

ORDINANCE NO 2011- 028
Ordinance Amending Ordinance No 2006-022
An Ordinance to be a part of the Salary Ordinance for
Delaware County Part-time Employees

ORIGINAL

WHEREAS, It is the responsibility of the Delaware County Council to fix the compensation of the officers, deputies and other employees whose compensation is payable from the county general fund, county highway fund, or any other fund from which the Delaware County Auditor issues warrants for compensation; and

WHEREAS, it is the desire of the Delaware County Council that the number of hours worked for part-time employees of the county and the rate of pay for persons performing part-time work for Delaware County shall be included as a part of the Salary Ordinance of Delaware County as passed and amended from time to time; and

WHEREAS, it is the desire of the Delaware County Council to define and adopt a Part-Time Job Classifications for persons performing part-time work,

WHEREAS, the personnel policy of the county provides in part that any employee of the county who is considered to be a full-time employee is eligible to receive certain benefits from the county if that employee so elects and part-time/hourly employees are not eligible to receive such benefits.

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

1. That the Salary Ordinance shall include the following Part-Time job classifications:

a. Part Time 1

- i. Pay rate of \$8.00 per hour with a maximum of 24 hours per week.
- ii. Types of jobs: General Labor, filing, sorting, no computer experience, mailing, stuffing envelopes, answering telephones, basic maintenance, seasonal, runner/courier, general filing and distribution, transferring files between offices
- iii. Must have a high school diploma or GED.

b. Part Time 2

- i. Pay rate of \$10.00 per hour with a maximum of 24 hours per week, unless specifically approved by the Delaware County Council.
- ii. Types of jobs: Similar to grade level 2, office experience, basic computer skills/data entry, answer phones, must have multitasking abilities, specialized training for certification or degree.
- iii. Must have a high school diploma or GED.

c. Part Time 3

- i. Pay rate of \$12.00 per hour with a maximum of 24 hours per week, unless specifically approved by the Delaware County Council.
- ii. Types of jobs: Dispatchers, positions that need significant and specific training/requirements, positions that have certification requirements by law, on-call availability and accessibility, position has driver's license and/or CDL requirement, positions that are governed by specific laws and judicial rules, special equipment operators, mechanic skills/training

- iii. High school or GED required in addition to specific training and/or certifications.

d. Part Time 4


- i. Pay rate of \$15.00 per hour with a maximum of 24 hours per week, unless specifically approved by the Delaware County Council.
 - ii. Types of jobs: Accounting, bookkeeping, payroll, legal secretaries, court-related clerical positions requiring advanced computer skills, positions that affect County liabilities
 - iii. High School or GED required, advanced education and/or degree, minimum of 2 years previous applicable experience required.
2. All employees who are classified as full-time/salaried/hourly employees, as provided in the Delaware County Salary Ordinance as approved and amended from time to time, shall be entitled to receive benefits as are offered by the county. Such employees, if their positions otherwise qualifies under applicable law, shall work a maximum of forty (40) hours per week before qualifying for overtime pay/compensatory time.
3. The departments requesting part time positions shall file their request along with a proposed job description to the human resource department. Upon review the job description, requirements for the job and the duties, the human resource director shall assign the level. The Department Head can appeal the assigned level to the personnel committee if there is a dispute.
4. Upon the assignment of the level for the job description, the same shall be submitted to the Delaware County Council for final approval.
5. This ordinance shall be included as part of the Delaware County Salary Ordinance as approved and amended from time to time.
6. This ordinance shall be effective when adopted by the Delaware County Council.

ADOPTED THIS 26 DAY OF JULY, 2011.


Mike Jones, Council Member

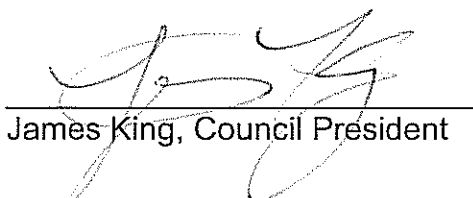

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