ATTACHMENT (B)
ORDINANCE NO. O-CC-11-3

PERRY COUNTY COUNCIL

AN ORDINANCE AMENDING THE COUNTY OF PERRY, INDIANA STANDARD 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 Standard 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 Standard 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	Sheriff Department 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 with another's work performance or which creates an intimidating, offensive, or hostile environment will not be tolerated.

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 employees, except when in direct conflict with special employment conditions set forth by various statutes governing employment relationships.

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 COURTHOUSE	VACATION TIME OFF MERIT OFFICERS/JAIL
After 1 year	35 hours	40 hours
After 3 years	70 hours	80 hours
After 10 years	105 hours	120 hours
After 15 years	112 hours	128 hours
After 16 years	119 hours	136 hours
After 17 years and after	119 hours + 7 hours per year*	136 hours + 8 hours per year**

*Courthouse: Until maximum of 140 hours
**Merit Officers/Jail: 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 70 hours on January 1st and (35) extra hours on anniversary date.

B. For purposes of calculating vacation leave time, one (1) day of paid vacation leave for Courthouse employees shall be seven (7) hours. *For example, such employees with three years' service shall earn a total 70 hours of paid vacation leave.* For Sheriff Merit Officers and Jailers, one (1) day of paid vacation shall be eight (8) hours. *For example, such employees with three years' service shall earn a total of 80 hours of paid vacation leave.* Merit Officers working twelve (12) hour shifts shall use one and a half (1 ½) days or twelve (12) hours of vacation leave when off

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.

If a recognized holiday occurs during an eligible employee's paid absence (e.g., vacation or sick leave), that day shall not be deducted from the employee's paid time off benefit.

If an eligible employee works on a recognized holiday, he or she will receive holiday pay, plus compensation for the hours actually worked on the holiday.

Part-time employees working only a part of the year shall be entitled to holiday pay if they work the work days before and after the day the holiday is observed. (This benefit shall be provided to such part-time employees hired prior to January 1, 2002. Part-time employees hired after January 1, 2002 shall not be entitled to this benefit).

* When there is no election, there are no additional days off.

4.2 Sheriff Department Holidays

Effective January 1, 2012 Sheriff Department Merit Police Officers and Corrections Officers will be paid monetarily for holidays. Such payment will be for the number of holidays designated by the County Commissioners for the calendar year, and each calendar year thereafter. One holiday shall be equal to eight (8) hours of regular pay. Such holiday pay shall be paid in lump sums semi-annually. Employees who resign or retire before lump sum payment dates shall be paid for the number of holidays designated through their termination date. At the discretion of the Sheriff employees with twenty (20) years of service could receive either monetary payment for holidays as stated above or be granted time off for holidays at the rate of eight (8) hours for each holiday designated by the County commissioners for the calendar year.

4.3 PERSONAL LEAVE

Full-time Courthouse employees shall be entitled to twenty one (21) hours of paid personal leave time at regular pay on their one year anniversary. Sheriff employees shall be entitled to twenty four (24) hours of paid personal leave time on their one (1) year anniversary. Such paid leave time must be used before January 1st of the following year. Thereafter, personal leave is earned on January 1st of each year. Use of personal leave time shall be subject to elected official/department head approval, based on staffing requirements and business needs of the department. Unless an emergency exists, the elected official/department head must be notified (1) day in advance of the time requested off. Personal time off will be deducted according to the shift worked; for example, a Merit Officer working a twelve (12) hour shift will use twelve (12) hours of personal leave time when off for a full shift.Personal days are payable at the employee's regular hourly rate of pay at the time of leave and must be taken in minimum of half-hour (1/2) increments for Courthouse employees and four (4) hour increments for Sheriff Department employees.