

**ORDINANCE NO. 2010- 03**

**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 Employer, 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 Policies 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, 1.4, 2.6, 2.10, 3.2, 3.17, 4.2, 4.3, 4.5, and Employee Acknowledgment Form of the County of Huntington Personnel Policies Handbook shall amend, modify, and replace Sections 1.4, 2.6, 2.10, 3.2, 3.17, 4.2, 4.3, 4.5, and Employee Acknowledgment Form of the current County of Huntington Personnel Policies Handbook adopted January 11, 2010.

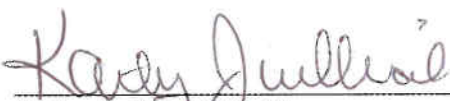
The attached Sections, 1.4, 2.6, 2.10, 3.2, 3.17, 4.2, 4.3, 4.5, and Employee Acknowledgment Form of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 8th day of February, 2010; and shall be in full force and effect from and after its passage.

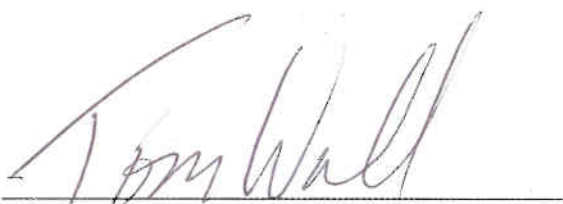
**BOARD OF COMMISSIONERS  
HUNTINGTON COUNTY, INDIANA**

  
Kathy Branham

ATTEST:

  
Jerry Helvie

  
Kathy Juillerat, Auditor

A handwritten signature in dark ink, appearing to read "Tom Wall". The signature is written in a cursive style with a large, sweeping initial "T" and a long horizontal line extending from the end of the name.

Tom Wall

#### **1.4 PERSONNEL POLICY ADMINISTRATION (Page 2)**

Note: The following replaces the "Personnel Administration Committee."

Also, "Personnel Administration Committee" is deleted throughout the Personnel Policy.

*The Huntington County Commissioners shall meet as deemed necessary to review the application of County personnel policies and perform functions such as:*

- 1. Reviewing employee complaints in connection with the problem resolution procedure in the Huntington County Personnel Policies Handbook and providing advisory recommendations as warranted;*
- 2. Monitoring personnel policies and procedures and making recommendations for revisions, modifications, additions, and deletions as deemed necessary; and*
- 3. Reviewing all standard operating procedures adopted by any department to ensure compatibility with County policies.*

#### **2.6 MEDICAL EXAMINATIONS/DRUG SCREENING (Page 8)**

*The County Sheriff's Department shall arrange such drug tests for Sheriff's Department applicants.*

#### **2.10 FULL-TIME TO ELECTED OFFICIAL EMPLOYMENT (Page 10)**

Also, if *an* elected official returns to a non-elective .....

#### **3.2 WORK HOURS (Page 17)**

**Sheriff's Department:** *Jail Officers shall work one (1) of the following three (3) shifts: 7:00 a.m. to 3:00 p.m., 3:00 p.m. to 11:00 p.m., or 11:00 p.m. to 7:00 a.m. The Jail Commander's schedule is forty (40) hours in a workweek but may vary due to the operational demands and to accommodate overseeing the three (3) work shifts. Paid meal periods vary due to operational demands. Detectives shall work Monday – Friday 8:00 a.m. to 4:00 p.m. Paid meal periods shall vary due to operational demands. Cook works Monday through Friday: Monday 7:30 a.m. to 5:30 p.m., Tuesday, Thursday and Friday 5:00 a.m. to 1:00 p.m., Wednesday 7:30 a.m. to 1:30 p.m.*

**3.17 EMERGENCY CLOSING (Page 25)**

*Any full or part-time employee who reports to work and their work facility is later closed due to an emergency after his/her arrival shall be paid for their regularly scheduled time for that day without being penalized by use of vacation or personal leave or making up this time within the pay period.*

**4.2 PERSONAL LEAVE (Page28)**

<b>MONTH HIRED</b>	<b>PERSONAL LEAVE</b>
January-April	3 working days
May-August	2 working days
September-December	1 working day

**4.3 HOLIDAYS (Page 29)**

*Eligible employees, working twenty-four/seven (24/7) shifts, such as those in the Jail, Dispatch, and Sheriff's Departments, who work the actual holiday, shall be paid for all time actually worked at two (2) times their regular pay rate.*

**4.5 SICK LEAVE BANK (Pages 31 & 33)**

The Huntington County Commissioners shall serve as the Sick Leave Bank Board.

B The County Commissioners shall develop application guidelines....

D. The annual enrollment period to join the Sick Leave Bank shall be during the month of January of each year. *New employees eligible to accrue sick or personal days shall be eligible to join the Sick Leave Bank when they have earned and donated one (1) sick or one (1) personal day.*

M. An application shall be *considered* by the County Commissioners during an Executive Session and *during a public meeting will be acted upon* by a majority vote by the County Commissioners. The applicant shall be informed of the decision of the Board. The Auditor, serving as Board Secretary, or authorized designee shall maintain all minutes and records of the Board.