

ORDINANCE 2013 - 22

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, 4.4 and 5.14, of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 4.4 and 5.14 of the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 4.4 and 5.14, of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 4th day of November, 2013; and shall be in full force and effect from and after its passage.

**BOARD OF COMMISSIONERS
HUNTINGTON COUNTY, INDIANA**

Larry Buzzard

Leon Hurlburt

Tom Wall

ATTEST:

Cindy Yeiter Auditor

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Current Policy

- E. **Food costs**, at the maximum rate of twenty-six dollars (\$26.00) per day or thirteen dollars (\$13.00) per half day, per employee, excluding alcohol, will be reimbursed with an itemized dated receipt by the County while on government business, up to a fifteen (15%) percent gratuity on food will also be reimbursed.

Updated Policy

- E. **Food costs**, at the maximum rate of twenty-six dollars (\$26.00) per day or thirteen dollars (\$13.00) per half day, per employee, excluding alcohol, will be reimbursed with an itemized dated receipt by the County while on government business, up to a fifteen (15%) percent gratuity on food will also be reimbursed.*

A full day and half day reimbursement will be defined as the following:

- i. Overnight travel, reimbursement for day of departure will follow the schedule below:
 - If leave before noon: reimbursed up to \$26.00
 - If leave after noon: reimbursed up to \$13.00
- ii. Overnight travel, reimbursement for day of return will follow the schedule below:
 - If return before noon: reimbursed up to \$13.00
 - If return after noon: reimbursed up to \$26.00
- iii. Same Day Travel as long as travel occurs outside of the County, reimbursement will follow schedule below:
 - If leave before 7:30 a.m. and return after 6:00 p.m.: reimbursed up to \$26.00
 - If travel is during normal working hours, providing training or trip is longer than 4 hours: reimbursed up to \$13.00.
 - If training or trip last less than 4 hours and does not meet either criteria above, no reimbursement is provided.

**** The Commissioners will consider requests for reimbursement of gratuity of greater amounts when it is automatically added to bill.***

Current Policy

4.4 SICK LEAVE

The County provides paid leave benefits to all eligible full-time employees for periods of temporary absence due to illness, injuries, or personal emergencies (such as being transported to a medical facility for emergency treatment).

Sick leave benefits are calculated based on an employee's hire date and shall be paid at the employee's regular rate of pay at the time of leave.

Full-time employees are eligible to use accrued sick days after one (1) full month of employment. Sick leave may be used in minimum increments of two (2) hours; unless the balance is less than two (2) hours.

For purposes of the County's sick leave policy, one (1) day shall equal seven and a half (7 ½) hours for Courthouse and Annex offices, and eight (8) hours for the Highway and Sheriff Departments.

Eligible employees shall accrue sick days at the rate of six (6) days per year (one-half [1/2] day accrued for each full month of employment on the 1st day of each month). Sick days shall be accumulated year-to-year up to a maximum of thirty (30) days.

An employee requesting sick leave shall inform the elected official/department head as soon as possible but no later than one (1) hour prior to the commencement of their scheduled work shift.

An employee requesting sick leave for the purpose of medical, dental, or optical examinations shall provide written notification to his or her supervisor as far in advance as possible, but not less than twenty-four (24) hours prior to the scheduled appointment. Failure to comply with these notice requirements may result in denial of sick leave for the period of absence.

After three (3) consecutive days off or in the event of possible abuse of the sick leave policy, a doctor's verification of illness may be requested.

Upon termination of employment after twenty (20) years of employment sick days will be paid to the employee if the employee has a minimum of eighteen (18) sick days on record at the date of termination. If an employee has less than eighteen (18) sick days on record at the date of termination, no pay for those days shall be granted. Sick days will be paid as follows:

For each sick day on record between eighteen (18) and thirty (30), the County shall pay one-half (1/2) of those days at termination. No more than fifteen (15) sick days shall be paid at termination.

Employees who are terminated for disciplinary reasons shall not be entitled to pay for any unused sick days.

Updated Policy

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The County provides paid leave benefits to all eligible full-time employees for periods of temporary absence due to illness, injuries, or personal emergencies (such as being transported to a medical facility for emergency treatment).

Sick leave benefits are calculated based on an employee's hire date and shall be paid at the employee's regular rate of pay at the time of leave.

Sick days will begin accruing on the 1st day of the month after 30 day of full-time employment. Employees are eligible to use accrued sick days after accrual. Sick leave may be used in minimum increments of two (2) hours; unless the balance is less than two (2) hours.

For purposes of the County's sick leave policy, one (1) day shall equal seven and a half (7 ½) hours for Courthouse and Annex offices, and eight (8) hours for the Highway and Sheriff Departments.

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