

**ORDINANCE 2012 – 24**

**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.

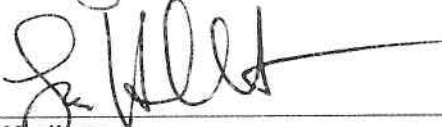
NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF HUNTINGTON, INDIANA BOARD OF COMMISSIONERS THAT:

The attached Sections, 3.6 and 2.7 of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 3.6 and 2.7 of the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 3.6 and 2.7 of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 13 day of August, 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

## **2.7 NEPOTISM**

### **PURPOSE**

It is well accepted that employment of relatives in the same area of an organization can cause serious conflicts and problems with favoritism and employee morale. In these circumstances, all parties, including supervisors, leave themselves open to charges of inequitable consideration in decisions concerning work assignments, transfer opportunities, time-off privileges, training and development opportunities, performance evaluations, promotions, demotions, disciplinary actions, and discharge.

In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

### **DEFINITIONS**

Employed means an individual who is employed by the County on a full time, part time, temporary, intermittent or hourly basis. The term does not include an individual who holds only an elected office.

Direct line of supervision means an elected officer or employee who is in a position to affect terms and conditions of another individual's employment, including making decisions about work assignments, compensation, grievances, advancement or performance evaluation. This does not include the responsibilities of County Council or Board of County Commissioners to make decisions regarding salary ordinances, budgets or personnel policies of the County.

Relative means: spouse, parent or step parent, child or step child, brother, sister, step brother, step sister, niece or nephew, aunt or uncle, or daughter-in-law or son-in-law. An adopted child of an individual is treated as a natural child of the individual. The terms brother and sister shall include a brother or sister by half-blood (a common parent).

### **NEPOTISM PROHIBITED**

Individuals who are relatives shall not be employed by the County in a position that results in one relative being in the direct line of supervision of the other relative.

An Individual shall not be promoted to a position if the new position would cause their relative to be in the direct line of supervision of that individual.

An individual who is a spouse of the County Sheriff may not be employed by the County as prison matron for the County under IC 36-8-10-5.

### **EXCEPTIONS TO PROHIBITION AGAINST NEPOTISM**

Policy does not affect an employment contract with the County that an individual is a party to and is in effect on the date the individual's relative begins service a term of an elected office in the County.

Policy does not apply to individuals who are employed by the County on the date the individual's relative begins serving a term of an elected office and the individual is in the direct line of supervision of the newly elected official.

Policy does not apply to an individual who served as County Coroner, is currently ineligible to serve due to term limits, has received certification under IC 36-2-14-22.3, and whose successor in the office of County Coroner is a relative.

**IMPACT ON INDIVIDUALS EMPLOYED BY COUNTY ON JULY 1, 2012**

An individual who is employed by the County on July 1, 2012, is not subject to this resolution unless the individual has a break in employment with the County. The following are not considered a break in employment:

1. Individual is absent from workplace while on paid or unpaid leave, including vacation, sick, FMLA or worker's compensation.
2. Individual's employment with the unit is terminated following by immediate reemployment by the unit, without loss of payroll time.

### **3.6 LONGEVITY PAY**

Full-time, non-elected, County employees may be eligible for longevity bonus pay as determined by the Huntington County Council. Employees must be actively employed by the County at the time of the annual awarding of longevity pay.

Employees who satisfy the eligibility requirements will receive one hundred dollars (\$100.00) for each year of full-time service with the County. Employees shall earn longevity credit for each year of service after three (3) years of continuous service.

Sheriff's Deputies who satisfy the eligibility requirements will receive three hundred dollars (\$300.00) for each year of full-time service with the County. Employees shall earn longevity credit for each year of service after three (3) years of continuous service. Longevity for Sheriff's Deputies will be capped at 20 years or \$6000.00.

An employee retiring with twenty (20) years of service shall be paid longevity for that years' service prorated from the employee's anniversary date, to the last day of employment.