

ORDINANCE 2011 – 20

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.

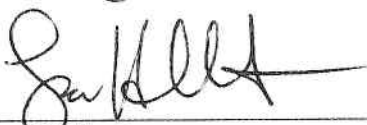
NOW, THEREFORE BE IT ORDAINED AND ESTABLISHED BY THE COUNTY OF HUNTINGTON, INDIANA BOARD OF COMMISSIONERS THAT:

The attached Sections, 4.3 of the County of Huntington Personnel Policies Handbook shall amend, modify and replace Sections 4.3 of the current County of Huntington, Indiana Personnel Policies Handbook adopted January 11, 2010.

The attached Sections, 4.3 of the County of Huntington, Indiana Personnel Policies Handbook are hereby adopted this 30 day of December, 2011; and shall be in full force and effect from and after its passage.

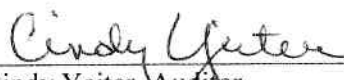
**BOARD OF COMMISSIONERS
HUNTINGTON COUNTY, INDIANA**


Kathryn Branham


Leon Hurlburt


Tom Wall

ATTEST:


Cindy Yeiter, Auditor

4.3 HOLIDAYS

Holidays for the County shall be those established by the Board of Commissioners. A schedule of holidays for the current calendar year shall be prominently posted in January. The Commissioners may grant additional holidays at their discretion.

If a designated holiday falls on Sunday, it will be observed on the following Monday; if it falls on Saturday, it will be observed on the preceding Friday.

In observance of each authorized holiday, both full-time and part-time employees will normally be granted the day off from work. Only full-time employees shall receive straight-time holiday pay for each authorized holiday.

Calculation of holiday pay will be based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee otherwise would have worked on that day.

If a recognized holiday occurs during an eligible employee's paid absence (e.g., vacation, personal day), that day shall not be deducted from the employee's paid time off benefit. However, holiday pay will not be paid to an employee who is on Sick Leave, FMLA, or Leave of Absence.

At the discretion of the elected official/department head, an eligible employee who works on a recognized holiday shall receive their holiday pay and paid their regular wages for the hours worked. If an employee works a holiday and the holiday paid hours will not be included in the total hours worked for the week for purposes of additional overtime payment.

In order to be paid for holidays described above, an employee shall have worked as a full-time employee on his/her scheduled workday immediately preceding the holiday and his/her scheduled workday immediately following the holiday, unless excused for vacation leave, compensatory time, or personal leave. An employee's termination date shall not be extended to include payment for any additional holiday pay. An employee's termination date shall be the last day actually worked.

4.3.1 Public Safety Employees

Public Safety Employees are defined as employees who work at the Sheriff's Department, Huntington County Jail and Huntington County Dispatch Center.

Holidays for the County shall be those established by the Board of Commissioners. Public Safety employees who do not work a standard Monday through Friday schedule shall observe the established Holiday on the actual date it occurs.

Public Safety Employees who work on a County recognized holiday will receive eight (8) hours of holiday pay as well as their regular pay for the hours worked. Overtime pay, if

applicable, will be granted per the policy established in Section 3.16 Overtime Compensation.

Public Safety employees who are on one of their "off" days on a County recognized holiday will be granted another day off to be used at the employee's discretion per the department's use policy established by the Sheriff.