

MONROE COUNTY BOARD OF COMMISSIONERS

Date to be heard: October 21, 2020

Item for Formal Meeting? ☒

(Ex: Routine items, continuing grants)

OR

Item for Work Session / Discussion ☐

(Ex: Public interest items, Ordinance changes, new grants and grants that add personnel)

Title of item to appear on the agenda:

Include VENDOR's Name in title if appropriate

Commissioner approval of proposed Personnel Policy Handbook revisions

Vendor #

Not applicable

All Grants must complete the following

Is this a grant request? Yes ☐

New Grant to the County? Yes ☐

Grant Type:

Reimbursement/Drawdown ☐

Up Front Payment ☐

County IS Pass Through ☐

Federal Agency:

Federal Program:

CFDA #

Federal Award Number and Year:

Or other identifying number

Pass Through Entity

Amount Received

Federal:

State:

Local Match:

Total Received:

Contracts/Agreements/MOU- Interlocal/Ordinance/Resolution/Grant item:

Fund Name: Not applicable

Fund Number

Amount:

If there is a monetary number in the Amount Box, you HAVE to include the Fund Name & Number. IF this is a grant waiting on the creation of a Fund Name & Number, indicate that in the boxes.

Executive Summary:

The Board of Commissioners in conjunction with the Prosecutor and an anticipated formal approval by the Board of Judges are making the following changes to the personnel policy:

1. Addition of the requirement of county wide trainings as deemed appropriate.
2. Conversion of sick time to Personal Benefit time.
3. Removal of a required physicians statement after 3 days out for illness.
4. Change of 5 to 3 in bereavement days provided to FTE for immediate family bereavement. During this pandemic however, the County's COOP will be amended to provide 5 days of bereavement for immediate family.

Person Presenting: Angie Purdie

Department: Board of Commissioners

Attorney who reviewed: Jeff Cockerill

County Legal Review required prior to submission of this form for all contracts

Submitted by: Angie

Date: 10-12-20

Each agenda request and all necessary documents to the Auditor's Office (Anita Freeman) at: afreeman@co.monroe.in.us AND to the Commissioner's

Office e-mail: Commissionersoffice@co.monroe.in.us

County of Monroe, Indiana

Personnel Policy

Handbook

Amended and re-adopted in full:
February 29, 2008

Subsequently amended:
September 10, 2008
December 29, 2008
November 5, 2010
January 25, 2013
August 9, 2013
August 19, 2016
August 8, 2018
April 1, 2020

Adopted by the Monroe County Board of Commissioners,
The Monroe County Circuit Court Board of Judges, and
The Monroe County Prosecuting Attorney

Initially prepared in consultation with:
Waggoner, Irwin, Scheele and Associates
118 South Franklin Street
Muncie, Indiana 4730

MONROE COUNTY GOVERNMENT - PERSONNEL POLICY

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1. PERSONNEL ADMINISTRATION

1.1 USE AND REVISION OF MONROE COUNTY PERSONNEL POLICY HANDBOOK

The Monroe County Personnel Policy Handbook is designed to provide employees with information about working conditions, employee benefits, and some of the policies affecting employment. Elected officials/department heads, and employees should read, understand, and follow all provisions of the Personnel Policy Handbook. These policies describe many employee responsibilities and outline the programs developed by Monroe County to benefit our employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

Nothing in this policy is intended to, in any sense, constitute a contract of employment or an expectation of continued employment. Monroe County is an AT-WILL employer, which means the employee may resign at any time and the County may discharge an employee at any time with or without cause. This Personnel Policy Handbook is not a contract of employment.

No personnel policy handbook can anticipate every circumstance or question about policy. As Monroe County continues to grow, the need may arise to change policies. Monroe County, therefore, reserves the right to revise, supplement, or rescind any policies or portion of the Personnel Policy Handbook from time to time as it deems appropriate, at its sole and absolute discretion. Employees will, of course, be notified of such changes as they occur.

Although we believe the descriptive materials contained in the Personnel Policy Handbook are accurate, some sections, such as the section regarding insurance, are only summaries. Any discrepancies between these summaries and the terms of the actual plans will be governed by the terms of the underlying, more detailed policies and procedures. Any questions regarding summaries, their underlying policies and procedures, if applicable, and any discrepancies between them should be directed to your elected official, department head, or the Human Resources Department.

1.2 EXCEPTIONS AND SPECIAL CONDITIONS

These policies and procedures apply to all employees, except when in conflict with special employment conditions set forth for elected officials, when in conflict with various statutes governing employment relationships, or when in conflict with specific provisions of employment contracts entered into by the Monroe County Commissioners.

These policies and procedures do not apply to Central Dispatch employees. Central Dispatch employees are governed by the Central Emergency Dispatch Center Personnel Manual.

Elected officials are excluded from the provisions of the Personnel Policy Handbook, unless specifically noted.

1.3 PERSONNEL POLICY ADMINISTRATION

A Personnel Policy Committee comprised of department heads, representatives of the Monroe

County Board of Commissioners, the Monroe County Council, the Monroe Circuit Court, the Human Resources Department, and the other elected officials of Monroe County shall be convened at least bi-annually to review the personnel policies and make recommendations for modifications.

It shall be the responsibility of the following three overseeing authorities: Monroe County Commissioners, Monroe County Board of Judges and Monroe County Prosecuting Attorney to interpret these policies and procedures, to ensure that they are administered in a consistent and impartial manner, and to provide oversight and approval as required.

1.4 MANAGEMENT RIGHTS

Monroe County, as a public employer, retains the sole and exclusive responsibility and authority to manage and direct its workforce on behalf of the public, and to conduct the operations and activities of Monroe County to the full extent authorized by law. Elected officials/department heads have responsibility for the day-to-day supervision and operation of their respective offices as prescribed by statute. In their discretion, elected officials and department heads are allowed to institute, for the efficient operation of their departments, additional, more stringent requirements than those contained in this Policy. Elected officials and department heads are encouraged to put such policies in writing.

Those departments with additional statutory Board or Commission supervision or interaction including, but not limited to, the Monroe County Airport, Health Department, Parks Department, and Planning Department, shall be responsible for following the policies and/or statutory requirements of that Board or Commission.

1.5 DEFINITIONS

The following definitions apply throughout the text of the Personnel Policy Handbook. Any questions about the interpretation of these definitions should be directed to the Human Resources Department.

"Anniversary Date" refers to the date an employee becomes a full-time employee.

"At Will" refers to the nature of the employment relationship, which means that the employee may resign at any time and the County may discharge the employee at any time with or without cause.

"Circuit Court" refers to the Monroe Circuit Court, a court of general jurisdiction administered in accordance with Indiana Code 33-4-10, *et. seq.*

"Continuous County Employment" refers to a term of employment with the County which has been uninterrupted and during which the employee has not ceased employment with the County for any period of time.

"County" or "Monroe County" refers to all divisions of Monroe County government as well as the Monroe Circuit Court. The term includes the offices of the Auditor, Board of Commissioners, Circuit Court, Clerk of the Circuit Court, Coroner, County Assessor, Monroe County Council, Public

Defender, Prosecutor, Recorder, Sheriff, Surveyor, Treasurer, and all other County offices, boards and departments.

"Date of Termination" refers to the last date the employee actually worked for the County. Vacation or benefit leave may not be used towards determination of an employee's date of termination.

"Dependent" refers to the employee's spouse, child, step-child, or family member who requires the employee's care.

(Registered) "Domestic Partner" refers to an individual who is in a committed relationship of indefinite duration with a County employee, with an exclusive, mutual commitment similar to that of marriage, and where the couple has registered as partners with the County Human Resources Department. The partners share the necessities of life and agree to be financially responsible for each other's well-being, including basic living expenses. The domestic partners must declare under oath that they are not related by blood closer than permitted under marriage laws of the State of Indiana; that they are not married according to the laws of the State of Indiana; that they are at least 18 years of age and have the capacity to enter into contract; that they have no other domestic partner; that they share a household; and that they are jointly responsible to each other for the necessities of life. The County may require documentation substantiating these declarations.

"Elected Officials" refers to those individuals elected to the following offices: Auditor, Board of Commissioners, Board of Judges of the Monroe Circuit Court, Clerk of the Monroe Circuit Court, Coroner, County Assessor, Members of the Monroe County Council, Prosecutor, Recorder, Sheriff, Surveyor, Treasurer.

"Employee" refers to a person employed by the County including appointed department heads and supervisors. The term does not include elected officials.

"Exempt" employees are excluded from specific overtime provisions of Federal and State law. Exempt employees are not entitled to overtime compensation or compensatory time off.

"Full-Time Employees"* are those not assigned to part-time or temporary statuses, who work a minimum of seventy (70) hours during a two (2) week pay period. Full-time employees work throughout the year and not on a seasonal basis. Full-time employees are eligible for the County's benefit package, subject to the terms, conditions, and limitations of each benefit program.

"Non-Exempt" employees are entitled to overtime compensation/compensatory time off under specific provisions of Federal and State laws.

"Part-Time Employees" * are those not assigned to full-time or temporary statuses, who regularly work less than twenty-eight (28) hours per work week. Part-time employees work throughout the year and not on a seasonal basis. Part-time employees may occasionally work additional hours based on staffing and business needs of the County. Part-time employees retain that status until expressly notified of a change. Part-time employees receive all legally-mandated benefits (such as

worker's compensation and social security benefits), but they are not eligible for the County's other benefit programs. ***See Addendum A.***

"Seasonal Employees"* are those, as defined under any applicable federal law who work one hundred twenty (120) days per year or less for the County. These days need not be consecutive. Seasonal employees are not considered full time and are not provided health insurance, unless required by federal law.

"Temporary Employees"* are hired as interim replacements to temporarily supplement the workforce, assist in the completion of a specific project, or work on an hourly basis averaging usually less than twenty (20) hours of work per week annually depending upon staffing and business needs of the County. Employment assignments in this category are of a limited duration usually of ninety (90) days or less depending upon staffing and business needs of the County. Temporary employees retain that status until notified of a change. Temporary employees receive all legally-mandated benefits (such as worker's compensation and social security), but are not eligible for the County's other benefit programs.

* If a department hires an individual to stand-in for a full-time employee on a leave of absence, the department head shall contact the Human Resources Department to confirm the individual's employment status and eligibility for benefits.

2. EQUAL EMPLOYMENT OPPORTUNITY and NON-DISCRIMINATION

2.1 EQUAL EMPLOYMENT OPPORTUNITY

Monroe County is an equal opportunity employer. It is the County's policy to treat all employees and applicants for employment equally according to their individual qualifications, abilities, experience, and other employment standards. The County does not discriminate on the basis of age, color, disability, ethnicity, gender, national origin, race, religion, veteran status, genetic information, or any other legally-protected classification. This policy of non-discrimination applies to all terms and conditions of employment, including but not limited to recruiting, hiring, promotion, training, transfer, compensation and discharge. It is the County's policy to comply with all applicable Federal, State and local laws governing employment. All position vacancy notices, postings, advertisements, and recruiting literature shall contain the phrase "An Equal Opportunity Employer."

Any employee with questions or concerns about any type of discrimination in the workplace shall bring these issues to the attention of their elected official, department head, or the Human Resources Department. Employees may raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

<P:\County Forms& Info\Human Resources Forms\Miscellaneous Forms\JobOpeningNotice.rtf>

2.2 **AMERICANS WITH DISABILITIES ACT**

It is the intent and policy of the County that qualified individuals with disabilities participate in and receive the benefit of the services, programs or activities of the County. It is the policy of the County not to discriminate against a qualified individual with a disability in: job application procedures; the hiring, advancement or discharge of employees; employee compensation; job training, and other terms, conditions and privileges of employment. It is the intent of the County to comply with all applicable requirements of the Americans with Disabilities Act ("ADA").

Monroe County will reasonably accommodate persons with a disability on a case-by-case basis, which may include making facilities readily accessible to individuals with a disability, restructuring jobs, modifying work schedules, modifying equipment, or similar accommodations. Employees who wish to request an accommodation are advised to contact the Human Resources Department to obtain ADA forms for processing. **Completed forms will be returned to the Human Resources Department with a copy forwarded to the employee's supervisor.** Any employee who believes he or she has received treatment inconsistent with this policy or with any requirement of the ADA may file a complaint within one hundred eighty (180) days of the date of the alleged discriminatory act or practice with the Human Resources Department, the Monroe County Legal Department or the Equal Employment Opportunity Commission.

(Medical Review Form) <P:\County Forms & Info\Human Resources Forms\FMLA Other Leave ADA\Reasonable Accommodation Request.pdf>

2.3 **HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

Monroe County is compliant with applicable requirements and standards of the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), and has established guidelines regarding the privacy of individually identifiable health information accordingly.

Monroe County has designated the Human Resources Department as the County's "privacy official" who is responsible for developing and implementing privacy policies and procedures; and the Human Resources Department is the contact person who is responsible for receiving complaints regarding compliance.

All County HIPAA inquiries shall be directed to the Human Resources Department located in the Courthouse.

2.4 **POLICY PROHIBITING HARASSMENT**

It is the policy of the County to provide all employees and volunteers with a workplace that is safe, comfortable, and free of harassment. It is the County's policy to prohibit all forms of harassment at work, including harassment based on age, color, disability, ethnicity, gender, sexual orientation, national origin, race, religion, veteran status, or any other legally-protected classification. All employees are responsible for complying with the County's policy prohibiting harassment.

- A. Harassment means any unwelcome or offensive conduct, whether written, verbal or physical, which is:

1. Directed at or to an employee because of the employee's age, color, disability, ethnicity, gender, sexual orientation, national origin, race, religion, or veteran status; or
2. Directed toward any person concerning an individual, or a class of individuals, because of the age, color, disability, ethnicity, gender, sexual orientation, national origin, race, religion, or veteran status of the individual or class of individuals. For example, racial or ethnic slurs or derogatory epithets are prohibited in the workplace, regardless of whether a member of the racial or ethnic group is present when the statement is made.

Harassment does not refer to occasional compliments or other statements of a socially acceptable nature. Harassment refers to behavior which is unwelcome and which is so offensive and/or persistent as to create, or have the potential of creating, an intimidating, hostile, or offensive working environment for any employee.

B. Sexual harassment may include the following:

1. Offensive or unwelcome sexual flirtations, advances or propositions, communicated verbally, by touch or in writing;
2. Obscene or sexually suggestive comments about a person's body or appearance;
3. The use of "off color" language or "dirty jokes";
4. Printed or electronic display or transmission of sexually explicit photographs, drawings, greeting cards, articles, books, magazines, messages, cartoons, or any other image;
5. Electronic messaging, including but not limited to, emails, blogs, chat rooms, etc.
6. Conduct with sexual implication that has the purpose or the effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment;
7. Unwelcome or unnecessary touching of any part of another's body;
8. Sexually degrading words to describe a person or a group of people;
9. Slurs, threats, repeated commands or other offensive verbal or physical conduct relating to a person's sex or sexual orientation.

C. This policy applies to all full-time, part-time, and temporary employees and to elected officials, department heads, and volunteers.

- D. It is a violation of this policy to use an individual's submission to or rejection of harassing conduct as the basis for any employment decision affecting the individual. Retaliation towards an employee who reports harassment is strictly prohibited.
- E. Employees who believe they have been subjected to harassment shall promptly report the harassment to their elected official, department head, or the Human Resources Department and complete a *Harassment Complaint Form*. The best time to register a complaint is immediately after the act occurs. Employees shall submit the completed *Harassment Complaint Form* to their elected official, department head, or the Human Resources Department.
 - 1. If the department head is the subject of the harassment complaint the employee shall submit the completed form to the elected official responsible for that department head or the Human Resources Department.
 - 2. If the elected official is the subject of the harassment complaint, the employee shall submit the completed *Harassment Complaint Form* to the Human Resources Department, the Monroe County Commissioners, the Board of Judges, or the Monroe County Legal Department. The Monroe County Legal Department and the Human Resources Department must be provided a copy of each completed *Harassment Complaint Form*. When feasible, the County will make a representative of each sex available to receive such complaints.
- F. All employees who observe or otherwise learn of or have reason to suspect any conduct which may violate this policy shall promptly report such facts to their elected official, department head, or the Human Resources Department, and shall cooperate fully in any investigation or disciplinary action undertaken pursuant to this policy. Failure to comply with this section shall be grounds for appropriate disciplinary action, up to and including termination.
- G. The elected official, department head, or the Human Resources Department shall conduct a prompt and careful investigation. The investigation may include interviews with all persons having direct knowledge of the unwelcome behavior, including the person who made the complaint, the person accused of sexual or other harassment, and other potential witnesses.
- H. At the conclusion of the investigation, the elected official, department head, Human Resources Department, or other investigator will review the findings with the person(s) who made the complaint. If the investigation reveals that the complaint is factual, appropriate corrective action will be taken to prevent the harassment from occurring again, up to and including discharge of any employee believed to be guilty of harassment. In any case, particularly in situations where the facts uncovered during the investigation are inconclusive or unclear, the County will ensure that all parties are reacquainted with the policy prohibiting sexual or other harassment at work.

- I. Monroe County will take reasonable steps to keep the complaint confidential and, to the extent possible, maintain the privacy of the persons involved. Monroe County, however, cannot guarantee confidentiality.
- J. Monroe County takes this harassment policy very seriously and will make all reasonable efforts to educate its employees about this policy. Every new employee will be provided a copy of the policy when hired, which may be reviewed during orientation. If the policy is amended, copies of the amendments will be given to all employees.
- K. Monroe County also recognizes that careful consideration must be given to questions regarding whether a particular action or incident is purely personal or social without any discriminatory employment effect. False accusations of sexual harassment can have devastating effects on the lives and reputations of innocent women and men; therefore, the County may discipline, up to and including termination of employment, those employees who are proved to have intentionally, maliciously, and wrongly accused others of sexual harassment.
- L. Prevention is the best policy for the elimination of harassment. Employees shall be aware of this harassment policy at all times and seek to avoid creating conditions that encourage such activity.
- M. Sexual and other forms of harassment by any employee may result in personal legal and financial responsibility for the employee offender.

(Harassment Complaint Form) <P:\County Forms & Info\Human Resources Forms\Miscellaneous Forms\HARRASSMENT COMPLAINT.docx>

2.5 COMPETENT AND INCLUSIVE WORKFORCE

Monroe County Government wants to ensure her workforce is competent to deliver the required services and create an environment that promotes inclusion for both employees and the public. In order to be effective, cultural sensitivity training, implicit bias training and any other training that provides for the betterment of our employees and their service to our community, must be part of a top down culture that promotes diversity and inclusion of all. In an attempt to ensure the same message and quality of training, all elected officials and full time employees will be required to participate in a training approved by the Board of Commissioners, or the Prosecutor, or the Board of Judges.

3. RECRUITMENT, SELECTION AND HIRING

3.1 RECRUITMENT/HIRING

Authorization to recruit and hire to fill a vacancy in an existing or newly-created position rests solely with the elected officials and their designated department heads.

Basic job qualifications of formal education, background, and experience shall be determined before recruiting begins. These qualifications shall be based on job requirements, as well as applicable Federal, State, and local laws.

The residency of the applicant/prospective employee shall be a criterion when making a hiring decision. A Monroe County resident shall be preferred.

When a job vacancy occurs, the department may fill the position by promotion or transfer within the department without posting. The County encourages internal promotion and transfer whenever possible.

Unless a position will be filled by promotion or transfer from within the department, elected officials/department heads shall distribute information regarding vacancies and new positions as follows:

1. By posting on Monroe County's intranet site through TSD;
2. By posting on Monroe County's internet site through TSD;
3. By publicly posting on bulletin boards located in each County government building; and
4. By posting to the Bloomington Work One Center through Human Resources.

At the discretion of the elected official/department head, newspaper and trade journal advertising may be used in recruiting employees. Elected officials/department heads may also place a copy of the notice in department boxes in the central mailbox system in the Auditor's Office; however, copies must be placed in the following mailboxes: Monroe County Board of Commissioners, Human Resources Department, County Council, Court Services, and the Probation Department. Advertisements shall describe the position, basic qualifications, and state that the County is "An Equal Opportunity Employer." An elected official/department head also has the option of utilizing the Human Resources Department for recruiting.

A notice of job vacancy should contain the following:

1. The title of the available position;
2. A brief summary of the duties and responsibilities;
3. Minimum education and experience requirements;
4. The pay range;
5. The deadline, if any, and the place for submission of the application; and

6. A statement that the County is an "Equal Opportunity Employer."

(Notice of Job Opening Form) <P:\County Forms & Info\Human Resources Forms\Miscellaneous Forms\JobOpeningNotice.rtf>

3.2 RESUMÉS AND EMPLOYMENT APPLICATIONS

Monroe County makes available employment applications upon request. Elected officials/department heads should have all candidates for jobs submit a résumé and/or complete a *County Application for Employment* ("Application"), as well as any other forms required for statistical purposes or deemed necessary to process the Application. Résumés and Applications shall be maintained by the elected official, department head and/or the Human Resources Department.

The Application requests only the information necessary for rational decision-making. Only questions specifically related to occupational standards are included in the Application. Applications must be fully completed and must account for periods of employment and unemployment. Monroe County relies on the accuracy of information on the Application, on the submitted résumés as well as other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the County's exclusion of the individual from further consideration for employment, or, if the person has been hired, termination of employment.

Submission of a résumé or placement of an Application with the County does not mean that all applicants will be granted an interview by the elected official/department head; however, equal consideration will be given to all applicants based on the qualifications listed for the job. Résumés and Applications shall only be taken for open positions, with the exception of recruitment lists maintained by the Monroe County Sheriff. Prior to a person being placed on the County payroll, the elected official/department head shall submit the person's Application and/or résumé to the Human Resources Department.

(MCG Application for Employment) <P:\County Forms & Info\Human Resources Forms\01 NEW EMPLOYEE FORMS\01 Pre Employment Packet\Pre Hire Documents Packet>

(EEO-4 Voluntary Self-Identification) <P:\County Forms & Info\Human Resources Forms\01 NEW EMPLOYEE FORMS\02 Full Time New Employee Forms 2020\03 EEO-4>

3.3 APPLICANT TESTING

Applicant tests including, but not limited to, written tests for basic skills, mechanical or physical agility tests, and some psychological tests may be used by the County in the selection process. Such tests are to be related to the requirements of the position.

3.4 PRE-EMPLOYMENT INTERVIEWS

Pre-employment interviews may be used to gather information and screen applicants for County employment. Final interviews shall be conducted by the elected official/department head or their designee.

3.5 EMPLOYMENT REFERENCE CHECKS

To ensure that individuals who are employed by the County are well qualified and have a strong potential to be productive and successful, it is the policy of the County to check the employment references of all applicants. In addition, criminal record checks may be conducted. Information regarding this procedure is contained in the "Employment History and Work Experience" section of the County's Employment Application.

For employment reference checks requested by outside employers of past or current County employees, the County will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be addressed on a case by case basis and will typically confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without written authorization and a release signed by the individual who is the subject of the inquiry unless required by federal, state, or local law.

Requests by elected officials and department heads for reference checks on applicants may be directed to the Human Resources Department.

(*Employment Verification/Authorization & Release Form*) <P:\County Forms & Info\Human Resources Forms\01 NEW EMPLOYEE FORMS\01 Pre Employment Packet>

3.6 CRIMINAL BACKGROUND AND CREDIT CHECKS

All applicants are subject to criminal background checks. Background checks will be conducted on all post offer candidates. At the discretion of department heads/elected officials, current employees are also subject to criminal background checks. The costs associated with a criminal background check will be borne by the Human Resources Department.

Any individual with a felony conviction within the five (5) year period prior to application, or any felony conviction for a crime of dishonesty (e.g. embezzlement and fraud), shall be immediately removed from consideration for a position. Any other felony conviction occurring more than five (5) years prior to the application may be cause for removal from consideration at the department head or elected official's discretion.

Subject to Federal, State, and Local law, all applicants are subject to credit checks. At the discretion of department heads/elected officials, current employees, subject to Federal, State, and Local law, are also subject to credit checks. The costs associated with a credit check will be borne by the Human Resources Department.

3.7 CONDITIONAL OFFER OF EMPLOYMENT

Applicants may receive a conditional offer of employment conditioned on the successful completion of all established prerequisite requirements of the position, which may include passing medical, physical, and mental examinations or requirements, drug tests, and reference and criminal background checks. Applicants who receive a conditional offer employment are not employees of the County unless they receive an official letter of employment. Monroe County may withdraw the conditional offer of employment at any time for any reason, except as otherwise prohibited by law.

3.8 MEDICAL EXAMINATIONS

To help ensure that employees are able to perform their duties safely, medical examinations may be required of those positions responsible for public safety and health prior to hiring, or anytime during the course of employment with the County.

Applicants may be required to undergo a pre-employment medical examination by a health professional of the County's choice, at the County's expense. Employees shall be required to submit to fitness for duty medical or psychological evaluations prior to returning from military leave or employee illness or injury leave under the Family and Medical Leave Act, or to meet terms and conditions associated with performing job duties. Applicants may be required to submit to a drug test at the discretion of the elected official/department head and prior to being hired by the County.

Information on an employee's medical condition or history shall be kept in a confidential medical file that is separate from other employee information. Medical information shall be maintained by the Human Resources Department and/or the elected official/department head/ that is responsible for the employee, such as return to work slips, restrictions, etc.

Access to this information will be limited to the employee, elected official/department head of the employee, the Monroe County Legal Department, the Human Resources Department, and, if necessary, the Auditor. The Court Administrator may also access this information for Court employees.

(Consent to Drug Test Form and Conditional Offer of Employment Form) <P:\County Forms & Info\Human Resources Forms\01 NEW EMPLOYEE FORMS\01 Pre Employment Packet>

3.9 AUTHORIZED ALIEN STATUS AND CITIZENSHIP

Verification of Employment Eligibility: All applicants must cooperate with the County in its compliance with the Immigration Reform and Control Act of 1986, as amended. Applicants who refuse to supply the documentation necessary to prove they are American citizens or aliens authorized to work in this country will not be considered for employment. The Human Resources Department shall ensure that the I-9 Form is properly completed and retained as required by law. The Auditor cannot process payroll claims for any employee unless the appropriate forms are completed.

3.10 NEPOTISM

Monroe County's policy is to hire, promote, and transfer employees on the basis of individual merit and to avoid any hint of favoritism or discrimination in making such decisions.

Monroe County prohibits its elected officials, department heads, and employees from hiring, for full-time, part-time, temporary, intermittent, or hourly employment, their relatives or domestic partners. Individuals who are relatives or domestic partners may not be employed in a position that results in one relative or domestic partner being in the direct line of supervision of the other relative or domestic partner. A full-time employee hired prior to April 29, 2005, shall not be affected by this provision, unless the employee experiences a change in status after May 25, 2007. Any part-time, temporary, intermittent, or hourly employee hired prior to July 1, 2012 shall not be affected by this provision, unless the employee experiences a change in status after July 1, 2012. Examples of a change in status include, but are not limited to, a break in employment, a part-time employee becoming a full-time employee, and an employee transferring within a department or to another department within the County or Judicial Circuit. A person may not be appointed to a Monroe County Board or Commission if the person is a relative or domestic partner of any member of the appointing body.

For purposes of this policy, the term "relative" means any of the following:

1. a spouse;
2. a parent or stepparent;
3. a child or stepchild;
4. a brother, sister, stepbrother, or stepsister;
5. a niece or nephew;
6. an aunt or uncle; or
7. a daughter-in-law or son-in-law.

An adopted child of an individual is treated as the natural child of the individual. The terms "brother" and "sister" include a brother or sister by the half blood. If the definition of "relative" in Indiana Code 36-1-20.2-8, or a successor statute to it, is changed, the definition of this term shall change accordingly.

For purposes of this policy, the term "domestic partner" shall include individuals who are in a relationship conforming to the definition of "domestic partner" set forth in section 1.5 of the Monroe County Personnel Policy Handbook, regardless of whether they are registered as partners with the County Human Resources Department.

For each person hired and for each employee who experiences a change of status, the elected official, department head, or employee who makes the hiring or change of status decision, shall complete the *Nepotism Policy Compliance Form* and file the completed form with the Human Resources Director within one (1) week of the hiring or change of status event. Additionally, elected officials shall complete and file an *Annual Certification Form* with the Board of Commissioners between December 15th and December 31st of each year of the official's term.

It is the intent of this policy to fully comply with Indiana Code 36-1-20.2-8, the terms and provisions of which are incorporated into this policy by reference. Where a term or provision set forth above differs from the incorporated terms and provisions of Indiana Code 36-1-20.2-8, the more restrictive or limiting term or provision shall take precedence.

This section does not apply to precinct election officers, as identified in Indiana Code 3-6-6, or to other individuals who are hired on a temporary basis to work in the administration of an election held in Monroe County, with respect to their service as a precinct election officer or other type of temporary election worker.

3.11 EMPLOYMENT STATUS

It is the intent of the County to clearly define employment status. **Any changes in employment status shall be conveyed in writing. No change in employment status is to be construed or inferred without written notification.** Employment beyond any initially stated period does not in any way imply a change in employment status. If a department hires an individual to stand-in for a full-time employee on a leave of absence, the department head shall contact the Human Resources Department to confirm the individual's employment status and eligibility for benefits.

(Change Form) <P:\County Forms & Info\Human Resources Forms\03 Employee Change Forms>

3.12 PROBATIONARY STATUS

Probationary employees are those whose performance is being evaluated to determine whether further employment with the County is appropriate. The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The County uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the County may end the employment relationship at any time and for any reason, other than as prohibited by law, during or after the probationary period. The employee remains an "at-will" employee after the expiration of the probationary period.

All employees shall be probationary employees for a minimum of the first three (3) months of employment. At the end of the employee's initial three (3) month probationary period, the elected official/department head may extend the employee's probationary status. Such extensions of probationary status should be put in writing and placed in the employee's personnel file.

The probationary period for merit officers in the Sheriff's department shall be twelve (12) months. Unless an elected official/department head decides otherwise, this section shall not apply to

employees who transfer to a new department or to a part-time employee who is becoming a full-time employee.

3.13 PERSONNEL FILES

The process of selecting and hiring for each position of employment shall be documented with the information pertaining to the hired employee retained in that employee's personnel records. Information in personnel records may be kept on file for each employee for a period of not less than seven (7) years. Information in personnel records may be relevant to and used in making decisions regarding a person's status as a County employee.

Monroe County shall maintain three separate sets of personnel records for each employee: the employee's personnel file, administrative file, and medical file.

A. Personnel File

The employee's Personnel File shall contain the employee's title, salary information, *I-9 Form*, *New Hire Payroll Information Form*, *Application for Employment* and/or résumé, retirement enrollment forms, *Information Changes Form* and beneficiary forms, and *Employee Acknowledgment Form*. The Personnel File shall be maintained by the Human Resources Department.

B. Administrative File

The employee's Administrative File shall contain the employee's *Application for Employment* and/or resume, records of training, documentation of the employee's job performance, *Information Changes Form* for salary increases, and disciplinary records, including grievances, absences, tardiness, employee's position description and other related data. The Administrative File shall be maintained in the office of the elected official/department head that hired or authorized the hiring of the employee.

C. Medical File

The employee's confidential Medical File shall contain all medical information, including disability information, insurance enrollment forms, and other medically related information, and shall be maintained by the elected official/department head under whom the employee works or by the Human Resources Director. The Medical File shall be kept separately from the Administrative File.

The employee's medical files, and portions of the employee's personnel and administrative files, shall be deemed confidential personnel records and exempt from public access to the extent allowed under the Indiana Access to Public Records Law. The information contained in an employee's personnel records shall be available to the employee and the elected official/department head under whom the employee works, the County Attorney, and employee designated as custodians of such records by elected official/department head, by this personnel policy, or by Indiana law. Employees must make a written request to Human Resources to view their personnel file by completing the *Request to Review Personnel File Form*.

<P:\County Forms & Info\Human Resources Forms\Miscellaneous Forms>

(Offer of Employment Form) <P:\County Forms & Info\Human Resources Forms\01 NEW EMPLOYEE FORMS\01 Pre Employment Packet>

(New Hire Payroll Information Form) <P:\County Forms & Info\Human Resources Forms\01 NEW EMPLOYEE FORMS\02 Full Time New Employee Forms 2020>

3.14 PERSONAL INFORMATION CHANGES

Personal mailing addresses, telephone numbers, number and names of dependents (including dates of birth), changes in marital status, individuals to be contacted in the event of an emergency, educational accomplishment, and other such personal information should be accurate and current. Any unreported changes in personal status may impact eligibility under the County's benefit plans. It is the employee's responsibility to convey accurate and up to date personal information in written form to the Human Resources Director and elected official/department head under whom he/she works. Employees shall use the Monroe County Employee Change Form – Personal Information. Completed change forms must be submitted to the Human Resources Department.

(Change Form) <P:\County Forms & Info\Human Resources Forms\03 Employee Change Forms>

4. ORIENTATION, PERFORMANCE EVALUATION AND EXIT INTERVIEW

4.1 ORIENTATION/EXIT INTERVIEWS

Elected officials/department heads are encouraged to conduct an informal orientation to familiarize a new employee with the County. All new employees will participate in a formal orientation with the Human Resources Department. At that time the employee will be provided with a copy of the Personnel Policy Handbook.

Upon termination of the employment relationship with an employee, the elected official/department head may conduct an exit interview or may request Human Resources to conduct an exit interview with the employee. Please see Section 11.1 for information regarding Employment Termination.

(Employee Exit Interview Form) <P:\County Forms & Info\Human Resources Forms\02 Employee Termination Packet>

4.2 PERFORMANCE EVALUATION

The performance of all employees should be evaluated on an annual basis, using the form specified in this manual or other evaluation form approved by the elected official/department head. In addition, formal performance evaluations should be conducted on employees at the end of their probationary period, and especially if the probationary period was extended. This allows the elected official/department head and employee the opportunity to discuss job responsibilities,

standards, and performance requirements to correct deficiencies, to reinforce employee strengths, and to delineate goals.

Additional formal performance reviews may be conducted to provide both elected officials/department heads and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Elected officials/department heads and employees are strongly encouraged to discuss the employee's job performance and the elected official's or department head's goals on an informal, regular basis.

Performance evaluations shall be confidential and shall be made available only to the employee evaluated, their elected official/department head and/or the Human Resources Department, and to a prospective elected official/department head if a transfer or promotion is being considered.

Performance evaluation forms are maintained by the elected official/department head, and/or the Human Resources Department.

(Performance Appraisal Form) <P:\County Forms & Info\Human Resources Forms\Performance Appraisal Form>

5. EMPLOYMENT HOURS AND WAGE ADMINISTRATION

5.1 PAYROLL WEEK AND WORK WEEK

The payroll week begins on Sunday (12:01 a.m.) and ends on Saturday (midnight). The payroll week may be changed by the Monroe County Board of Commissioners. Such changes shall be communicated in writing to all employees. The normal work pattern for employees, unless otherwise specified and except in designated departments, shall be Monday through Friday.

5.2 WORK HOURS

Monroe County offices and departments shall observe the hours of work designated and established by the Monroe County Board of Commissioners, the Board of Judges and the Monroe County Prosecuting Attorney. The regular work hours may be changed by the Board of Commissioners, Board of Judges and the Prosecuting Attorney, as they deem appropriate. Certain departments may maintain varied work schedules under special employment conditions set forth by governing statutes. For example, the Monroe County Sheriff's Department and the Monroe County Youth Shelter operate twenty-four (24) hours per day. Shift schedules for the Sheriff's Department shall be determined by the Monroe County Sheriff. Shift schedules for the Monroe County Youth Shelter shall be determined by the Monroe County Board of Judges.

Monroe County and Circuit Court offices shall be open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays. Certain offices may, due to the nature of their work, observe earlier opening hours and/or later closing hours.

Elected officials or department heads will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flex-time is a flexible work schedule equaling at least seventy (70) hours or eighty (80) hours during a two (2) week pay period, which is predetermined with supervisor approval. Flex-time schedules may be implemented and revised at the discretion of the elected official/department head. Until a revision is approved, the employee must adhere to the established schedule. No employee will be allowed to vary their work schedule in such a way that it would result in the office or department being inappropriately staffed to meet business needs.

Work weeks stand alone for purposes of the Fair Labor Standards Act. This is true even for those employees who utilize flex-time under this section; therefore, any non-exempt employee who works beyond forty (40) hours in one (1) work week is entitled to overtime compensation pursuant to Section 5.13.

While employee rest breaks may be considered a common employment practice, there is no general rule established by state or federal law that requires employees be provided rest break time. Due to the substantial variations in work responsibilities, conditions and management authority, the County does not have a specific personnel policy provision providing for rest break time. Department heads may allow some rest break time for their employees, but are under no obligation to do so. Employees who take rest breaks without the permission of their Department head or supervisor may be considered absent from work without authorization during that time.

5.3 JOB DESCRIPTIONS

Job descriptions setting forth the qualifications, duties, and responsibilities for County positions are maintained by the Human Resources Department on behalf of the Monroe County Council. They are hereby adopted by reference in this Personnel Policy Handbook.

5.4 JOB CLASSIFICATION/PAY SYSTEM MAINTENANCE

Any change in job classification or pay rate must be approved by the Monroe County Council. The Monroe County Council oversees maintenance of the job classification and pay plan. When an elected official/department head wishes to create a new position not currently classified, reorganize jobs within a department, review seniority, abolish a position, or review an employee's job classification, the required paperwork, including a review form, must be obtained from the Human Resources Department. The completed paperwork must be returned, with all required supplemental information, to the Human Resources Department, which will in turn forward the requests to the Monroe County Council Office. The Monroe County Council Personnel Administration Committee reviews such requests and makes recommendations to the Monroe County Council. The Monroe County Council takes final action on these requests.

5.5 COMPENSATION

Monroe County's compensation plan is based on the job classification system. The Monroe County Council adopts an annual salary ordinance establishing pay rates for all County positions. The annual salary ordinance is hereby incorporated by reference in this Personnel Policy Handbook.

Elected officials shall be paid an annual salary. This salary covers the period beginning on 12:01 a.m. on January 1st of their first year in office and ending at midnight on December 31st of their last year in office. Elected officials shall be paid on regular pay days throughout the year.

5.6 TIMEKEEPING

Federal and State laws require the County to keep an accurate record of time worked in order to calculate employee pay and benefits. "Time worked" is all time actually spent on the job, performing assigned duties. Extended periods of time spent in the office, but on personal matters, shall not be counted as "time worked".

The Fair Labor Standards Act ("FLSA") and Family and Medical Leave Act ("FMLA") require that certain records be kept on each covered non-exempt worker. The record must include accurate information about the employee and data about hours worked and wages earned. Employers are required to maintain the following records:

1. Employee's full name, as used for social security purposes, and on the same record, the employee's identifying symbol or number if such is used in place of name on any time, work, or payroll records;
2. Address, including zip code;
3. Birth date if younger than nineteen (19) years old;
4. Sex and occupation;
5. Time of day of week when employee's workweek begins, hours worked each day, and total hours worked each workweek;
6. Basis on which the employee's wages are paid;
7. Regular hourly rate;
8. Total daily or weekly straight-time earnings;
9. Total overtime earnings for the workweek;
10. All additions to or deductions from the employee's wages;
11. Total wages paid each pay period; and

12. Date of payment and the pay period covered by the payment.

Indiana Code 5-11-9-4 requires that public sector employees maintain records showing which hours were worked each day by officers and employees. These records are subject to audit by the State Board of Accounts. Time worked is all the time actually spent on the job performing assigned duties.

Every employee is responsible for accurately recording time worked. Employees should accurately record the time they begin and end their work and the time they begin and end any departure from work for personal reasons. All employees should record time in the time-keeping system to the nearest five (5) minute mark, rounding up or down appropriately. Employees should not, in any circumstance, round to the nearest quarter hour, unless doing so is, in fact, rounding to the nearest five (5) minute mark. For example, an employee who reports to work at 9:04 a.m. should report 9:05 a.m. as the time arrived. An employee reporting at 9:04 a.m. should not report 9:00 a.m. or 9:15 a.m. An employee who reports to work at 9:02 a.m., would report 9:00 a.m., since 9:00 a.m. is the nearest five (5) minute mark.

An employee's failure to submit accurate time records according to this schedule may result in the employee's failure to receive a paycheck for the time period in question. The employee's paycheck may be held until accurate time records, which verify the employee's attendance and work hours during the time period in question are submitted by the employee.

Overtime work (work beyond forty (40) hours per week) should be approved by the elected official/department head or their designee before it is performed, unless circumstances will not allow for such approval. In those circumstances, the overtime work shall be approved retroactively and ratified by the elected official/department head prior to submission for payroll purposes.

Employees shall record the use of **sick leave**, personal **benefit** leave, vacation leave, FMLA leave, or any other type of approved leave on their time records. Failure to record the leave may result in the employee not being paid for the leave. Employee time sheets are to be submitted to the Auditor with each payroll. Time sheets must be signed by the elected official/department head or designee.

Tampering, altering, or falsifying time records, or recording time on another employee's time record, shall result in disciplinary action, up to and including discharge. Questions or concerns regarding these matters should be placed in writing and submitted to a law enforcement agency for investigation. Please see also Section 5.16 – Ghost Employment.

It is an employee's responsibility to sign his time records to certify the accuracy of all time recorded. The elected official/department head or designee will review time records before submitting them for payroll processing. If corrections or modifications are made to the time record, the employee should verify the accuracy of the changes by signing the time record. Should an employee fail to sign such a time record, the record shall be submitted by the elected

official/department head or designee with an acknowledgment that the employee has reviewed the modification.

Employees who respond to business communication (pager, cell phone, telephone) while on-call and off-duty shall record such contacts in minute increments on an *Off Duty/Pager Hour Log* if they wish to be compensated for such time. Employees shall document the actual time spent responding to each call as it occurs. At the end of each week, the employee shall total the time for all calls and round that weekly total up to the nearest five (5) minute mark, rounding up or down appropriately. The total of all calls shall be included on the employee's time sheet for that pay period.

All elected officials/department heads shall be required to complete for each employee under their supervision general payroll form 99A (Employee Service Record). This form contains each day's hours worked for the preceding year and must be submitted to the Auditor each year by February 1.

(*Off Duty/Pager Hour Log*) <P:\County Forms & Info\Human Resources Forms\Miscellaneous Forms\Off Duty Pager Hour Log.doc>

5.7 PAY PERIODS

Employees are paid bi-weekly.

5.8 PAY CORRECTIONS

Monroe County takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the unlikely event there is an error in the amount of pay, the elected official/department head should promptly bring the discrepancy to the attention of the Auditor so corrections can be made.

5.9 TRAVEL TIME

- A. Home-to-Work Travel** - Travel to and from home is not work time.
- B. Out-of-Town Travel** - An employee who is sent out of town for one (1) day will be paid for time spent in traveling.
- C. Overnight Travel** - Time spent traveling for work, as long as approved in advance by the employee's supervisor, is considered compensable work time.

5.10 PAY DEDUCTIONS/GARNISHMENTS

Monroe County is legally required to make certain deductions from each employee's paycheck, including Federal, State and local income taxes. The County must also deduct social security taxes on each employee's earnings. The County matches the amount of social security taxes paid by each employee.

The County offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover costs to participate in these programs.

When the County is served a writ of garnishment requiring payment of a portion of the employee's compensation, a processing fee, as allowed by law, may be deducted from the employee's pay and retained by the County.

Questions concerning paycheck deductions and/or methods of calculation should be directed to the Auditor.

5.11 ABSENCES FROM WORK

- A. The payroll administrator will return the pay voucher to the elected official/department head and advise that the employee must use benefit time, other than FMLA ~~or sick~~ leave, in the following order: accrued overtime or compensatory time over the county limit, vacation leave or personal **benefit** leave, followed by other accrued overtime, compensatory time, and holiday time (if applicable). ~~Sick~~ **Personal benefit** leave shall be taken in accordance with Section 6.1.3 (~~Sick~~ **Personal Benefit** Leave ~~Benefits~~).

An employee who has no existing benefit time, as described above, shall have any hours short of the employee's regular working hours deducted from their wages or salary and will be subject to disciplinary action, up to and including termination, if the absence from work is not covered by other leave provided under Section 6.2 (Other Leave).

B. Volunteer Firefighters' Absences from Work

Pursuant to Indiana Code 36-8-12-10.5, employees who are volunteer firefighters and who have notified Monroe County in writing of that fact may not be disciplined for absences by reason of responding to a fire or emergency call that was received before the time that the employee was to report to employment. Likewise, employees may not be disciplined for leaving the employee's duty station to respond to a fire or an emergency call if the employee has secured authorization from the employee's supervisor to leave their duty station in response to a fire or an emergency call received after the employee has reported to work.

The employee's supervisor may require an employee that has been absent from employment for reasons stated above to present a written statement from the fire chief or other officer in charge of the volunteer fire department at the time of the absence indicating that the employee was engaged in emergency firefighting or emergency activity at the time of the absence. The employee shall not be paid for an absence, with supervisor approval, unless benefit time is used.

5.12 LONGEVITY

Unless otherwise indicated by a contract or by the Ordinance for Fixing Salaries, the longevity pay policy provides additional salary increments to all full-time employees based on complete and

uninterrupted years of service with the County. Periods that would be affected by interrupted service cannot be claimed. Longevity pay accrues on the employee's anniversary date and shall be submitted for payment on the payroll voucher immediately following the employee's anniversary date. Longevity pay will not be prorated for less than twelve (12) months of employment. In other words, if employment is terminated either by the employee or the County prior to the employee's anniversary date, the employee will not receive longevity pay. Vacation and other benefit leave may not be used to extend the time of employment in an effort to gain longevity pay.

A copy of the longevity pay schedule may be obtained from the Human Resources Department or the Auditor.

5.13 OVERTIME

Each employee is designated as **EXEMPT** or **NON-EXEMPT** from Federal and State wage and hour laws.

EXEMPT employees are excluded from specific overtime provisions of Federal and State law. Exempt employees are not entitled to overtime compensation or compensatory time off.

NON-EXEMPT employees are entitled to overtime compensation/compensatory time off under specific provisions of Federal and State law.

Elected officials and their personal staffs, political appointees, and legal advisors are not covered by the Fair Labor Standards Act ("FLSA"). Certain other employees, typically executives, administrators and professionals, while covered by the record keeping provisions of the FLSA, are exempt from the overtime provisions of the Act. The employee's job description and the Salary Ordinance adopted by the Monroe County Council should be consulted to ascertain whether the employee is eligible for overtime compensation under the Act. Non-covered and Exempt employees are compensated not for the amount of time spent on the job, but rather for the general value of the services performed. Such employees are generally not hired to work a set number of hours per week, but are expected to fulfill their job responsibilities regardless of the number of hours involved and are paid a salary intended to compensate for any and all "overtime"; however, such employees must work a minimum of seventy (70) or eighty (80) hours during a two (2) week pay period (depending upon their required schedules) in order to be considered full-time employees and eligible for benefits accorded full-time employees. Exempt employees must submit accurate time records, as described in Section 5.6.

For questions regarding number of hours worked, please see Section 1.5 for the definition of full-time and part-time employees.

Non-exempt employees, as determined by the Monroe County Council's designation of jobs for compliance with the FLSA, may be required to work overtime when operating requirements or other needs cannot be met during regular working hours. Overtime assignments will be made to best meet the operational needs of the County. All overtime work must receive the elected official/department head's prior authorization. Employees who work overtime without receiving

prior authorization from the elected official/department head may be subject to disciplinary action, up to and including termination of employment.

Unless circumstances will not allow for such approval, overtime work (work beyond forty (40) hours per week) must be approved by the elected official/department head or their designee before it is performed, and such permission must be documented in a manner approved by the elected official/department head. In circumstances where advance approval is not feasible, the overtime work shall be approved retroactively and ratified by the elected official/department head prior to submission for payroll purposes. In any instance, documentation of permission for overtime must be maintained by the elected official/department head and be made available, upon request.

Non-exempt employees working in excess of forty (40) hours in a work week shall receive compensatory time off, in accordance with the FLSA, at a rate of one and one-half (1.5) hours per hour worked. Overtime compensation in the form of overtime pay at a rate of one and one-half (1.5) times an employee's hourly wage for all approved hours worked in excess of forty (40) hours in a work week shall only be allowed if the following two (2) conditions are met:

1. The overtime was authorized in advance by the elected official/department head; and
2. The funds are available and, if necessary, were appropriated by the Monroe County Council.

Calculating overtime is based on actual hours worked. Time off on compensatory leave, bereavement leave, **sick** **personal benefit** leave, vacation leave, **personal leave** or emergency closings will not be considered as hours worked for purposes of calculating overtime compensation. Time off on holidays will be considered as hours worked for purposes of calculating overtime. For example, a non-exempt employee who uses benefit leave during the normal work week but then works a day during the weekend will not earn overtime for the weekend day worked. Instead, the employee will count the weekend day worked as a regular workday and will not record the benefit time taken during the week. The benefit time will be saved for the employee's later use.

All accrual of overtime shall be made in compliance with the Personnel Policy Handbook. Any payments of overtime shall be made in compliance with the Monroe County Ordinance for Fixing Salaries.

5.14 COMPENSATORY TIME

Each employee is designated as **NON-EXEMPT** or **EXEMPT** by Federal and State law.

NON-EXEMPT employees are entitled to overtime compensation/compensatory time off under specific provisions of Federal and State law.

With the exception of Resolution 2008-57, **EXEMPT** employees are excluded from specific overtime provisions of Federal and State wage and hour laws. See Section 5.13 for more information regarding exempt/non-covered employees.

The following paragraphs apply to all non-exempt employees as determined by the Monroe County Council's designation of jobs for compliance with the Fair Labor Standards Act ("FLSA"):

Non-exempt employees who work more than thirty-five (35) but not more than forty (40) hours in a week are not entitled to overtime compensation by the FLSA. Monroe County, however, makes it a policy to provide compensatory time off to non-exempt employees who work between thirty-five (35) and forty (40) hours per week at the rate of one (1) hour per hour worked. Calculating compensatory time is based on actual hours worked. Compensatory time over the county limit must be used within two (2) months of being earned by the employee.

Time off on compensatory leave, bereavement leave, **sick** **personal benefit** leave, vacation leave, **personal leave** or emergency closings will not be considered as hours worked for purposes of calculating compensatory time. Time off on holidays will be considered as hours worked for purposes of calculating compensatory time. For example, a non-exempt employee who uses benefit time during the normal work week but then works a day during the weekend will not earn compensatory time for the weekend day worked. Instead, the employee will count the weekend day worked as a regular workday and will not record the benefit time taken during the week. The benefit time will be saved for the employee's later use.

Scheduling the use of compensatory time off shall be at the discretion of the elected official/department head. Use of compensatory time must be determined in advance of submission of the payroll. Non-exempt employees shall be provided with and shall sign a *Compensatory Time off Agreement Form*. Copies of the signed Agreements shall be kept by the elected official/department head, the Human Resources Department, and by the Auditor.

Elected officials and department heads shall provide the Auditor with an accurate and current record of all accrued compensatory time simultaneously with the current payroll. All elected officials and department heads shall provide documentation showing compensatory hours calculated in accordance with this policy. Employees shall not be allowed to accrue more than forty (40) hours of compensatory time unless in exceptional circumstances, and with approval of employee's supervisor. Elected officials/department heads may impose more stringent standards than those contained herein, regarding the accrual of compensatory time for their departments, but may not impose less stringent standards.

An employee must have less than forty (40) hours of accrued compensatory time before that employee may use any **sick** **personal benefit** leave, vacation leave, or **personal leave** **health clinic time** pursuant to Section 6.1 of this policy.

Any employee with accrued compensatory time, who transfers to another department, will receive their accrued compensatory time or receive monetary compensation for the accrued time from the department under which the time was worked.

(Compensatory Time off Agreement Form) <P:\County Forms & Info\Human Resources Forms\Miscellaneous Forms\COMP TIME OFF AGREEMENT.doc>

Any payment of compensatory time shall be made in accordance with County Council Resolution 2009-18 or any subsequent, relevant resolutions regarding compensatory time.

It shall be the responsibility of the overseeing authority, in accordance with Section 1.4 – Management Rights, to interpret these policies and procedures, to ensure that they are administered in a consistent and impartial manner, and to provide oversight and approval as required.

5.15 EMERGENCY CLOSING

Periodic or temporary emergencies, such as severe weather or power failures, can temporarily disrupt operations, sometimes requiring the brief closing of County facilities. When such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

The Monroe County Commissioners shall decide when County facilities shall be officially closed; however, the Board of Judges shall decide when Circuit Court offices are closed and the Monroe County Prosecuting Attorney shall decide when the Office of the Prosecuting Attorney shall be closed.

When facilities are officially closed for temporary emergency conditions before the beginning of the workday, the time off from scheduled work will be paid to full-time employees (excepting public safety employees) affected by the facility closing.

If a full-time employee reports to work, and the facility is later closed due to a periodic or temporary emergency after the employee's arrival, the employee shall be paid for a full work day without being required to use vacation, personal leave, compensatory time, or by making up this time within the pay period; however, if a full-time employee does not report to work on a day in which the facility is later closed, time missed will be charged against the leave the employee intended to use that day or will be time without pay. The elected official/department head may allow the employee to make up time missed, provided that the time missed is made up within the same pay period and is documented.

This policy does not apply to public safety employees engaged in work during any emergency as declared by the Monroe County Commissioners.

This section of the Monroe County Personnel Policy Handbook is intended to outline procedures for periodic or temporary emergencies. Employees should be aware that a severe emergency could

occur, which would significantly impact the operations of Monroe County and could result in the loss of jobs for some county employees. In such a situation, employees affected would not continue to be paid by or receive benefits from Monroe County. Those affected employees, however, may be eligible to continue health insurance coverage as described in Section 6.3.3 of this Handbook, entitled "Benefits Continuation (COBRA)".

Severe emergencies, which require longer closings of Monroe County Government offices and which could result in the loss of jobs for county employees, shall be governed by **the Monroe County Government Continuity of Operation Plan (COOP)** emergency plans developed by the Monroe County Board of Commissioners.

The COOP is the policy that defines the minimum required actions by ALL MCG elected officials and employees. The COOP is set up to ensure that our local government continues to provide mission essential functions during a range of emergencies, including, but not limited to, acts of nature, acts of violence, technological attack, and infectious disease. The COOP addresses accessibility of buildings, general personnel welfare, and expectations of general performance. Each Department also has a supplemental COOP that is specific to their department and ensures communication and understanding of requirements by their respective employees. Departmental COOPs may be more (but not less) restrictive than the County COOP.

See Addendum A.

5.16 GHOST EMPLOYMENT

Indiana law makes it illegal for public servants to engage in Ghost Employment. Elected officials of Monroe County and their employees shall adhere strictly to the law as stated in Indiana Code 35-44.1-1-3.

If an individual has questions or suspects that a violation of Indiana Code 35-44.1-1-3 has occurred within Monroe County Government, those concerns should be submitted to a law enforcement agency for investigation.

6. EMPLOYEE BENEFITS

6.1 BENEFIT TIME

Monroe County provides a wide range of benefits to eligible employees. Programs such as social security, worker's compensation, and unemployment insurance cover all employees in the manner prescribed by law. Eligibility for additional benefits depends on a variety of factors, many of which are described elsewhere in the Personnel Policy Handbook. The Human Resources Department will identify the programs for which employees are eligible.

For purposes of the accrual of benefit time, one (1) day of benefit time for a thirty-five (35) hour-a-week employee equals seven (7) hours. One (1) day of benefit time for a forty (40) hour-a-week employee equals eight (8) hours. Any adjustments in schedules made by departments for whatever

reason, which affect the length of an employee's workday, shall not affect the above-stated accrual rate.

It is the County's intent that employees shall be allowed to use their benefit time in five (5) minute increments, subject to approval by the employee's supervisor and/or elected official/department head.

6.1.1 **VACATION LEAVE BENEFITS**

Eligibility

Vacation leave with pay is available to full time employees to provide opportunities for rest, relaxation, and personal pursuits in accordance with the schedule below and depending upon the employee's regular work schedule. Full-time employees are eligible to accrue and use vacation leave as described in the Personnel Policy Handbook. **See Addendum A.**

Accrual Calculations

Accrual of vacation begins upon date of hire, and will normally be computed from anniversary date to anniversary date. Vacation time may not be taken before it is earned. For purposes of this section, an employee shall receive credit for prior, full years of employment with the County as a full-time employee.

| YEARS OF EMPLOYMENT | VACATION LEAVE EARNED |
|--|---|
| After six (6) months of County employment | One (1) week per year (35 hours or 40 hours per year) |
| After completion of one (1) year of continuous County employment and until the end of the fifth (5 th) year of continuous County employment | Two (2) weeks per year (70 hours or 80 hours per year) |
| After completion of five (5) years of continuous County employment and until the end of the tenth (10 th) year of continuous County employment | Three (3) weeks per year (105 hours or 120 hours per year) |
| After completion of the tenth (10 th) year of continuous County employment until termination of County employment | Four (4) weeks per year (140 hours or 160 hours per year) |

Breaks in Employment

- A. If an employee voluntarily leaves employment and returns within a one (1) year (twelve (12) month period), credit towards prior full years of service for vacation purposes will be given, and credit toward years of service for vacation purposes will be given. The employee will begin to accrue vacation at the same level the employee was earning before the break in employment, using the employee's new re-hire date. One (1) week (35 or 40 hours) of vacation will be available for that employee's use six (6) months after the re-hire date. At one (1) year, the employee accrues vacation time based on the new anniversary date as if there were no break in service, per the chart above.

Example: A full-time employee, employed by the County for eight (8) years, who terminated employment on February 1, 2007, but returned to county employment on October 1, 2007, would use the return date of October 1st as the new anniversary date for vacation calculation purposes. Vacation leave of five (5) days would be available for use on April 1, 2008. On October 1st, 2008, vacation leave would be granted, according to the chart above, as if the employee had never separated from County employment.

- B. The employee with a break in service greater than twelve (12) months will be treated as a new employee for vacation calculation purposes per the chart above.

Employment Termination

Accrual of vacation leave will normally be computed from anniversary date to anniversary date. Upon termination of employment, an employee's accrued vacation leave shall be calculated on a pro-rata basis as set forth in the following personnel form; however, **employees who are discharged (as defined in Section 11.1) will not receive compensation for any unused vacation leave.**

Transfers

If an employee transfers between departments within the County, the employee's balance of unused vacation leave shall be transferred to the new department unless used by the employee prior to the effective date of transfer.

Pay in Lieu of Vacation

All employees should take their annual vacation leave as it accrues. No pay will be issued in lieu of vacation leave.

Vacation Carry Over

With prior written permission of the elected official/department head, a maximum of ten (10) days may be carried over into the next anniversary year or may be converted to **sick**

personal benefit leave. Payment for carried over days will be in addition to the employee's pro-rata payment for the current year's vacation days. If the employee has additional unused vacation days above the ten (10) that have been carried over, the employee may convert those days to **sick personal benefit** leave with prior written permission of the elected official/department head.

Scheduling Vacation Time

Scheduling of vacations is at the discretion of the employee's supervisor. To take vacation, employees should request advance approval (as soon as possible) from their supervisors. If employees' requests for vacation leave are in conflict, the supervisor shall determine which request shall be approved. Vacation requests will be approved based on a number of factors including performance, impact on department efficiency, business needs, and staffing requirements. Vacation leave may be taken in five (5) minute increments as approved by the employee's supervisor, as indicated in Section 6.1.

An employee with accrued **sick personal benefit** leave who is ill or injured for more than two (2) days during vacation may request that the days of injury or sickness be credited to accrued **sick personal benefit** leave. The vacation leave that is replaced by **sick personal benefit** leave can be rescheduled by the elected official/department head. Requests must be accompanied by a physician's statement (or other proof satisfactory to the supervisor) verifying that the illness or injury would have documented requests may be granted at the discretion of the employee's elected official/department head. No vacation shall accrue while an employee is on unpaid leave of absence, except for leave pursuant to the Family and Medical Leave Act, including Family Military Leave. **AN EMPLOYEE'S TERMINATION DATE MAY NOT BE EXTENDED OR RETIREMENT DATE SET TO GAIN ADDITIONAL VACATION TIME.**

(Request for Vacation Form) <P:\County Forms & Info\Human Resources Forms\Vacation Forms>

(Vacation Days Calculation upon Termination of Employment Form) <P:\County Forms & Info\Human Resources Forms\02 Employee Termination Packet>

6.1.2 HOLIDAYS

Each year the schedule of holidays shall be determined by the Monroe County Board of Commissioners in consultation with the Board of Judges and other elected officials. Full-time employees shall receive regular pay for holidays. Part-time, Seasonal or Temporary employees shall be compensated only for hours actually worked, if any, on a holiday.

Employees who work in a department that maintains a varied work schedule under special employment conditions, as described in Section 5.2, shall count hours worked on a County holiday as actual hours worked. The actual hours worked shall be counted towards the accrual of compensatory time, if the employee is a non-exempt employee. Floating holidays are not provided, unless provided by a Union contract or specifically provided in the annual schedule of holidays mentioned above.

An employee must use accrued benefit time in the following order: compensatory time in excess of the limit allowed in Section 5.14, accrued holiday time (if any), vacation time or personal time. In other words, an employee with accrued vacation time must use any compensatory time in excess of the limit, first, and then any accrued holiday, second, before the employee may use accrued vacation time or personal time. If an employee's religion observes holidays other than those designated, the employee may, *with supervisor's advance permission*, work on regularly scheduled holidays and be absent for the holidays observed by the employee's religion. This does not affect the use of **sick personal benefit** leave.

All requests for time off must receive the elected official/department head's prior authorization. Employees who use holiday, compensatory, or vacation time without receiving prior authorization from the elected official/department head may be subject to disciplinary action, up to and including termination of employment.

<P:\County Forms & Info\Human Resources Forms\Vacation Forms>

Holiday time off shall be paid at the employee's base rate at the time of the holiday. *See Addendum A.*

6.1.3 **SICK PERSONAL BENEFIT LEAVE BENEFITS**

The County provides paid **sick personal benefit** leave benefits to all full-time employees. **This benefit time is designed to be used as the employee needs and upon approval by their supervisor. This benefit time may be used for, but not limited to, for** periods of temporary absence due to illness, injury, and the attendance of medical appointments, **mental health days, unplanned personal events, bereavement, and vacation.** An employee with accrued sick leave shall receive regular pay for absences from employment for illness, injury, or the attendance of a medical appointment for the employee, or the employee's family member.

One (1) day of **sick personal benefit** leave shall be granted to full-time employees upon commencement of employment. Thereafter, full-time employees shall earn one (1) day of **sick personal benefit** leave on the first day of each full month of continued employment. These days may be accumulated without limit until termination of employment. If an employee transfers between County departments, any unused **sick personal benefit** leave is transferred to the new department. Upon termination of employment, the employee shall **NOT** be compensated for accrued **sick personal benefit** leave. **Sick Personal benefit** leave may be used in five (5) minute increments, as approved by the employee's supervisor and as indicated in Section 6.1.

~~An injured or sick employee absent for more than three (3) days must provide the supervisor a written statement from the treating physician, which establishes the employee's inability to fulfill the conditions of employment. An employee who is absent~~

for more than three (3) days as a result of the injury or illness of an employee's family member shall be required by the supervisor to provide a written statement from the treating physician, which establishes that the employee needed to be available to care for the family member. Monroe County reserves the right to have the employee examined by a physician chosen by the County and at the County's expense. The elected official/department head must provide the Auditor with a report of sick days used for each employee during each payroll period.

(Employee Time Off Request Form) <P:\County Forms & Info\Human Resources Forms\FMLA Other Leave ADA>

6.1.4 — CONVERSION OF SICK LEAVE

Employees may convert up to one (1) unused sick day per quarter into a personal day. Personal time may be used for any personal reason without specification; however, the scheduling of an employee's request to take a personal day lies within the discretion of the elected official/department head. The right to convert one (1) sick day, if not exercised during a given quarter of the calendar year, is carried over to subsequent quarters of the same calendar year. Thus, if an employee does not exercise their right to convert an available sick day during a given quarter of the calendar year, they may do so in a subsequent quarter of the same calendar year (in addition to the one (1) sick day which they could normally convert that quarter). If the employee has not converted any available sick days during the first three (3) quarters of a calendar year, the employee would have the right to convert up to four (4) available sick days into personal days during the 4th quarter of the calendar year. The unused right to convert sick days may not be carried over to a subsequent calendar year. Personal leave may be used in five (5) minute increments, as approved by the employee's supervisor and as indicated in Section 6.1.

Monroe County Government encourages its employees to dedicate time to community service to enhance and support our community. In accordance with Indiana Code 35-44.1-1-3, department heads and/or elected officials may allow an employee to convert up to one (1) unused sick day (seven (7) hours for thirty-five (35) hour per week employee/eight (8) hours for forty (40) hour per week employee) per calendar year which may only be used to perform community service (see Section 6.1.4). Using this leave, the hours in community service must be performed during the normal hours of employment and cannot exceed the hours in the employee's normal work day. The department head and/or elected official may require documentation from the agency benefiting from the community service, including the hours the employee performed community service.

Employees may not receive financial compensation for performing such community service, but may receive meals and items of nominal value recognizing their participation in the activity. Community service performed may not promote religion, attempt to influence legislation or governmental policy, or attempt to influence elections to public office. Community service performed must be at the benefit of another governmental entity within Monroe County or an organization exempt from federal income taxation.

under Section 501(c)(3) of the Internal Revenue Code that provides direct support to Monroe County citizens.

Employees may convert up to one (1) unused sick day per calendar year to perform community service as approved by the department head and/or elected official and as indicated in Section 5.16. The unused right to convert a sick day to community service leave may not be carried over to a subsequent calendar year. Community service leave may be used in five (5) minute increments as indicated in Section 6.1 and approved by the department head and/or elected official.

For a community service activity that has been formally recognized by the Board of Commissioner as having a particular value in supporting a function of Monroe County government and that requires a time commitment greater than the number of hours in an employee's work day, up to four (4) unused sick days per calendar period may be converted if approved by the department head and/or elected official. With the approval of the department head and/or elected official, all or part of the hours an employee engages in this community service may take place outside the employee's normal hours of employment.

An employee who has been employed full time by the County for more than six (6) months may only convert sick leave into personal leave or for community service that he/she has currently accrued beyond five (5) days. Sick time may not be used for community services if, as a result of such use, the employee will become entitled to overtime compensation.

6.1.5 MONROE COUNTY HEALTH CLINIC TIME

Eligible Employees who use the Monroe County Health Clinic ("Health Clinic") may receive benefit time. The benefit is subject to other provisions of this section. Such time will be treated in the same manner as **personal benefit leave** **sick time** used (see Section 6.1.3); however, **personal benefit leave** **sick** or other benefit time will not be lost due to visiting the clinic.

The benefit time for an employee is only available for Health Clinic appointments of the employee or when the employee accompanies a dependent child (in accordance with Patient Protection and Affordable Care Act ("PPACA")).

Clinic appointments for employees and dependent children scheduled during an employee's regular work hours require the employee to receive prior approval from his/her supervisor, or elected official/department head. Travel time for the Employee's appointment at the Bloomington clinic locations will be included if the employee is coming directly from and returning directly to work. If only one (1) leg of travel to the Bloomington clinic location is during regular work hours, then only that time will be given as benefit time. Travel to the Bedford Health Clinic location is not covered by the Health Clinic benefit

time. Employees can use their **personal benefit leave** ~~sick time benefit~~ to cover travel time to the Bedford clinic location when such travel occurs during their normal work hours.

No travel time will be given for dependent children's appointments.

Employees must have a note from the Health Clinic stating the time arrived and departed in order to receive this Benefit Time.

6.1.6 WELLNESS EVENTS

Wellness events organized through the County Wellness plan will be considered off the clock unless otherwise authorized by the Monroe County Board of Commissioners.

6.2 OTHER LEAVE

6.2.1 MILITARY LEAVE

A military leave of absence will be granted to all full-time employees with appropriate military orders to attend scheduled drills or training, or to respond to call to active duty with the U.S. armed services. Monroe County intends to comply with the Uniformed Services Reemployment Rights Act of 1994 ("USERRA"), 38 U.S.C. 4301-4335. Employees should complete an *Employee Time Off Request* form and submit a copy of their military orders to the elected official/department head. A copy of the military orders should be forwarded to the Human Resources Department and attached to the payroll claim during the employee's military leave. During military leave, timesheets must be submitted by the elected official/department head to the Auditor's Office.

(*Employee Time Off Request Form*) <P:\County Forms & Info\Human Resources Forms\FMLA Other Leave ADA>

A. Fifteen (15) Day Paid Leave for Training

Employees with appropriate military orders will be granted paid leave from the County for up to fifteen (15) days per calendar year for training purposes. Paid military leave shall not be "charged" against the employee's benefit leave.

Paid military leave normally does not apply to weekend training drills. If the employee has military orders for weekend training and is scheduled to work that same weekend the employee may be paid for these days; however, the employee will only receive pay for a total of fifteen (15) days per calendar year unless benefit time is used.

Employees on two (2) week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

B. Training in Excess of Fifteen (15) Days or Extended Active Military Duty

Employees whose military leave exceeds fifteen (15) days per calendar year may choose to charge the absence which exceeds fifteen (15) days to accrued time off (vacation leave, personal time, compensatory time or holidays) or be absent without pay.

C. Status of Benefits While on Military Leave

Employees on two (2) week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

Longevity pay, vacation leave, sick **personal benefit** leave and holiday benefits shall continue to accrue and should be recorded on the employee's timesheet during the period of the employee's military leave and submitted for payment on the payroll following the use of the leave. If a full-time employee's anniversary date occurs during an employee's military leave, which should be noted on the employee's timesheet and longevity pay shall be submitted for payment on the payroll following the accrual of the benefit. Employees shall be entitled to bereavement leave while on military leave and shall contact their elected official/department head, and Auditor in conjunction with the Human Resources Department, if such circumstances arise during their military leave.

Any health plan, including self-insured plans, provided by Monroe County will be continued on the same terms for the employee on military leave. The employee remains responsible for their share of any benefit costs while on military leave. The employee must make satisfactory arrangements with the Monroe County Auditor to pay their share of benefit costs, prior to the start of the leave.

The County's obligation to maintain health insurance benefits stops if and when an employee informs the County of an intent not to return to work at the end of the military leave period, or if the employee fails to return to work when the military leave is completed. The County's obligation also stops if the employee's health insurance premium payment is more than thirty (30) days late and the County has given the employee written notice at least fifteen (15) days in advance advising that coverage will cease if payment is not received. In the event of the employee's death, the employee's spouse and/or dependents may be entitled to continue health insurance coverage by paying the full cost of coverage at the County's group rates, plus an administrative fee.

Please consult the Monroe County Human Resources Department Office and Section 6.3.3 of this Policy.

D. Reinstatement of Employment

Employees on longer military leave must notify the County of the intent to return to employment in accordance with all applicable state and federal laws.

Upon returning from military leave of absence, an employee will be reinstated to the same position or one of comparable status and pay, provided the employee is discharged from military status under honorable conditions, and makes a request for reinstatement within thirty (30) days after release from active duty or one (1) year after release from hospitalization due to military accident. The employee must also be qualified to perform the normal duties of the occupation for which they are being considered.

Employees who leave employment to serve in the armed forces of the United States shall be entitled to a leave of absence without pay, pursuant to the provisions of federal law. In general, the federal law requires that employees who receive certificates evidencing satisfactory completion of military service must be reinstated to their former position or one comparable to it along with seniority rights if the employee makes formal application for reinstatement within ninety (90) days after military discharge (or from hospitalization continuing after discharge for a period of not more than one (1) year). Department heads are advised to consult with the Human Resources Department to ascertain specific re-employment conditions and procedures required by federal law.

(Employee Time Off Request Form) <P:\County Forms & Info\Human Resources Forms\FMLA Other Leave ADA>

6.2.2 **BEREAVEMENT LEAVE**

At their supervisor's discretion and after consultation occurs between the employee and the supervisor, full-time employees **will be granted up to three (3) working days (24 hours) for the death of:**

- a. **Spouse**
- b. **Child**
- c. **Grandchild**
- d. **Parent (or an individual who stood in *loco parentis* to an employee when the employer was under the age of 18)**
- e. **Sibling**
- f. **Grandparent**
- g. **In-law relative of the same degree**
- h. **Step relative of the same degree**
- i. **Other relative of whom the employee is the sole survivor**

When an employee is on FMLA leave to care for a family member and the leave is terminated by the death of the family member, the employee will be granted the normal time off for funeral/bereavement as described above. may be granted paid bereavement leave under the following schedule:

| Up to five (5) days for the death of employee's: | Up to three (3) days for the death of employee's: | Up to one (1) day for the death of employee's: | Up to one-half (½) day for the death of employee's friend. |
|--|---|--|--|
| Spouse, child, or step-child | Son-in-law; daughter-in-law | Aunt or Uncle | |
| Parent or step-parent | Brother-in-law; sister-in-law | Niece or Nephew | |
| Mother-in-law and father-in-law | | Spouse's aunt or uncle, niece or nephew, or any great extension of a family member | |
| Brother or step-brother; sister or step-sister | | | |
| Grandparent, step-grandparent, grandchild, spouse's grandparent or grandchild, or any relative living in the employee's household for whom the employee is the sole provider | | | |
| Domestic Partner (Registered) | | | |

At their supervisor's discretion and after consultation occurs between the employee and the supervisor, full-time employees may be granted up to one (1) additional day of bereavement leave to attend funeral services for a family member which is conducted outside a 150-mile radius of Monroe County and up to two (2) additional days of bereavement leave to attend funeral services for a family member conducted outside a 500-mile radius of Monroe County.

Additional time off may be granted by the employee's supervisor with the additional leave charged against the employee's accrued compensatory time, vacation leave, sick leave or personal benefit leave.

For the purpose of Section 6.2.2, Domestic Partner (Registered) will be treated as a spouse.

Completed leave request forms must be forwarded to the Human Resources Department.
See Addendum A.

(Employee Time Off Request Form) <P:\County Forms & Info\Human Resources Forms\FMLA Other Leave ADA>