

**ORDINANCE 2015 - 14**

**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, 3.13 and 5.8.1, of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 3.13 and 5.8.1 of the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 3.13 and 5.8.1, of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 29<sup>th</sup> day of June, 2015; and shall be in full force and effect from and after its passage.

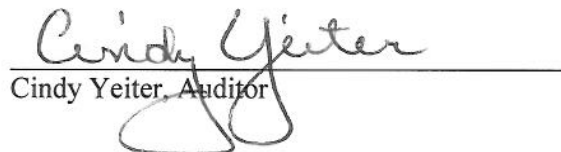
**BOARD OF COMMISSIONERS  
HUNTINGTON COUNTY, INDIANA**

  
Larry Buzzard

  
Rob Miller

  
Tom Wall

ATTEST:

  
Cindy Yeiter, Auditor

### 5.8.1 **Drug Testing**

The County is committed to providing a safe, efficient, and productive work environment for all employees. In keeping with this commitment, employees and job applicants may be asked to provide body substance samples (e.g. blood, urine, hair) to determine the illicit use of drugs, including but not limited to marijuana, cocaine, opiates, amphetamines, alcohol, barbiturates, and phencyclidine (PCP). The County reserves the right to conduct drug and alcohol testing without notice. The County will attempt to protect the confidentiality of all drug test results.

#### 5.8.1(A) **Pre-Employment Testing**

Huntington County will not employ individuals known to use illegal drugs or misuse prescription drugs. All prospective new employees or *volunteer whose job responsibility involves public safety or is a safety sensitive position (including but not limited to volunteer Sheriff's Reserve Officers, EMA volunteers or DAT volunteers)* shall be subject to drug and alcohol testing. Offers of employment shall be contingent on passing the pre-employment drug and/or alcohol screen. Applicants who refuse to complete the test, test positive, or refuse to complete related documentation will not be hired by the County.

#### 5.8.1(D) **Random Testing**

Random drug testing is required of all *employees and volunteers whose job responsibility involves public safety, safety sensitive and/or driving a County owned vehicle (including but not limited to Sheriff's Department, Jail, Dispatch, EMA, Community Corrections, Probation and Highway Department)*. Such testing shall be periodic and unannounced, and employee selection therefore shall be by a computer-generated random selection process. All such testing shall, unless impracticable, occur during the employee's normal work hours.

Once notified, the elected official, department head, or supervisor shall be responsible for ensuring the selected employee presents themselves at the County designated testing facility within one (1) hour.

Changes are in bold and italics

### 3.13 PAYDAYS

Employees are paid bi-weekly on Saturday. Paychecks are issued by the County Auditor. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off (such as a holiday), ***and it is a Federal Reserve Holiday***, employees will be paid on the last day of work before the regularly scheduled payday.