

A. During year one (1), vacation is earned according to an employee's anniversary date (date of hire). Thereafter, vacation leave is earned on January 1st of each year, except for extra hours when moving to a higher level which is awarded on the anniversary date e.g. 10 years employee would receive 80 hours on January 1st and (40) extra hours on anniversary date.

B. For purposes of calculating vacation leave time, one (1) day of paid vacation leave for Highway employees shall be eight (8) hours. *For example, such employees with three years' service shall earn a total 80 hours of paid vacation leave.* **Vacation time shall be taken in no less than thirty minute (30) increments and shall be scheduled in advance and approved by the employee's department head.**

C. No vacation shall accrue while an employee is on unpaid leave of absence, except for Family and Medical leave as specified in this policy.

No temporary employee or part-time employee is eligible to accrue vacation unless they have worked the hours specified in Section 2.7 (Employment Categories). Vacations may not be taken in advance of having earned them and only current employment time shall be used in computing vacation time.

D. Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. To take vacation, employees should request advance approval (as soon as possible) from the Highway Superintendent or Operations Manager. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Vacation time off is paid at the employee's regular hourly rate of pay at the time of vacation. The Auditor must provide a report of employee vacation, in hours, on each payroll check

E. A part-time employee shall be entitled to a proportional share of vacation, stated in hours. In the case of a part-time employee working less than the total number of hours the Courthouse is open each week, the proportion shall be equal to a fraction, the numerator of which is the number of hours the employee works per week and the denominator is thirty-five (35), rounded off to the nearest half (1/2) day. Example: If a part-time employee works twenty (20) hours per week, the employee shall receive 20/35 of the ten (10) days' vacation, or 5.8 days round to six (6) days.

In the case of an employee working full-time, but less than twelve (12) months per year, the proportion shall be equal to a fraction, the numerator is the number of months worked (to the nearest half [1/2] month) and the denominator is twelve (12). For example, if such an employee works six (6) months, the employee shall receive half (1/2) of the vacation benefits

a. This benefit shall be provided to such part-time employees hired prior to January 1st, 2002. Employees hired after January 1st, 2002, shall not be entitled to this benefit.

F. Employees are encouraged to use available paid vacation by the end of the calendar year. A letter of explanation from the department head shall be submitted to the County Commissioners and County Council if days are carried over past a three (3) month period following the calendar year. The department head can schedule use of unused vacation time if carried past the three (3) months.

G. In the event a holiday falls while an employee is on vacation, the employee will not be charged a vacation day for that holiday.

H. Upon termination of employment, employees are entitled to payment for the unused balance of their accrued vacation time. Payment for accrued and unused vacation time at termination may be included in the employee's last regular earnings paycheck, if possible, or in a separate check. Employees who are terminated for disciplinary reasons shall not be entitled to pay for any unused vacation time.

I. An employee's termination date may not be extended to include accrued and unused vacation time. The employee's termination date shall always be the last day worked.

J. Vacation leave hours paid will be considered hours worked in determining when overtime is to be paid.

4.2 HOLIDAYS

The schedule of holidays will be determined each December by the County Board of Commissioners for the next calendar year. Although Commissioners may designate other holidays, the following holidays are typically recognized by the County:

- New Years Day
- Martin Luther King Day
- Good Friday
- Primary Election Day (City/County)*
- Memorial Day
- July 4th
- Labor Day
- General Election Day (City/County)*
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day

If the holiday falls on a Saturday, the employee will receive the Friday before the Holiday off. If the holiday falls on a Sunday, the employee will receive the Monday after the holiday off.

The County will grant paid holiday time off to all regular full-time employees. Calculation of holiday pay will be based on the employee's regular hourly rate of pay (as of the date of the holiday) times the number of hours the employee otherwise would have worked on that day. The regular hourly rate of pay of an employee is determined by dividing the total pay for employment in any workweek by the total number of hours actually worked in such workweek.