## ORIGINAL

## ORDINANCE NO 2014-2014 008A AN ORDINANCE AMENDING 2013-030 PRØSCRIBING PROCEDURE FOR FILLING A VACANCY IN PERSONNEL

WHEREAS, the Delaware County Council had enacted Ordinance 2013-30 on the 17th day of December, 2013; and

WHEREAS, it is the intent of the County Council to amend said ordinance to include procedures for payment of probationary period increases; and

WHEREAS, Council has been informed by the Auditor and Human Resource Department that for the processing of new employee paperwork to be accomplished efficiently, the P.I. form should be submitted to the H.R. Department first; and

WHEREAS, it is also the intent of the County Council to amend said ordinance so as to change paragraph #2 to have the P.I. form submitted to the Human Resources department, and to remove paragraph #3 in its entirety.

**NOW, THEREFORE BE IT ORDAINED** by the County Council of Delaware County, State of Indiana as follows:

- 1. When existing positions, which have previously been approved by County Council and funding has previously been appropriated, become vacant by reason of the resignation, retirement, death, illness, or termination of an employee, or because of the transfer of an employee to another position, may be filled by the department head or elected official.
- 2. The department head or elected official filling such vacancy shall be responsible for filling out a Personnel Information (P.I.) form and submitting the same to the Human Resource Department of Delaware County for processing, and upon completion, the H.R. Department shall forward the P.I. form to the Auditor.

- 3. The Auditor of Delaware County, upon receipt of a valid P.I. form, shall process the new employee; transfer the remaining appropriated funding balance into the new employee line item, referred to as an "A" line; and issue payroll checks according to the P.I. form and salary ordinance.
- The Auditor of Delaware County shall present to Council at its regularly scheduled meeting the information regarding the "A" line transfer for Council to take formal action.
- 5. It is the duty of the department head and elected official to ensure that filling the vacancy can be accomplished with the previously appropriated funds. Additional funding for a replacement employee shall not occur without a simple majority vote by County Council.
- 6. Should the filling of an open position be filled by an existing Delaware County employee, who has 60% of their longevity attached to their base salary, the Auditor shall pay accordingly and County Council shall address the issue at the regularly scheduled meeting so that formal action can occur prior to the line item depleting itself.
- 7. Upon an employee reaching their 90 day and their 180 day probationary period increase dates, the Auditor, upon receipt of a new P.I. form shall pay the increase salary to the employee, and present to Council at their next regularly scheduled monthly meeting the request for Council to take formal action.
- 8. This ordinance shall not change, amend, or modify the procedure for requesting an additional position or additional appropriations for any department.

- 9. All department heads and elected officials shall comply with all local, state and federal laws and regulations when filling a vacancy.
- 10. Any prior ordinance or procedure in conflict with this ordinance is hereby repealed.
- 11. This ordinance shall be effective upon the date of adoption by the Delaware County Council.

ADOPTED THIS 25th DAY OF March .2014.

Mike Jones, Council President

Rick Spangler, Council Member

Chris Matchett, Council Member

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Kevin Nemver, Council Member

Scott Alexander, Council Member

Mary Chambers, Council Member

Ron Quakenbush, Council Member