

ORDINANCE 2012 – 17

HUNTINGTON COUNTY BOARD OF COMMISSIONERS

**AN ORDINANCE AMENDING THE COUNTY OF HUNTINGTON, INDIANA PERSONNEL
POLICIES HANDBOOK**

WHEREAS the County of Huntington, Indiana is an Equal Opportunity Employers, and

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

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

WHEREAS the Huntington County Commissioners adopted the Huntington County Personnel Policy Handbook on January 11, 2010, and


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

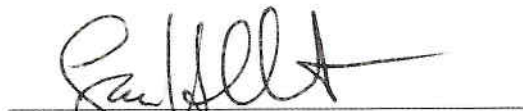
NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF HUNTINGTON, INDIANA BOARD OF COMMISSIONERS THAT:


The attached Sections, 3.16.4, 3.16.5, 3.16.6, and 3.16.7 of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 3.16.4, 3.16.5, 3.16.6, and 3.16.7 of the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 3.16.4, 3.16.5, 3.16.6, and 3.16.7 of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 14th day of May, 2012; and shall be in full force and effect from and after its passage.

**BOARD OF COMMISSIONERS
HUNTINGTON COUNTY, INDIANA**


Kathryn Branham


Leon Hurlburt


Tom Wall

ATTEST:


Cindy Yeiter, Auditor

3.16.4 Maximum Compensatory Time Accrual

Employees in non-public safety positions may accrue up to *two (2) full work weeks* of compensatory hours; monetary compensation will be paid for those hours in excess of *two (2) work weeks* of compensatory hours.

Public safety employees may accrue up to *four (4) full work weeks* of compensatory hours; monetary compensation will be paid for those hours in excess of *four (4) work weeks* of compensatory hours.

3.16.5 Overtime Approved in Writing

All overtime compensation or compensatory time shall be approved in writing by the employee's supervisor at the time it is granted. A copy shall be maintained in the department of the employee with a copy provided to the Auditor's Office *at the time of payroll submission at the end of each pay period.*

3.16.7 Compensatory Time Accrual Paid Out

Accrued compensatory hours are paid out upon the following conditions:

- 1. Upon termination of employment;*
- 2. Upon transfer to a position that moves the employee to a different department or to an exempt position; or*
- 3. During the month of September, the remaining balances as of June 30th.*

The County retains the right to pay compensatory time at any time.