

ORIGINAL

DELAWARE COUNTY BOARD OF COMMISSIONERS

A RESOLUTION AMENDING THE DELAWARE COUNTY, INDIANA
PERSONNEL POLICY HANDBOOK

WHEREAS, Delaware County, Indiana is an Equal Opportunity; and

WHEREAS, it is the intent of Delaware County, Indiana to comply with applicable Federal and State of Indiana employment laws and regulations; and

WHEREAS, the Delaware County Commissioners want to correct and update language; and

WHEREAS, Delaware County, Indiana provides Delaware County employees with information about established terms and conditions of employment and employee benefits.

NOW, THEREFORE BE IT RESOLVED AND ESTABLISHED BY THE COUNTY OF DELAWARE, INDIANA BOARD OF COMMISSIONERS THAT:

The following Section Revisions of the Delaware County Personnel Policy Handbook are hereby adopted this 3 day of October, 2011; and shall be in full force and effect upon adoption, and shall supersede and repeal existing oral or written personnel policies and procedures in stated Sections.

Section 5.1 Compensation

Delaware County's compensation plan is based on the job classification system. The Delaware County Council adopts an annual salary ordinance establishing pay rates for all County positions, except as provided by law.

Elected officials shall be paid an annual salary as defined by the Delaware County Council in the Salary Ordinance annually and shall be paid according to the pay schedule as defined in the Salary Ordinance.

Section 5.2 Direct Deposit

Direct deposit is the required mode of distributing payroll to ensure timely deposits in employees' bank accounts. Employees' net pay shall be deposited into checking and/or savings accounts. Hard copies of the employee's pay slip are available each payday. Direct Deposit forms are available on the intranet and in Human Resources. Please contact Payroll or Human Resources with questions regarding direct deposit or changes to employee bank accounts.

Section 5.4 Emergency Closing

Periodic emergencies, such as severe weather or power failures, can disrupt County operations, sometimes requiring closing of a work facility. When such emergencies occur during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When a Delaware County work facility is officially closed by the County Commissioners for emergency conditions before the beginning of the workday, the time off from scheduled work will be paid to all full-time employees affected by the facility closing not otherwise covered by a Collective Bargaining agreement.

If an employee is required to work at a closed facility and is not otherwise covered by a Collective Bargaining Agreement, the employee shall be compensated at a rate of one and one-half (1 ½) times their normal rate of pay for all such hours worked. Employees covered by a Collective Bargaining Agreement shall be paid as defined in said contract. Such work must have prior approval by the County Commissioners.

Any employee who reports to work and their work facility is later closed due to an emergency after his/her arrival shall be paid for a full work day without being penalized by use of vacation or personal days or making up this time within the pay period. Employees covered by a Collective Bargaining Agreement shall be paid in accordance with said contract for the hours of closure. However, if a full-time employee does not report to work on a day in which the facility is later closed, time missed will be charged as compensatory time, personal leave, vacation, or approved sick leave time (if applicable). If a part-time employee cannot report to work, time missed will be without pay.

Section 5.8 Compensatory Time/Overtime Compensation

Excerpt:

Calculation

Non-exempt employees who work more than 32 but not more than 40 hours in a week are not entitled to compensatory time (comp time) or overtime compensation (overtime) by the Fair Labor Standards Act. Delaware County, however, makes it a policy to provide non-FLSA comp time off to non-exempt employees who work between thirty-two (32) and forty (40) hours per week at the rate of one hour per hour worked.

Section 5.18 Work Hours

County Offices: County offices generally operate on either an 8:00 a.m. to 5:00 p.m., Monday through Thursday schedule, or an 8:30 a.m. to 4:00 p.m. schedule, Monday through Friday (32.5 hours). Employees shall have a one (1) hour unpaid meal period each workday.

Each office in County office buildings should remain open each regular workday between posted hours with adequate personnel to serve the public.

Other Offices/Departments: Employees working under collective bargaining agreements shall have their workdays posted therein with a copy available in the Human Resources Department.

Work hours may be extended depending on the service needs of the public.

Section 6.1 Benefits Summary and Eligibility

Eligible employees of Delaware County are provided a wide range of benefits. Some programs, such as Social Security, Worker's Compensation, and unemployment insurance, cover all employees in the manner prescribed by law. The benefits programs described in this Handbook

represent a major investment by Delaware County for its employees. The County periodically reviews its benefits programs and makes modifications when appropriate.

For purposes of the accrual of benefit time, one-day of benefit time for a thirty-two (32) hour-a-week employee equals eight (8) hours. One day of benefit time for a forty (40) hour-a-week employee equals eight (8) hours. Any adjustments in scheduled made by departments for whatever reason, which affect the length of an employee's workday, shall not affect the above-stated accrual rate.

The information in this section provides summaries of the benefits provided. Employees should not rely on these summaries as creating any legal rights. Any rights employees may have under those benefits controlled by Plan Documents are created solely by the written document, which the Plan Sponsor has adopted and which employees may examine upon request. Any differences between the summary and the respective Plan Document are decided in favor of the Plan Document.

Eligibility for additional benefits depends on a variety of factors, many of which are described elsewhere in the Personnel Policy Handbook. The Human Resources Department will identify the programs for which employees are eligible.

Section 6.3 Family and Medical Leave and Military Family Leave

Excerpt:

Use of Paid and Unpaid Leave

FMLA leave is unpaid leave. The employee shall use any accrued paid leave (such as sick leave, accrued vacation leave, personal leave, or compensatory time) for any part of the 12-week period of FMLA leave. An employee may elect to reserve use of up to five (5) vacation days. Any holiday that occurs during FMLA leave will be paid. With approval of the employee's elected official/department head, the employee may use accrued benefit leave prior to or after the FMLA leave.

Section 6.5 Holidays and Holiday Pay

Each year the schedule of holidays shall be determined by the Delaware County Board of Commissioners.

~~If a designated holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday.~~

Full-time employees shall receive regular pay for holidays. Part-time or temporary employees shall be compensated only for hours actually worked, if any, on a holiday.

Except for employees on a prior approved vacation or on sick leave due to emergency hospitalization, employees shall work the day before and the day after a holiday in order to be eligible for holiday pay. If a holiday occurs while an employee is on an approved vacation, the holiday will not be charged against his or her vacation leave.

In years where there are no national, state, or local elections, employees will be required to work their regular schedule on the days that otherwise would have been reserved for the election.

Emergency/Law Enforcement Employees


Employees who work in a department that maintains varied work schedules (e.g. law enforcement, emergency services, 24-hour operations, etc.), shall refer to applicable collective bargaining agreements for their department. Employees who do not fall within the scope of the collective bargaining agreement (non-union employees), shall defer to this Handbook for guidelines on Holidays and Holiday Pay.

Section 6.8 Life Insurance

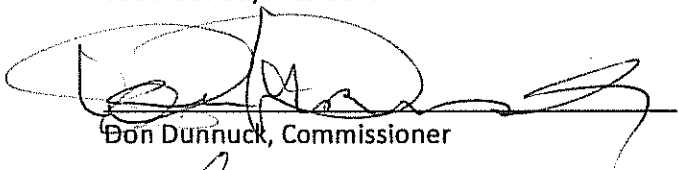
The County furnished a \$20,000 term life insurance policy to full-time employees. This benefit coverage becomes effective after sixty (60) days of full-time employment from the hire date and the County pays the total premium cost. The terms and conditions specified in the Plan Document govern coverage.

An employee's beneficiary is the person who receives the life insurance benefit if the employee dies. Each employee may select one or more person(s) as beneficiaries. To name a beneficiary or to change a beneficiary, contact Human Resources, or a copy of the beneficiary form may be downloaded from the County's intranet and submitted to Human Resources.

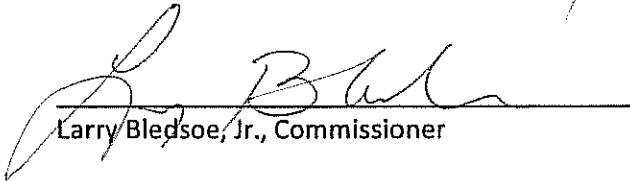
**BOARD OF COMMISSIONERS
DELAWARE COUNTY, INDIANA**



Todd Donati, President




Don Dunnuck, Commissioner



Larry Bledsoe, Jr., Commissioner

ATTEST:



Judy Rust, Auditor